

COLUMBIA CITIZENS POLICE ACADEMY ALUMNI ASSOCIATION

BYLAWS

ARTICLE I - ORGANIZATION

The name of the organization shall be: Columbia Citizens Police Academy Alumni Association.

ARTICLE II - PURPOSE

The purposes for which the organization is formed are to bring together graduates of the Columbia Police Department Citizens Police Academy to promote and improve community relations and crime prevention awareness; to provide opportunities for alumni continuing education and involvement; and to assist in any appropriate manner all law enforcement agencies. Furthermore, our purpose to improve community relations and assist local law enforcement agencies is lessening the burdens of local government and lessening neighborhood tensions.

SECTION 1: Non-Intervention Policy

This organization is a non-intervention Association. Members are not commissioned officers of any law enforcement agency nor are they to represent themselves as such (unless coincidental). The policy of the Association regarding any law enforcement activities is to **observe and report** any offenses to the appropriate law enforcement agency with jurisdiction over the offense. Further, it is the policy of this Association that no individual shall carry on their person any weapon to any event of this Association unless they are a certified peace officer. This includes members that have been issued a concealed weapons permit. Any individual found in violation of this policy shall be immediately excluded from all Association's activities with no right to appeal. Certified peace officers must notify the President and CPD Coordinator of their certification and show proof.

ARTICLE III – MEMBERSHIP

SECTION 1: CATEGORIES OF MEMBERSHIP

(A) ACTIVE

- (1) Active membership shall be available to any person who is a graduate of the Columbia Police Department Citizens Police Academy.
- (2) All active members present and in good standing shall have full voting privileges on all matters brought before the membership for a vote. There shall be no proxy votes. The term "Good Standing" is defined as, dues are paid in full, and has not been involved in any confrontational situations with any law enforcement officer.

(B) HONORARY

- (1) Honorary membership may be conferred upon any adult who shall have rendered notable service to the Association. Honorary membership shall be conferred upon the signed recommendation of one active member, seconded by another active member and approved by a majority vote of those members present at an Association general membership meeting.
- (2) An honorary member shall have none of the obligations of membership in the Association, but shall be entitled to all of the privileges except those of making motions, of voting and of holding elective office.

(C) ASSOCIATE

- (1) Associate membership shall be available to any person who has attended but not yet graduated from the Columbia Police Department Citizens Police Academy. It is expected that such persons will complete the course requirements for graduation within one calendar year.
- (2) All associate members present and in good standing shall have full voting privileges on all matters brought before the membership for a vote. There shall be no proxy votes.

SECTION 2:

- (A) Membership shall be for one year from the date on which the individual joins (dues paid) the Association.
 - (1) Initial dues shall be \$25.00 per person and \$45.00 per married couple.
 - (2) Renewal dues shall be \$12.00 per person.

SECTION 3:

A qualified person may join the Association as an active or an associate member by submitting a completed membership application accompanied by payment of dues to the chairperson of the Membership Committee.

SECTION 4:

A member may resign from the Association by submitting a written, signed letter of resignation to the chairperson of the Membership Committee, who shall present it to the Executive Board. Dues shall not be refunded, in whole or in part, in the event of resignation.

SECTION 5: REMOVAL

- (A) A member may be removed from the membership by a majority vote of a quorum of the Executive Board during a regular Board meeting or a special meeting called for this purpose. Conviction of an offense that would prevent the member from being employed, as an officer with the

Columbia Police Department would constitute reason for this action as well as other good cause as may be approved by the general membership.

B) If the Board determines that reason for removal may exist, the Secretary shall notify the member at least thirty calendar days before the meeting during which the Executive Board will consider removal. Said notice is to be sent by certified mail, return receipt requested, to the member's address as shown in the Association's records. The member may present information to the Executive Board in person or in writing. If the Executive Board votes to remove the member, the member shall be so notified by the Secretary in writing sent by certified mail, return receipt requested. Notice that the Executive Board has voted not to remove the member may be sent by first class mail.

(C) The member may appeal removal to the general membership by submitting a written request to the Secretary within fourteen calendar days of the date on which the Secretary mailed the notice of the Executive Board's action. An appeal shall be considered during the first general membership meeting which occurs at least fourteen calendar days after receipt by the Secretary of the request for appeal. Upon receipt of the request for appeal, the Secretary shall notify the member in writing sent by certified mail, return receipt requested, of the date, time and place of the meeting during which the appeal will be considered. The member may present information to the meeting in person or in writing. The information on which the Executive Board based its decision shall be presented to the membership by the President. Failure of the member to be present shall not prevent the membership from deciding the appeal. A majority vote of those voting members present and voting, cast by secret ballot, shall be sufficient to either sustain or reverse the Executive Board's removal decision. The results shall be announced upon completion of the count of the votes. The Secretary shall notify the member in writing sent by certified mail, return receipt requested, of the result of the appeal.

(D) Removal shall become final and effective immediately upon approval by the membership in the event of an appeal or, if no appeal is made, on the thirtieth calendar day following the date on which the Secretary mailed to the member the notice of the decision of the Executive Board to remove the member. A final removal action in accordance with this section shall not be subject to further review or appeal.

SECTION 6:

Special assessments for payment by all dues - paying members may be made upon unanimous approval of those voting members present and voting during a general membership meeting. A member may be removed from the membership for nonpayment of an approved special assessment in the same manner as for nonpayment of dues.

SECTION 7:

No person shall be denied membership in the Association because of race, religion, sex or national origin.

IV - DUTIES AND TERMS

SECTION 1:

The officers of the organization shall be the President, the Vice President, the Secretary and the Treasurer.

SECTION 2:

- (A) The officers named above shall be elected by a majority vote of the quorum present for a term of one year. Contested elections shall be by secret ballot. Officers shall be elected at the November general membership meeting, and shall take office at the January general membership meeting. For a period of 2 weeks after the November election any member can request a ballot recount. The request will be made to the current President and he/she will direct the chairperson of the nominating committee to recount the ballots. Results will be reported to the current President who will direct the Secretary to publish the results in writing to all active members. After the 2 week period the election results are final.
- (B) At least sixty calendar days before the November general membership meeting, the President shall appoint a Nominating Committee composed of three active members, none of whom may be current elective officers of the Association. The Nominating Committee shall nominate one or more candidates for each position to be filled. The Nominating Committee's report shall be presented during the last general membership meeting preceding the November general membership meeting, during which additional nominations may be made from the floor. At least two weeks prior to the November general membership meeting, the Secretary shall send a special mailing by first class mail to all Association members reporting the list of nominees for all elective positions.
- (C) Active members may NOT make additional nominations from the floor during the November general membership meeting. Candidates can have their name removed from the ballot up to the actual vote taking place.
- (D) Only active members may be nominated for and elected to office in the Association.
- (E) A member who intends to recommend a potential candidate for consideration by the Nominating Committee or who intends to nominate a potential candidate from the floor shall first consult with the prospective nominee to ensure he or she is willing to be nominated for the particular position.

SECTION 3:

The President shall be the chief executive officer of this organization. The President shall preside at all meetings, both general membership and Executive Board meetings. The President shall have the power to convene special meetings of the membership and the Executive Board. The President shall have the power to appoint all committees.

SECTION 4:

The Vice President shall perform duties as prescribed by the President and perform duties in the President's stead when necessary.

SECTION 5:

The Secretary shall be responsible for keeping the minutes of all meetings of the general membership and the Executive Board. Such minutes should be submitted to the President within fourteen (14) days following the meeting. It shall be the duty of the Secretary to file any certificates or reports required by any statute, local, state or federal, to submit to the membership as appropriate any communication addressed to the office of Secretary and to give and serve all notices to the members. The Secretary

shall attend to all correspondence of the Association and exercise all duties incident to the office. The Secretary shall mail all membership renewal notices as directed by the Membership Committee one month prior to membership expiration.

SECTION 6:

The Treasurer shall render, at Executive Board meetings and general membership meetings and such other times, as the President may instruct, a written account of the finances to the Association in a form and manner showing the closing balances of the last report, all income and expenditures itemized, and closing balance. Such written accounts should be submitted to the President within fourteen (14) days after the general membership meeting. An account shall be maintained at a financial institution as approved by the Executive Board. The Association's financial records are to be audited prior to November 2 of each year by an Audit Committee appointed by the President composed of no less than three active members.

SECTION 7:

Each member of the Executive Board shall have one vote. There shall be no proxy voting during Executive Board meetings.

SECTION 8:

In the event of death, resignation, or forfeiture of office as set forth in these bylaws of any elective officer except the President prior to the expiration of his or her term, the Executive Board shall fill the vacancy from the general membership and that person shall serve until the next Executive Board takes office, unless terminated early in accordance with these bylaws. In the event of a vacancy in the office of President, the Vice President shall automatically assume the position of President, and the position of Vice President shall then, be filled in accordance with this section. Such interim terms shall not diminish the individuals' reelection rights. The Executive Board will fill open offices except the President by a simple majority vote of the board, an election is not required.

ARTICLE V - EXECUTIVE BOARD

SECTION 1:

The Executive Board shall consist of the elective officers provided for in Article IV plus the chairperson of the Bylaws Committee, the chairperson of the Public Relations Committee, the chairperson of the Membership Committee, the chairperson of Special Projects Committee, and the Columbia Police Department's Coordinator.

SECTION 2:

Any elective officer and any other member of the Executive Board other than the Department's Coordinator may be removed from office and/or from the Executive Board for cause upon a two-thirds vote of the Executive Board. Cause shall include but not be limited to habitual absence (For the purpose of this section, "habitual absence" shall mean missing two consecutive regular meetings of the

Executive Board without prior notice to the Secretary or missing a total of six regular meetings of the Executive Board and/or the general membership during the term of office regardless to notice.) from either Executive Board or general membership meetings, failure to pay dues, failure to carry out assigned duties, conviction for any felony offense recognized as criminal under the laws of the State of South Carolina, and any other action or inaction that amounts to nonfeasance, misfeasance or malfeasance. At least ten calendar days prior to any such vote for removal, the affected individual shall be given written notice, sent by certified mail, return receipt requested, of such proposed action and allowed the privilege of attending the Executive Board meeting to show cause why such removal is unwarranted. Should the Executive Board vote to remove, the individual may appeal to the general membership during the next regular meeting thereof. Unless the general membership shall, by majority vote, -overrule the decision of the Executive Board, said removal decision shall be final.

ARTICLE VI - COMMITTEES

SECTION 1:

The standing committees of the Association shall be the Bylaws Committee, the Public Relations Committee, the Membership Committee, and the Special Projects Committee.

SECTION 2:

The Bylaws Committee shall be responsible for receiving, reviewing and recommending disposition of proposed changes to these bylaws and for regularly reviewing these bylaws and proposing any necessary changes thereto. The Bylaws Committee shall be composed of no less than three active members appointed by the President, one of who shall be appointed by the President to serve as the chairperson of the Committee.

SECTION 3:

The Public Relations Committee shall be responsible for establishing and maintaining active contact with the appropriate representatives of the Columbia Police Department to ensure the maximum utilization of the Association in support of the Department and its activities. The Public Relations Committee shall be composed of no less than three active members appointed by the President, one of who shall be appointed by the President to serve as chairperson of the Committee.

SECTION 4:

The Membership Committee shall be responsible for developing, proposing to the Executive Board, and implementing approved membership growth and retention programs. The Membership Committee shall be composed of no less than three active members appointed by the President, one of who shall be appointed by the President to serve as chairperson of the Committee.

SECTION 5:

The Special Projects Committee shall be responsible for planning and presenting the programs for the Associations general membership meetings, implementation of other membership services, and such other activities as are directed by the President or the Executive Board. The Special Projects

Committee shall be composed of no less than three active members appointed by the President, one of who shall be appointed by the President to serve as chairperson of the Committee.

SECTION 6:

Such other committees, special and ad hoc, shall be appointed by the President as the Association or the Executive Board shall from time to time deem necessary to carry on the work of the Association.

SECTION 7:

The President shall be ex officio a member of all committees except the Nominating Committee.

ARTICLE VII - GENERAL MEMBERSHIP MEETINGS

SECTION 1:

General membership meetings shall be held on the first Thursday of each month unless specified otherwise. The start time and the location of the meeting may change month to month. One week prior to the next meeting the secretary will communicate to all active members where the meeting location will be and the start time. Meeting start time and location is determined by the President.

SECTION 2:

The November general membership meeting shall be known as the annual meeting of the Association, and shall be for the purposes of electing officers, receiving reports and any other business as may be called. The December meeting will be run by the current Officers, this will be a transition month to prepare the newly elected Officers to take control in January.

SECTION 3:

Special general membership meetings may be called by the President, by a majority of the Executive Board, or upon the written request of ten active members, and sent to the Secretary, The purpose of the special meeting shall be stated in the call for the meeting, and, except in emergency, at least three calendar days notice of the meeting shall be provided to the membership.

SECTION 4:

A quorum shall be necessary to conduct the business of the Association. A quorum shall be defined as eight active members in good standing.

ARTICLE VIII - FISCAL YEAR

The fiscal year of the Association shall be from January 1 through December 31

ARTICLE IX – DISSOLUTION

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE X - PARLIAMENTARY AUTHORITY

All general membership meetings and meetings of the Executive Board shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

ARTICLE XI - AMENDMENT OF BYLAWS

These bylaws may be altered, amended, repealed or added to by an affirmative vote of two-thirds of the active members present at a regular general membership meeting; provided, however, that the proposed change must have been presented in writing at the regular general membership meeting preceding the meeting during which the change is to be considered.

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