

SUFFOLK COUNTY CITIZENS POLICE ACADEMY ALUMNI ASSOCIATION, INC.

BY-LAWS

ADOPTED OCTOBER 25, 2000

(REVISED DECEMBER 11, 2002; REVISED OCTOBER 29, 2003; REVISED SEPTEMBER 19, 2007;
REVISED NOVEMBER 17, 2010; REVISED NOVEMBER 28 2012)

Article 1 - Name

The name of this organization shall be the Suffolk County Citizens Police Academy Alumni Association, henceforth referred to as the Association.

Article 2 - Objective and Mission Statement

The purpose and objective of the Association will be to continue to improve and promote relationships between the residents of Suffolk County and the Suffolk County Police Department and to continue to develop an understanding of the training and operations of the Suffolk County Police Department.

Article 3 - Membership and Dues

Membership is open to all who complete the Suffolk County Citizens Police Academy program. Membership year runs January 1 through December 31. Membership will cease upon nonpayment of yearly dues. Membership dues are payable by check or money order only. All membership payments are to be mailed to the Association, in care of the Police Academy, or may be dropped off to one of the secretaries at the Academy.

There shall be four types of memberships:

1. Individual Membership - Dues are \$20.00 per year, prorated at \$10.00 for alumni who complete the Academy midyear.
2. Couples Membership - Available to two individuals living at the same address who complete the program. Dues are \$30.00 per year, prorated at \$15.00 for alumni couples completing the program midyear. Each individual will have voting rights.
3. Associate Membership - Open to members who complete the program but who no longer live in Suffolk County. Associate Members do not have voting rights and are not eligible to run for or hold office but will receive Association mailings. Dues will be \$10.00 per person annually.
4. Honorary Membership - Available for clubs, groups or organizations who wish to support the Association. Honorary members do not have voting rights and are not eligible to run for or hold office but will receive Association mailings.

Article 4 - Officers

- A. The Officers of the Association shall be President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Membership Secretary, Financial Secretary, Treasurer, and Sergeant at Arms.
- B. No member shall be eligible to run for or hold office unless they are a member in good standing. For purposes of running for office, a member in good standing shall be one who has paid their dues timely and regularly attends meetings (at least 50% in the previous calendar year).

- C. No officer shall be compensated for any service to the Association.

Duties:

1. President - Shall call and preside over regular and special meetings of the Executive Board and the General Membership; shall appoint, with the approval of the Executive Board, chairpersons of ad hoc and standing committees; shall ensure that regular elections are duly called, noticed and held; in the event an officer leaves office, will appoint someone to fill the vacancy; shall be a member of all committees; shall co-sign all checks, vouchers and bank withdrawals with the Treasurer; shall be authorized to spend and approve expenditures up to \$125.00 each month on behalf of the Association without the approval of the Executive Board.
2. 1st Vice President - Shall oversee the functioning of all committees, under the direction of the President; shall fulfill the duties of the President if the President is unable to do so; shall coordinate programs for the General Membership meetings; shall review statements (as available) of all bank accounts owned by the Association.
3. 2nd Vice President - Shall fulfill the duties of the 1st Vice President if the 1st Vice President is unable to do so.
4. Recording Secretary - Shall maintain and have custody of minutes of General Membership and Executive Board meetings and shall submit such minutes within 14 days of the meetings to the President for perusal; shall have the minutes ready and available for approval at every meeting; shall maintain and have custody of attendance records, committee reports and election results.
5. Corresponding Secretary - Shall notify the membership of all upcoming events by mail and email; shall maintain the voicemail and update the outgoing message in a timely fashion; shall be responsible for all correspondence of the Association, incoming and outgoing, with the exception of committee correspondence; shall be responsible for maintaining the email database; shall issue a notice of election, by mail and email, to the membership at the beginning of January; shall be responsible for ordering supplies for the Association.
6. Financial Secretary - Shall generate vouchers that are authorized by the President for payment and submit them to the Treasurer; shall maintain a copy of all vouchers.
7. Membership Secretary - Shall be responsible for maintaining the General Membership listing and maintaining and updating membership records; shall supply the Corresponding Secretary with mailing labels for each mailing.
8. Treasurer - Shall prepare a line item budget for Executive Board approval by January 1 of each year; shall receive all monies and deposit same as recommended by the Finance Committee and approved by the Executive Board; shall disburse monies in payment of Association obligations only on authority given by the Executive Board; shall have custody of, keep and maintain general fiscal records with regard to receipts and disbursements; shall prepare and submit quarterly financial reports to the Officers, Executive Board and General Membership. The Treasurer and President (or 1st Vice President in the absence of the President) shall have authority to co-sign all checks and vouchers.

9. Sergeant at Arms - Shall be responsible for keeping all meetings in order under the direction of the President.

Article 5 - Executive Board

The Executive Board shall consist of all elected officers, committee chairs and class representatives. The President shall chair the meetings as needed for a discussion of business and policy. A quorum, which shall consist of a majority of the elected officers, must be present at all meetings of the Executive Board. The Executive Board shall:

1. Authorize expenditures;
2. Establish and maintain a petty cash fund of \$125.00. Any expenditure from this fund must be pre-approved by the President. Monies will be disbursed when a receipt is presented.
3. Be responsible for the termination of an individual's membership on the Executive Board or the Association under the provisions of the By-laws;
4. Prepare a calendar of regular business meetings for the year;
5. Advise the President;
6. Approve all committee appointments;
7. Designate a representative to speak to the current Academy class about membership in the Alumni Association

Article 6 - Removal from Office/Executive Board

The President shall inform the Executive Board of any Executive Board member who has missed three or more consecutive meetings without notice, or of an Executive Board member who does not perform their duties. Contact will be made by a designated member of the Executive Board to determine the cause of absence or neglect of duties. A report will be made available to the Executive Board at the next scheduled meeting. The member of concern shall be entitled to present an explanation before the Executive Board.

Upon the Executive Board reaching a decision, the President shall send a certified letter, Return Receipt Requested, to the member of concern informing them of the outcome of the removal proceedings.

Article 7 - Elections

- A. In January, each member will receive written notice of the pending February election of a Nominating Committee and the positions to be filled.
- B. A Nominating Committee consisting of at least five members - two Executive Board Members and three from the General Membership - will be elected at the February meeting. Once elected, the Nominating Committee will accept applications at the February meeting from those wishing to run for office. If no applications are received for an open position, the Nominating Committee will be responsible for contacting the General Membership to fill any position that remains open. Members of the Nominating Committee are prohibited from seeking office during their tenure on the committee. The

- Nominating Committee will present a slate of Officers at the April General meeting. The committee will then be dissolved.
- C. Nominations from the floor will be taken at the April General meeting after the dissolution of the Nominating Committee. Nominees need to be present.
 - D. In the event of a contested election, each nominee will select a member to serve as an election teller. The tellers will distribute ballots and count the votes. If the election is uncontested, the Recording Secretary will cast the sole vote.
 - E. Only members in good standing are eligible to vote in elections. For purposes of voting in elections, a member in good standing shall be one who has paid their dues (new or renewal) prior to March 1 of the election year.
 - F. No proxies or absentee ballots are permitted.
 - G. Terms of office shall commence May 1 and end on April 30 of the term year.
 - 1. The President, 2nd Vice President, Treasurer and Corresponding Secretary shall run a two year term concurrently and shall be elected in odd numbered years.
 - 2. The 1st Vice President, Financial Secretary, Membership Secretary, Recording Secretary and Sergeant at Arms shall run a two year term concurrently and shall be elected in even numbered years.
 - H. All books, keys, papers and Alumni Association property must be turned over to the new Officers by May 1 of the year in which they are elected.

Article 8 - Committees

Standing Committees - shall serve for two years:

- 1. Financial Committee - Shall consist of the Treasurer, Recording Secretary, Financial Secretary and one member at large.
- 2. Constitution and By-laws Committee - Shall review the By-laws on an annual basis and make recommendations to the Executive Board.

Article 9 - Meetings

- A. Meetings will be held according to the By-laws
- B. There shall be five General Membership and five Executive Board meetings scheduled per year.
- C. Special meetings may be called by the President or by a majority of the Executive Board.

Article 10 - Fiscal Year

The Fiscal Year shall be March 1 to the last day in February.

Article 11 - Parliamentary Practices

- A. All motions made at General Meetings must be approved by a majority of the members present at that meeting.
- B. Unless otherwise provided in these By-laws, all questions of order and procedure shall be determined in accordance with the current edition of Roberts Rules of Order.

Article 12 - By-laws Amendments

- A. Any member in good standing may request that the By-laws Committee be convened for the purpose of presenting amendments to the membership.
- B. The Executive Board will have the opportunity to express their support or lack of support for the amendment(s).
- C. All proposed amendments shall be made available to the General Membership at least two weeks prior to the meeting at which the vote on the amendment will be taken.

Article 13 - Code of Conduct

- A. Neither the Association nor any of its Officers or Committees shall incur any action, obligation or announce any policy of the Association unless the action, obligation or policy shall have been formally approved by the Executive Board.
- B. The Association or membership therein shall not be used for the promotion of individual interests nor shall any member use their ID card, SCCPAAA letterhead or SCCPAAA business cards unless representing the Association, as directed by the President.
- C. No member shall use their affiliation with the Association on their personal or business stationery or business cards.
- D. Any member who conducts themselves, at any time, in a manner that can be considered detrimental to or an embarrassment to the good name of the Association shall be considered in violation of this Code of Conduct.
- E. Any member who violates this Code of Conduct may be brought before the Executive Board and shall face expulsion from the Association.

Article 14 - Indemnification

- A. The Association shall indemnify any and all of its Executive Board members, Officers, or former Executive Board members, Officers or any person who may have served at its request as a Director or Officer of another entity, from any suit or proceeding, by reason of the fact that they are or were a Director, Board member or Agent of the Association, or they are or were serving at the request of the Association as a Director or Officer of another entity, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred in connection with such action, if said person acted in good faith, in a manner they believed to be in the best interest of the Association and had no reason to believe their conduct was unlawful.
- B. Such indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled, under any agreement, vote of membership of the Association, or otherwise.