

# **Mesa Citizen Police Academy Alumni Association**

## **By-Laws**

Revised, April 2002

### **Article 1 Organization**

- Section 1. The name of the organization shall be the Mesa Citizen Police Academy Alumni Association (herein referred to as the MCPAAA),
- Section 2. The address of records is MCPAAA, c/o Mesa Police Department, Training, 130 North Robson Street, Mesa, Arizona 85201.
- Section 3. Meetings shall be conducted in accordance with Roberts Rules of Order (Newly Revised) when business comes before the membership.

### **Article II Purpose**

- Section 1. The purpose for which the MCPAAA is formed are to bring together graduates of The Mesa Citizen Police Academy, to enhance the relations between the Community and the Mesa Police Department, and to assist local law enforcement agencies where possible.
- Section 2. The MCPAAA shall be a non-political organization. It will neither endorse political candidates for any office, nor make cause to be published opinions related to police or political activities which arise due to department, city, county, state, or national problems.

### **Article III Membership**

- Section 1. Definitions
- a. Regular membership shall be open to any graduate of the Mesa Citizen Police Academy.
  - b. A member in good standing is a member whose dues are paid.
  - c. Charter members of the MCPAAA are those who joined in the first year of the MCPAAA's existence, and who are from one of the first six academy classes.
  - d. An Honorary member is a person selected by the Executive Board.
- Section 2. No person shall be denied membership in the MCPAAA because of race, religion, sex, ethnic background, or physical or mental handicaps.
- Section 3. Annual dues shall be determined by the Executive Board and payable by June 30 each year.

Section 4. The executive Board, after an appropriate hearing and an affirmative vote of two-Thirds of the Executive Board members, may censor, suspend, or terminate a member for cause.

#### **Article IV Officers; Duties and Terms**

Section 1. The officers of the MCPAAA shall be President, First Vice President, Second Vice President, Secretary and Treasurer.

Section 2. The President shall be chief executive of the MCPAAA. The President shall preside at all meetings, both of the general membership and of the Executive Board. 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 ad hoc committees.

Section 3. The First Vice President shall perform duties as prescribed by the President, serve in the President's stead when necessary, and arrange programs.

Section 4. The Second Vice President shall act as coordinator of financial planning and fundraising activities.

Section 5. The Secretary shall be responsible for keeping and reporting the minutes of all meetings. It shall be the duty of the Secretary to file any certificates or reports (except financial). The Secretary shall submit to the general membership any appropriate communication addressed to the MCPAAA. The Secretary shall attend to all correspondence of the MCPAAA.

Section 6. The Treasurer shall submit a financial report at such times as the President may instruct.

- a. An account shall be maintained at a Financial Institution as approved by the Executive Board.
- b. Financial records are to be ready for audit prior to July 1 or each year by an audit committee appointed by the President.
- c. The fiscal year shall commence on July 1 of each year.
- d. The Treasurer shall require receipts or invoices before reimbursing members for authorized expenditures.
- e. Authorization for expenditures over \$100.00 shall require the approval of at least three elected officers.

Section 7. The officers shall be elected by and from members in good standing at the May meeting. Installation will be at the June meeting.

- a. The term of office shall be for one year.
- b. No person shall serve in the same position more than two consecutive terms, except if no other candidate agrees to run for the office when contacted by the nominating committee.

- c. The President will call for a nominating committee at the April meeting to submit a slate of candidates at the May meeting.
- d. At the May meeting, nominations can be taken from the floor provided the nominee approves his/her name being placed in nomination. Such last-minute names may be added to the ballot, but may not automatically replace the name of an incumbent of more than two terms. They must be elected by majority vote.
- e. Election is by simple majority of members present at the May meeting.

#### **Article V Executive Board**

Section 1. The Executive Board shall consist of the elected officers provided for in Article IV. A quorum for purposes of the Executive Board shall consist of at least three elected officers. The Executive Board shall elect a person to fill any vacancy for the remainder of the term in which it occurs.

#### **Article VI General Membership Meetings**

Section 1. Meetings shall occur at least once a month. Meetings may be added or deleted at the discretion of the Executive Board.

Section 2. A quorum for the purposes of conducting the business of the MCPAAA shall consist of those members in attendance.

#### **Article VII Voting**

Section 1. Each regular member present and in good standing shall have one vote in matters before the membership.

#### **Article VIII Liaison**

Section 1. The Mesa Citizen Police Academy Program Coordinator, as appointed by the Mesa Police Department, shall act as a liaison between the MCPAAA and the Mesa Police Department, reporting activities and progress to interested parties within the Mesa Police Department and providing assistance (suggesting speakers and contacts, etc.) to the MCPAAA. The Program Coordinator is encouraged to attend all general meetings.

#### **Article IX Amendments**

Section 1. These By-Laws may be altered, amended, or repealed by a majority vote of the members attending a meeting provided each member has been notified by mail at least 10 days prior to said meeting.