

Mesa Citizen Police Academy Alumni Association By-Laws

Revised, April 2021

Article I 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 physical address of record is MCPAAA, c/o Mesa Police Department, Training, 130 North Robson Street, Mesa, AZ 85201. For business mail, P.O. Box 366, Mesa, AZ 85211.
- 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 is to bring together graduates of the Mesa Citizen Police Academy, to enhance the relations between the community and the Mesa Police Department through community engagement, and to assist local law enforcement agencies when 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.
- Section 3. The MCPAAA shall support, encourage, and assist local law enforcement to demonstrate community commitment to the well-being and morale of sworn and civilian staff protecting and serving our community.

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 and has maintained the eligibility criteria to attend the Citizen Police Academy and has not been suspended or terminated.
 - 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.
 - e. A Life member shall be one with 20 years of membership in MCPAAA

- Section 2. No person shall be denied membership in the MCPAAA for race, religion, sex, ethnic background, or ability status.
- 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, terminate a member for cause, or deny membership.

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. The Newsletter Editor shall be an ex officio member of the Board.
- Section 2. President
- a. Shall be chief executive of the MCPAAA. The President shall preside at all meetings, both 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.
 - b. Shall retain the authority to review and oversee any or all programs and projects coordinated by other members of the Board but shall allow them the autonomy to perform their duties.
 - c. Shall arrange special projects for the membership.
- Section 3. First Vice President
- a. Shall perform duties as prescribed by the President, to include assistance with record keeping, reports and meetings with police and/or city officials.
 - b. Shall arrange programs/speakers for each monthly meeting, contacting and interacting with the appropriate person(s) at the Mesa Police Department or other organizations.
 - c. Shall assist the President in arranging special projects for the membership.
 - d. Shall serve in the President's stead when necessary.
- Section 4. Second Vice President
- a. Shall act as coordinator of financial planning, overseeing and working with the audit committee to develop or revise an annual budget.
 - b. Shall develop and coordinate fundraising activities.
 - c. The President will call for a nominating committee at the April meeting to submit a slate of candidates at the May meeting.

Section 5. Secretary

- a. Shall be responsible for keeping and reporting the minutes of all meetings.
- b. Shall file any certificates or reports (except financial).
- c. Shall submit to the general membership any appropriate communication addressed to the MCPAAA.
- d. Shall attend to all correspondence of the MCPAAA.

Section 6. Treasurer

- a. Shall submit a financial report at such times as the President may instruct.
- b. Shall maintain an account at a financial institution as approved by the Executive Board.
- c. Financial records are to be ready for audit prior to August 1 of each year, by an audit committee appointed by the President.
- d. The fiscal year shall commence on July 1 of each year.
- e. Shall require receipts or invoices before reimbursing members for authorized expenses.
- f. Authorization for expenditures over \$100.00 shall be presented to the membership for approval, except in the case of exigent circumstance. Such circumstance would then require the approval of at least three elected officers.

Section 7. Newsletter Editor

- a. Shall publish a monthly newsletter.
- b. Shall maintain an email list of MCPAAA members, Community Engagement Coordinator, MPD Command Staff and Training personnel.
- c. The newsletter will be available the weekend before the next scheduled meeting.

Section 8. Elections

- a. The officers shall be elected by and from members in good standing at the May meeting. Installation will be at the June meeting.
- b. The term of office shall be two years.
- c. 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.

- 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 do not automatically replace the incumbent of more than two terms. They must be elected by majority vote.
- e. Election is by simple majority of the membership at the May meeting. Voting may occur virtually or through emails if necessary.

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.
- Section 2. A vacancy on the Executive Board prior to the end of his/her term shall be filled by a nominee of the Board with the approval of the membership.

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 purpose of conducting the business of the MCPAAA shall consist of those members in attendance.
- Section 3. Meetings may be held virtually using an external web client such as Zoom in the event that meeting in person is not possible due to prohibiting circumstances.
- Section 4. Meeting details will be sent out via email ahead of the meeting.

Article VII Voting

- Section 1. Each regular member present and in good standing shall have one vote in matters before the membership.
- Section 2. Voting may occur virtually or through emails if necessary.

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 Bylaws may be altered, amended or repealed by a majority vote of the members attending a meeting, provided each member has been notified by mail or email at least 10 days prior to said meeting.