



**BYLAWS OF THE  
GRAND PRAIRIE CITIZEN POLICE ACADEMY ALUMNI ASSOCIATION, INC.**

**ARTICLE I - PRINCIPAL OFFICE**

Section 1.01. The principal office of the Grand Prairie Citizen Police Academy Alumni Association, Inc. (GPCPAAA), hereinafter referred to as the "Association" shall be located in the office of the Grand Prairie Police Department, City of Grand Prairie, County of Dallas, in the State of Texas. The Association's affiliation with the Police Department shall be at the pleasure of the Chief of Police. The Association may have such other offices, either within or without the State of Texas, as the Executive Board may determine or as the affairs of the Association may require.

**ARTICLE II - PURPOSE**

Purpose

Section 2.01. The purpose of the Association shall be to bring together graduates of the Grand Prairie Citizen Police Academy to promote and improve community relations, increase community involvement, and assist and support the Grand Prairie Police Department. This shall be done within the meaning of Internal Revenue Code Section 501(c) 3 and the Texas Tax Code Section 11.

Political Activity

Section 2.02. The Association shall not, as a substantial part of its activities, carry on propaganda or otherwise attempt to influence legislation; nor shall it participate or intervene (by publication or distribution of any statements or otherwise) in any political campaign on behalf of or in opposition to any candidate for public office. Members shall not promote or represent themselves on behalf of this Association for personal, political or financial gain.

Non-Intervention

Section 2.03. The Association is a non-intervention Association. Members who are not commissioned peace officers of any law enforcement agency shall not represent themselves as such, and shall not carry weapons during Association functions. 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. Any action taken by a member shall be construed as an unofficial act of the Association or any law enforcement agency. Each member, by completion of their membership application agrees to indemnify, release and hold harmless the City of Grand Prairie, its elected or appointed officials, the Grand Prairie Police Department and its officers, and the Association, its officers and representatives for any results of any action taken on their own initiative.

**ARTICLE III - MEMBERS**

Classes of Members

Section 3.01. The Association shall have two (2) classes of members, regular and honorary. The designation of such classes and qualifications shall be as follows:

Regular Members: Regular members shall be graduates of the Grand Prairie Citizen Police Academy who have paid their annual dues, without regard to age, creed, race, gender, ethnicity, national origin, religion, disability or genetic information (or by transfer -see Section 3.09).

Honorary Members: Any person or corporate entity, not a regular member, may be an honorary member if nominated by the Executive Board and approved by vote of a majority of the regular membership at a general

meeting. Continuation of honorary membership shall be reviewed annually by the Executive Board.

#### Annual Dues

Section 3.02. The Executive Board shall determine the amount of initiation fees, if any, and the annual dues payable to the Association by regular members. Honorary members shall not pay membership dues.

#### Payment of Dues

Section 3.03. Dues shall be payable on or before the first day of the annual year, no later than the second meeting. Dues of any new member may be prorated as determined by the Executive Board for the remainder of the current annual year of the Association.

#### Voting Rights

Section 3.04. Regular members in "good standing" (dues paid) shall be entitled to one (1) vote on each matter submitted to a vote of members. No voting by proxy shall be allowed. Honorary members are not entitled to vote.

#### Termination of Membership

Section 3.05. The Executive Board, by two-thirds (2/3) affirmative vote may censure, suspend or terminate a member for violation of the Code of Ethics as defined in the Association's Policies and Procedures, or for cause as defined by the Executive Board, after an appropriate hearing. Any member may be expelled from the Association for conduct that is considered to be damaging to the Association or the Police Department. Upon a signed written request to the Secretary and approval of the Executive Board, a terminated member's current year annual dues, if paid, may be refunded.

#### Default of Membership

Section 3.06. Any regular member in default in the payment of dues for a period after two (2) months from the beginning of the annual year or period for which such dues become payable shall be automatically terminated.

#### Resignation

Section 3.07. Any member may resign by filing a written resignation with the Secretary. Paid dues for a resigning member shall not be refunded.

#### Reinstatement

Section 3.08. Upon written request signed by a former member and filed with the Secretary, the Executive Board may reinstate such former member to membership. If such member makes such a request during the same membership year as their resignation and dues have been paid, then payment of dues would not be necessary. If a new membership year has commenced then membership dues would be due for the full annual year.

#### Transfer of Membership

Section 3.09. This Association may accept transfer of membership from any person who is in good standing in any other duly organized Citizen Police Academy Alumni Association. All transfers of membership must be approved by the Association Executive Board. All those transferring are encouraged to complete the Grand Prairie Citizen Police Academy course at the earliest opportunity.

#### Disputes

Section 3.10. All disputes shall be handled in the following sequence: Association's Bylaws, Association's Policies and Procedures, the current edition of Robert's Rules of Order Newly Revised.

## ARTICLE IV - OFFICERS/DIRECTORS

### Officers

Section 4.01. The Officers of the Association shall be a President, a Vice President, a Secretary, and a Treasurer.

### President

Section 4.02. The President shall be the principal executive officer of the Association and shall in general supervise and control all of the business and affairs of the Association; shall preside at all meetings of the members and of the Executive Board; may sign, with the Vice President, Treasurer, or Secretary, necessary documents; and in general shall perform all duties incident to the office of the President. The President may appoint a regular member to serve as Sergeant at Arms.

### Vice President

Section 4.03. The Vice President shall perform the duties of the President in the absence of or in the event of an inability or refusal to act by the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as assigned by the President or by the Executive Board.

### Treasurer

Section 4.04. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for monies due and payable to the Association; deposit all monies in the name of the Association in such financial institutions as selected in accordance with the provision of these bylaws (see section 8.02); and in general perform all duties incident to the office of the Treasurer and such other duties as assigned by the President or by the Executive Board.

### Secretary

Section 4.05. The Secretary shall keep the minutes of the meetings of the members and of the Executive Board in one or more books provided for the purpose; give all notices in accordance with the provisions of these bylaws or as required by law; keep a register of the mailing address of each member which shall be furnished to the Secretary by each member; and in general perform all duties incident to the office of the Secretary and other duties as assigned by the President or by the Executive Board.

### Directors

Section 4.06. Five (5) Directors shall serve as voting members of the Executive Board. Four (4) shall be elected by the membership and one (1) being the most recent available past President. If no past President is available, then five (5) Directors shall be elected. The Directors shall perform duties as may be assigned to them by the President.

### Police Liaison

Section 4.07. The Grand Prairie Citizen Police Academy Program Coordinator or any other Officer of the Grand Prairie Police Department, as appointed by the Chief of Police, shall act as a liaison between the Association and the Police Department, and shall serve as an ex-officio (non-voting) member of the Executive Board.

### Nominations/Eligibility

Section 4.08. Nominations for Association Officers and Directors shall be made by a Nominating Committee appointed by the Executive Board at least four weeks prior to the July meeting which would be the June meeting. The Nominating Committee shall present its report at the regular July meeting and shall present only the names of regular members in good standing who have consented to serve if elected. Further nominations may be made from the floor at the time of the election by any regular member in good standing. Nominees shall be regular members in good standing. Nominees for the office of the President shall be a regular member in good standing for a minimum of one (1) year prior to the date of elections. Nominees for President, Vice President, Treasurer, or Secretary, shall not be close relatives.

### Voting

Section 4.09. The election shall be held at the July general meeting by secret ballot. A nominee can run for only one (1) position. The election shall be conducted in accordance with the Association's Policies and Procedures

### Vacancies

Section 4.10. In the event of a vacancy in any office for any reason, the President shall appoint a qualified (see Section 4.08) replacement for the unexpired term.

## **ARTICLE V - MEETINGS**

### Regular Meetings

Section 5.01. Regular meetings shall be held each month with the date, time and place set by the President.

### Board Meetings

Section 5.02. The Executive Board shall meet each month with the date, time and place set by the Executive Board unless it is determined that there is no need to have such meeting in any particular month. This shall be determined by a poll of the Executive Board via e-mail, telephone or by mail. Additional board meetings may be called by the President or by a majority of the Executive Board.

### Special Meetings

Section 5.03. Special meetings of the membership may be called by the President or by a majority of the Executive Board at a date, time, and place of their choosing. Members shall be notified no less than twenty-four (24) hours in advance of a special meeting.

### Quorum

Section 5.04. The presence of greater than fifty (50) percent of the average number of members who have attended the previous twelve (12) consecutive regular meetings shall constitute a quorum. At each meeting, the required attendance information to determine a quorum shall be available. A quorum shall be necessary to conduct the business of the Association when a vote is required.

## **ARTICLE VI - EXECUTIVE BOARD**

### Duties

Section 6.01. The Executive Board shall determine the policies and activities of the Association, discipline members, approve all expenditures, and have general management of the Association. Any exceptions to the approval of expenditures by the Executive Board are defined in the Association's Policies and Procedures.

### Officers

Section 6.02. The Executive Board shall consist of the elected Officers and Directors of the Association. Officers and Directors shall serve a term of one (1) year or until a successor has been elected and installed.

### Quorum

Section 6.03. A quorum shall consist of five (5) or more members of the Executive Board, to include either the President or Vice President. If both the President and Vice President are unavailable, either in person or via electronic communication, then a quorum does not exist.

## **ARTICLE VII - COMMITTEES**

### Committees

Section 7.01. The President may designate and appoint one or more committees and the members thereof, with the exception of the Nominating Committee (see Section 4.07) and the Auditing Committee, which shall be appointed by the Executive Board. The committees can be dissolved by the President or a majority vote of the Executive Board. Committee(s) shall dissolve at the completion of their specified task. The President shall serve as an ex-officio officer of all committees, except the Nominating Committee and the Auditing Committee.

### Term of Appointment

Section 7.02. Each member of a committee shall continue as such until a successor is appointed, unless the committee shall be sooner terminated, or unless such member shall cease to qualify as a member in good standing.

### Chairman

Section 7.03. One member of each committee, except the Nominating Committee and the Auditing Committee, shall be appointed Chairman by the President.

### Vacancies

Section 7.04. Vacancies in the membership of any committee, except the Nominating Committee and the Auditing Committee, may be filled by appointment of the President.

### Quorum

Section 7.05. Unless otherwise provided in the appointment of a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

### Rules

Section 7.06. Each committee may adopt rules for its own government not inconsistent with these Bylaws, the Association's Policies and Procedures or the Articles of Incorporation. Each committee shall report to the Executive Board and shall make no binding policy or agreement without the approval of the Executive Board.

## **ARTICLE VIII - FINANCE/RECORDS**

### Expenditures

Section 8.01. All checks, drafts, or orders for payment of money, notes or other evidences of indebtedness issued in the name of this association in excess of two hundred and fifty (\$250.00) dollars shall be signed by two of the following Executive Officers: Treasurer, President, and/or the Vice President. If the amount is less than or equal to two hundred and fifty (\$250.00) dollars, a signature by one of these Executive Officers: Treasurer, President or the Vice President is sufficient. In either case, the expenditures must be associated with an approved project or routine operating expense.

### Debts

Section 8.02. Members shall not create debts, liabilities or obligations for the Association without prior approval from the Executive Board.

### Deposits

Section 8.03. All funds of the Association shall be deposited in a timely matter to the credit of the Association in such financial institutions as the Executive Board may select.

### Gifts

Section 8.04. The Executive Board may accept on behalf of the Association any contribution or gift, if the contribution or gift is in accordance of the stated purpose as defined in Article II.

## Records

Section 8.05. The Association shall keep accurate books and records of accounts, minutes of its members and Executive Board proceedings and a record giving names and addresses of the members entitled to vote. Upon written request, all books and records of the Association may be inspected by the regular members for any proper purpose at any reasonable time. All records maintained for the Association by the Executive Board or a member of the Association are the sole property of the Association and shall be turned over to the Executive Board upon completion of an officer's term in office or upon request by the Executive Board. An auditing committee shall be required (duties defined in the Association's Policies and Procedures).

## **ARTICLE IX - ANNUAL YEAR**

Section 9.01. The annual year of the Association shall begin on the first day of July and end on the last day of June in each year.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

Section 10.01. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Association's Policies and Procedures and the Association's Articles of Incorporation.

## **ARTICLE XI - AMENDMENTS TO BYLAWS**

Section 11.01. These bylaws may be amended at any regular meeting, in which a quorum is present, by a two-thirds (2/3) vote of the members, provided notice of the proposed amendment(s) shall have been given at least two (2) weeks prior to the meeting.

## **ARTICLE XII - DISSOLUTION**

### Dissolution

Section 12.01. This Association may only be dissolved by a three-fourth (3/4) vote of the Executive Board.

### Distribution of Funds

Section 12.02. In the event this Association is dissolved, the remaining assets, after payment of any indebtedness for which the Executive Board has made no provision, 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. Any such assets not so disposed of shall be disposed exclusively for such purposes or to such organization or organizations which are organized and operating exclusively for 501(c)3 purposes.

Adopted by the Charter members on the 9th day of January 2009.

Amended June 20, 2012

Amended January 14, 2014

Amended and Approved 10/20/2021

/s/Tommy Johnson  
President

/s/Rosemaary Reed  
Name (Vice-President)

/s/Vickie Graham  
Name (Treasurer)

/s/Phuong Ybarra  
Name (Secretary)

/s/Mary Wells  
Name (Board of Directors)

/s/Ray Siler

/s/Roz Henwood  
Name (Board of Directors)

/s/Mike Kennedy  
Name (Board of Directors)

/s/Rocio Ramirez  
Name (Board of Directors)