

**AURORA CITIZENS' POLICE ACADEMY
ALUMNI ASSOCIATION
BYLAWS**
(as amended on October 21, 2015)

ARTICLE I - ORGANIZATION

- 1.1 The name of this organization shall be: AURORA CITIZENS' POLICE ACADEMY ALUMNI ASSOCIATION.
- 1.2 The organization may change its name at any given General Membership meeting, provided that all members in good standing were advised of such action at least 30 days prior to the meeting, a quorum exists at the meeting, and the action is passed by a majority vote of the members present at the meeting.
- 1.3 This organization shall be governed by common accord. Disputes will be handled according to Robert's Rules of Order.
- 1.4 The address of record is the Aurora Citizens' Police Academy Alumni Association at P.O. Box 470063, Aurora, CO, 80047-0063.

ARTICLE II - PURPOSE

- 2.1 The organization is formed to bring together graduates of the Aurora Citizens' Police Academy.
- 2.2 Through its members' activities, the organization serves to enhance the relations between the community and the Aurora Police Department (APD).
- 2.3 Members of the organization may periodically provide volunteer support to the Aurora Police Department as requested by the Department.
- 2.4 Operational and/or charitable fund-raising activities may be authorized by the Executive Board so long as these activities are consistent with organization's purpose.

ARTICLE III - FISCAL YEAR

- 3.1 The organization's fiscal year shall be from January 1st through December 31st.

ARTICLE IV - MEMBERSHIP

- 4.1 Membership shall be open to all graduates of the Aurora Citizens' Police Academy who have submitted to APD's fingerprint process and been satisfactorily cleared by CBI/FBI. No person shall be denied membership in the organization because of race, religion, sex, or ethnic background.
- 4.2 New member applicants shall submit a signed APD Volunteer Agreement with their new membership application to be considered for membership. Upon attaining membership, members shall submit a signed APD Volunteer Agreement with each subsequent annual membership renewal to keep their membership in good standing.
- 4.3 Members shall pay annual dues to attain and keep their membership in good standing. The term of these dues shall coincide with the fiscal year. However, new members who join/pay dues after September 30 shall be granted membership for the

remainder of the year plus the full next year. Members shall have up to February 1 each year to renew their membership; memberships not received by that date shall be considered as lapsed.

- 4.4 The Executive Board shall periodically review and update the membership package and dues structure to best reflect the needs and interests of the organization and its membership.
- 4.5 The Executive Board may, by a majority vote, terminate any member's privileges and membership status for cause, provided said member shall have been given at least ten (10) days prior notice in writing and be allowed to attend said Executive Board meeting to show cause why said action should not be taken. Should the Executive Board vote to terminate the member's status, the member may appeal to the General Membership at the next regular meeting thereof. Unless the Membership shall, by majority vote, overrule the decision of the Executive Board, said decision of termination shall be final. The Executive Board has the sole discretion to determine what constitutes "cause."

ARTICLE V - DIRECTORS

- 5.1 There shall be six (6) Directors elected by and from the members in good standing. This election shall be conducted at the last General Membership meeting of each fiscal year. Each Director's term shall be for two (2) fiscal years.
- 5.2 Terms for the Directors shall be staggered such that three Directors are elected each year. At the first election of Directors in October 2005, the three Directors with the highest vote count will receive a two-year term. The remaining three Directors shall receive a one-year term. Should there be a tie vote count in this election; the determination of length of the preliminary term shall be by mutual agreement among the Directors.
- 5.3 Directors shall serve on behalf of and as representatives of the membership and shall function as the management, leadership team of the Alumni Association.
- 5.4 Newly elected Directors are expected to attend the Executive Board meetings after their election and prior to the beginning of their term as part of the introduction and orientation process.
- 5.5 Directors are expected to maintain good attendance at all meetings: Executive Board, General Membership, and any Special meetings. To the extent possible (subject to schedules and interest levels), Directors are expected to participate in and support various organization activities. Should a Director fail to meet minimum attendance and/or participation requirements, that Director is subject to dismissal at the discretion of the remaining Directors. A majority vote of Directors must occur for dismissal to result.
- 5.6 Annually, at the last Executive Board meeting of the fiscal year, Directors are to conduct an internal election to determine the Officers of the organization.

ARTICLE VI - EXECUTIVE BOARD

- 6.1 The Executive Board shall consist of the six elected Directors, and other members as appointed by a majority of the elected Directors.
- 6.2 The Board shall meet at least once per month. A quorum for the purposes of the Executive Board shall consist of at least three elected Directors.
- 6.3 All items of business subject to vote of the Executive Board shall require the approval of a majority of those members (Directors and appointed) present at the meeting. Furthermore, for any unusual or significant expenditure, this approval must include at least three of the elected Directors and must be done in advance of the expenditure.

ARTICLE VII- OFFICERS

- 7.1 The officers of the organization shall be President, Vice President, Secretary and Treasurer.
- 7.2 At the last Executive Board meeting of each fiscal year, the six Directors shall conduct an internal election to determine which Directors will fill the four officer positions for the next fiscal year. These officer positions have a one-year term.
- 7.3 The President shall be the chief executive officer of this organization. The President shall preside at all General Membership and Executive Board meetings. The President shall have the power to convene special meetings of the Membership and Executive Board. The President may appoint a member to fill any vacancy created on the Executive Board. Such appointment shall be for the balance of the current term.
- 7.4 The Vice President shall perform duties as prescribed by the President and serve in the President's stead when necessary. The Vice President shall monitor the activities of various committees and be able to report on any committee if a Committee Chair is not available.
- 7.5 The Secretary shall be responsible for keeping and reporting the minutes of all meetings. Other typical duties of the Secretary position include (1) filing any certificates or reports required by local, state, or federal statute; (2) submitting, as appropriate, any communication addressed to the Secretary; (3) serving all notices to the members; (4) attending to all correspondence of the organization; and (5) any other duties incident to the Secretary position.
- 7.6 The Treasurer shall render, at Executive Board meetings and such other times as the President may instruct, a written account of the finances of the organization in a form and manner showing the closing balance of the last report, all income and expenditures itemized, and a closing balance. An account shall be maintained at a financial institution as approved by the Executive Board. The financial records are to be audited as soon as practical after the end of each fiscal year by the Audit Committee, appointed by the President. This audit report shall result in a report to the membership indicating the status of the financial records for the previous fiscal year. The checks of the organization shall require at least two signatures of elected officers. The Treasurer shall require invoices or receipts prior to reimbursement for member expenditures on behalf of the organization.
- 7.7 The two Directors without officer duties shall serve as liaison to the committees and are expected to take on ad hoc projects or assignments that may not fit within the scope of committee or officer roles.

ARTICLE VIII - COMMITTEES

- 8.1 The following shall be the standing committees of the Executive Board: Membership, Phone Tree, Database, Newsletter, Program, Volunteer Coordinator, Special Events, and Citizens' Police Academy Liaison.

The following sections outline the makeup and goals for each committee. Responsibilities of the committee and chairperson shall be established and periodically reviewed by the elected Directors of the Executive Board.

- 8.2 The Membership committee will consist of a Chairperson selected by the Executive Board and volunteers from the Association's membership. The ideal make-up of the committee would be to have one volunteer from each CPA graduating class.

The goals of the Membership committee shall be (1) To retain current membership, and increase new membership; (2) To have regular committee meetings as deemed necessary by the Chair; (3) To distribute new member packages within 45 days of receipt of membership application; (4) To address membership feedback; and (5) To assist in fund-raising and volunteer projects.

- 8.3 The Phone Tree committee will consist of a Chairperson, or Co-Chairpersons, selected by the Executive Board and volunteers from the Association's membership.

The goal of the Phone Tree committee is to provide direct communications between the Executive Board and the membership.

- 8.4 The Database committee will consist of the Database Coordinator selected by the Executive Board.

The goal of the Database committee shall be to collect, maintain and provide current and accurate, relevant information about CPA graduates and Alumni Association members.

- 8.5 The Newsletter committee will consist of a Chairperson and Editor, selected by the Executive Board and volunteers from the Association's membership.

The goal of the Newsletter committee shall be to produce and distribute a quarterly newsletter to the ACPAAA membership at least five weeks prior to each General Membership Meeting.

- 8.6 The Program committee will consist of a Chairperson, selected by the Executive Board and volunteers from the Association's membership.

The goal of the Program committee is to develop and plan the programs and refreshments for the quarterly General Membership meetings in accordance with the association's mission to promote law enforcement and enhance relations between the community and the APD. Also, on a periodic basis, research and present ideas for future membership activities (i.e., field trips, socials, etc.).

- 8.7 The Volunteer Coordinator will be a person selected by the Executive Board. Responsibility for coordinating volunteers for specific projects may be delegated to others, with oversight retained by the Volunteer Coordinator.

The goal of the Volunteer Coordinator shall be to serve as a single point-of-contact for requests for ACPAAA volunteers by the Aurora Police Department and the community.

- 8.8 The Special Events committee will consist of a Chairperson, selected by the Executive Board, and volunteers from the Association's membership.

The goal of the Special Events committee is to produce and arrange two special events during a calendar year for the membership of the ACPAAA; both events should promote further education for the members.

- 8.9 The Citizens' Police Academy Liaison committee will consist of the Liaison, selected by the Executive Board, one assistant, and volunteers who have indicated on the annual Interest Survey that they want to participate in CPA Hosting.

The goal of the Citizens' Police Academy Liaison committee is to support the CPA by providing volunteers to co-host the classes, communicate with CPA class members during classes and immediately after graduation, deliver ACPAAA presentation to class, conduct New Member Orientation classes, and any other functions needed to transition interested CPA graduates into the ACPAAA.

- 8.10 Such other committees or projects, standing or special, shall be appointed by the President as the Executive Board shall determine necessary to carry on the work of the organization.

ARTICLE IX - GENERAL MEMBERSHIP MEETINGS

- 9.1 There shall be at least four (4) General Membership meetings each fiscal year with mailed notice of no less than 30 days given to the membership for each meeting.

- 9.2 The last meeting of the fiscal year shall be considered the annual election meeting held to elect members to the Director positions.

ARTICLE X - QUORUM AND VOTING

- 10.1 The presence of not less than 25 members in good standing shall constitute a quorum and shall be necessary to conduct the business of the organization at the *General Membership meetings*.
- 10.2 Each regular member present and in good standing shall have one vote in matters before the membership. Each Director shall have one vote.
- 10.3 All votes shall be by written ballot. There shall be no proxy votes.
- 10.4 An affirmative vote by a majority of those present and eligible to vote shall constitute approval of those items submitted to a vote.
- 10.5 If there is not a sufficient number of members present to constitute a quorum as described above, and, if in the best interest of the organization, the business to be conducted needs to be addressed without further delay, the president may declare an emergency quorum situation where a quorum shall be determined by the presence of a majority of the current Executive Board members.

ARTICLE XI - LIAISON WITH AURORA POLICE DEPARTMENT

- 11.1 The Aurora Police Department's designated Alumni Association Liaison is invited to attend all *General Membership and Executive Board meetings* and to serve on any committee, but is not eligible for regular membership. The membership shall support the Liaison's efforts to provide effective communications and coordinated activities between the Alumni Association and the Department.

ARTICLE XII - AMENDMENTS

- 12.1 These Bylaws may be amended by two-thirds vote of the members entitled to vote at a properly called meeting at which a quorum is present, provided each member is notified no less than thirty (30) days prior to the intended action.