

Mission

The mission of the Universal City Citizens Police Academy Alumni Association is to support the Universal City Police Department and enhance the Department's relationship with the community, promote the continued growth and development of the Association and the Citizens Police Academy, and participate in activities that contribute to the well-being of the community. The Universal City Citizens Police Academy Alumni Association is an IRS 501(c)(3) organization and Texas Non-Profit Corporation consisting of graduates of the Universal City Citizens Police Academy program.

Bylaws

ARTICLE I – NAME

This Association shall be known as the Universal City Citizens Police Academy Alumni Association (UCCPAAA), and will be referred in these bylaws as the Association.

ARTICLE II – PURPOSE

The purpose of the Association is to perform activities within the meaning of the Internal Revenue Code Section 501(c)(3) and the Texas Tax Code Section 11, and shall include the following:

- a. To maintain a relationship with the Universal City Police Department as a support group; to provide assistance and services, financial or non-financial, which partner with and support the Universal City Police Department and its officers.
- b. To stimulate education within the community regarding the practices, procedures and capabilities of the Universal City Police Department and other selected law enforcement issues.
- c. To open and foster channels of communication, dispel misconceptions, and promote a better understanding between the citizenry of Universal City and the Police Department
- d. To support future Universal City Police Department Citizens Police Academy classes, and develop closer contact with the graduates of these classes.
- e. To interact with other Citizens Police Academies, the state association (Texas Citizen Police Academy Alumni Association (TCPAAA)), and national alumni associations to promote or implement mutual areas of interest.
- f. To conduct or engage in any lawful act or activity for which the corporation has been organized under the Non-Profit Act of the State of Texas in furtherance of these purposes, or incidental thereto, except as prohibited in the Articles of Incorporation or these By-Laws.

ARTICLE III – ORGANIZATION

These bylaws shall be accepted and adopted by a majority of the organization before being chartered or taking action as an Association. A minimum of eight (8) Full Members shall be necessary to maintain the Association subject to and governed by these bylaws.

The UCCPAA will be an autonomous group that is not controlled by any outside organization, educational or training institution, business enterprise, or other activity.

ARTICLE IV – MEMBERSHIP

The Association shall not practice any discrimination on the basis of race, ethnicity, religion, gender, age, national origin, or physical or mental limitations.

Section 1. Class of Members

Full Membership shall be available to any person who is a graduate of the Universal City Citizens Police Academy upon payment of annual dues and completion of the membership application. Membership will be effective immediately upon payment of dues. Full Members will have all privileges of the Alumni Association, including voting rights, committee membership, and election to office.

Associate Membership shall be available to any person currently enrolled in the Universal City Citizens Police Academy. These members shall have all privileges except eligibility to hold office or vote. Upon graduating from the Academy, an Associate Member must pay dues to be granted Full Membership status.

Business Membership shall be available to any registered business that participates in or otherwise supports the Alumni Association's activities. Business Members shall not have any voting privileges, and will be recognized upon payment of dues.

Honorary Membership shall be open to any person who has contributed outstanding service to the Alumni Association, the Universal City Citizens Police Academy or the Universal City Police Department. Honorary members will not pay dues, vote, or hold office.

Section 2. Liaison

The Association Liaison shall consist of officer(s) from the Universal City Police Department to serve as liaison to the Association as designated by the Universal City Police Chief. These officer(s) will neither pay dues nor have any voting power.

Section 3. Suspension and Termination

Any member may be suspended or terminated for cause and upon reasonable notice by a majority of the Board of Directors. Sufficient cause for such suspension or termination of membership shall be willful violation of the bylaws or any lawful rule or practice duly adopted by the Association. In addition, any member found guilty of a felony or a misdemeanor involving moral turpitude shall be terminated from the Association. The Universal City Police Chief shall be notified of the suspension or termination of any members under this section.

Section 4. Dues

A Full Member in good standing shall be one who is current on annual dues. Annual dues shall be established by the Board of Directors and approved by the membership. Dues will be payable on the 31st of January of each year. Dues shall be prorated on a quarterly basis for those who join during the course of the year. Any member who has not paid annual dues by the 15th of April of each year will be dropped from Full Membership status.

Section 5. Non-Intervention Policy

The Alumni Association is a non-intervention organization. Members are neither commissioned officers of any law enforcement agency nor are they to represent themselves as such (unless coincidental). The policy of the Alumni Association regarding any law enforcement activities is to observe and report any offenses to the appropriate law enforcement agency with jurisdiction over the offense. No action taken by a member shall be construed as an official or sanctioned act of the Alumni Association or any law enforcement agency. Each member agrees to indemnify, release and hold harmless the City of Universal City, its elected or appointed officials, the Universal City Police Department and its officers, and the Alumni Association, the Alumni Association directors, officers and members for any results of any action taken on his/her own initiative.

ARTICLE V – MEETINGS

Section 1. Regular Meetings

Regular meetings of the Association shall be held on a regular basis as determined by the Association during its January meeting, or as directed by the President or the Board.

Section 2 – Annual Election Meeting

The annual election of officers shall be conducted at the November meeting. The installation of officers will be at the December meeting.

Section 3. Quorum

A quorum shall consist of 25% of the current Full Members of the Association, but not less than 8, present and eligible to vote at a given meeting.

Section 4. Meetings of the Board of Directors

Meetings of the Board of Directors may be called by or at the request of the President or any two (2) Officers.

ARTICLE VI – OFFICERS/BOARD OF DIRECTORS

Section 1. Eligibility

Officers must be Full Members in accordance with ARTICLE IV.

Section 2. Board of Directors

The Board of Directors of this Association shall consist of four (4) elected officers: President, Vice President, Secretary, and Treasurer. The immediate Past President shall serve with the current elected officers as a non-voting advisor to the Board of Directors.

Section 3. Term of Office

Officers are elected to serve a term of one (1) year, with the possibility of re-election to an unlimited number of terms.

Section 4. Nominations/Elections

A Nominating Committee will consist of three members: one appointed by the President and two elected from the floor at the September meeting. The Nominating Committee shall present its recommendations for nominations at the regular October meeting. Nominations from the floor will be received during this meeting. Only eligible members may be nominated. The officers shall be elected at the regular November meeting. Voting shall be in person. Officers will be installed and assume office at the December meeting.

Section 5. Successors

In the event that an officer, except the President, cannot fulfill his/her term of office, the President shall name a successor to fill the remainder of the term. The remaining Board of Directors members shall vote to approve or disapprove the President's nominee. The Vice President shall fill the remaining unexpired term of the President should there be a vacancy. If more than one officer leaves, a special election will be called. The individual vacating an office

regardless of reason shall be responsible for transferring all records, Association property, and other materials to the successor, and updating said officer.

Section 6. Removal of Officers

At any time, an Officer may be removed from the Board of Directors for due cause by a 2/3 vote of the general membership or by 3/4 vote of the Board of Directors whenever in their judgment the best interests of the Association would be served thereby. Due process must precede any such decision, and be fully documented by the Board of Directors.

Section 7. Compensation

Officers, as such, will not receive any stated salaries or other remuneration or compensation for their services. However, they may receive approval for reimbursement of a valid expense(s) for operation of the Association by a majority of all other voting members of the Board of Directors.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. President

The President shall preside at all meetings of the Association and Board of Directors and act as chair. The President shall have the power to establish Non-Standing committees and to appoint committee chairs for both Standing and Non-Standing committees, and to perform such other duties as pertain to the office of President. The President shall ensure that the bylaws and policies of the Association are enforced, and the purposes of the Association as described in ARTICLE II are accomplished. The President will be the spokesperson for the Association.

Section 2. Vice President

The Vice President shall act in the absence of the President and perform such duties as pertain to the office of Vice President.

Section 3. Secretary

The Secretary shall keep a record of all meetings of the Association including formal agendas and meeting minutes, retain all papers and written correspondence pertaining to the membership and activities of the Association, and maintain the bylaws and amendments thereto. The Board of Directors of the Association will review such records no less than annually. The Secretary shall be responsible for all correspondence. The Secretary will also perform such other duties as pertain to the office of the Secretary.

Section 4. Treasurer

The Treasurer shall maintain all financial records of the organization; collect, deposit and pay any and all bills; and sign all checks as authorized by the Board of Directors. The President and Vice President shall also be on the signature card of the checking account only to write checks in the absence of the Treasurer. All bills are to be paid in a timely manner. The Treasurer shall report to the Association a statement of account(s), and submit an end-of-year written summary of collections, distributions, and balance(s) to the Board of Directors. The Treasurer shall

perform such other duties as pertain to the office of the Treasurer, including filing of all Federal and State Financial forms The Treasurer shall be a member of the Fund Raising Committee.

ARTICLE VIII -STANDING COMMITTEES

The President shall, with the majority approval of the Board of Directors, establish standing committees as required. Standing committees may include but are not limited to: programs, fund raising, audit, nominating, and standing rules.

ARTICLE IX – GENERAL PROVISIONS

Section 1. Fiscal Year

The fiscal year of the Association shall be the calendar year.

Section 2. Association Properties

All properties purchased or otherwise acquired by the Association will be marked and inventoried on a list, a copy of which shall remain with the elected President and Secretary, and be passed on to any successors. Location of said property shall be specified on the list.

Section 3. Distribution of Assets

In the event of dissolution of the Association; voluntary, involuntary or otherwise; all of the funds, property and other assets of the Association shall go to one or more non-profit organizations, as determined by the Association's membership or Board of Directors. The assets and property so transferred, if any, will be used solely and exclusively for charitable purposes.

Section 4. Amendments

A majority vote of a quorum of the membership present at any regular meeting, or at any special meeting called for the purpose, will be required to alter, amend or repeal these bylaws, and for new bylaws to be adopted and added. A written notice of such amendments with the basis for the proposed change must be submitted to all members at least 14 (fourteen) days prior to the next regular meeting, at which time they will be read and voted upon. The Secretary shall revise the bylaws to reflect the approved change and distribute it to the members. A revised copy of the bylaws shall be given to the Association Liaison Officer and if applicable, the IRS and/or State of Texas.

Section 5. Robert's Rules of Order

The Association will be governed by common accord. Any disputes arising in any meeting or regarding any action or lack thereof will be handled in accordance with Robert's Rules of Order, Newly Revised.

Section 6. Annual Reports

An annual report shall be made to the members, which will contain the following:

- a. The assets and liabilities of the Association as of the end of the fiscal year
- b. The expenses and disbursements of the Association, for both general and restricted purposes during the fiscal year

Section 7. Political Activity

The Association shall not engage in political activities. Political activity is defined, for purposes of these bylaws, as actively promoting or campaigning as a group, or an individuals appearing to represent the Association, for or against any issue, candidate or other matter that has been formally brought forth to the public for vote by federal, state, or city government, or any political subdivision thereof.

This provision will not serve to restrict or encumber any member from exercising their right to promote or campaign for or against issues or candidates of their choice, with the understanding that such activity will not be engaged in a manner which in anyway implies or appears to reflect the Association's support, or lack thereof, for any such issue or candidate.

Section 8. Conflict of Interest

Any member of the Association or Board of Directors must ensure they make the membership aware of any conflicts of interest regarding contracts, associations with any business doing business with the Association, purchases, reimbursements and/or payments to any individual having a relationship with the Association. All officers must sign an annual statement acknowledging they have read the Association's Conflict of Interest Policy.

ARTICLE X- FINANCIAL CONSIDERATION

The financial records of the Association will be audited no later than September 30 each year by an audit committee appointed by the President.

~~~~~

The above bylaws were duly approved by a majority of a quorum of the qualified members present at the regular meeting of the Association held on May 16, 2007 and are effective as of that date.

---

Gary Stein, President

---

Ed Sheeran, Vice President

---

Carl Beard, Secretary

---

Tom Ingle, Treasurer