

BY LAWS

HAYS COUNTY CITIZENS SHERIFF'S ACADEMY ALUMNI ASSOCIATION

ARTICLE I

- SECTION 1.** The name of the organization shall be the Hays County Citizens Sheriff's Academy Alumni Association (HCCSAAA) herein referred to as the "Alumni Association."
- SECTION 2.** The principal office of the Alumni Association shall be the office of the Citizens Sheriff's Academy Coordinator, Hays County Sheriff's Office, 1307 Uhland Road, San Marcos, Texas 78666. Meetings may also be held at other locations designated by the Executive Board.
- SECTION 3.** The Alumni Association may, by a majority vote of the membership in attendance, change its name at any membership meeting provided all members in good standing are notified in writing ten (10) days prior to the meeting.

ARTICLE II

Purpose

The purpose of the Alumni Association is to bring together graduates of the Hays County Citizens Sheriff's Academy to enhance relations between the community and the Sheriff's Office. The Alumni Association will assist, support and promote special projects that strengthen the services provided by the Sheriff's Office.

Non-Intervention Policy

The HCCSAAA is a "Non-Intervention Association." Members of the HCCSAAA, who are not commissioned peace officers of any law enforcement agency, shall not represent themselves as such (unless coincidental). The policy of the HCCSAAA regarding any law enforcement activity is to observe and report any offense to the appropriate law enforcement agency with jurisdiction over the offense. No attempt at involvement or intervention in a crime by a member shall be construed as either authorized or encouraged by the HCCSAAA.

No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code or (b) by any organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

ARTICLE III

Membership

- SECTION 1.** Eligibility definitions:

Regular Membership shall be available to any graduate of the Hays County Citizens Sheriff's Academy.

Honorary Membership shall be open to persons nominated by the Executive Board or the regular membership and approved by a majority vote of the attending members. Honorary members shall neither pay dues nor have voting rights.

SECTION 2. No person shall be denied membership in Alumni Association because of race, religion, sexual orientation, gender, age or ethnic background.

SECTION 3. A member in good standing shall be a person with dues currently paid.

SECTION 4. No member shall receive any compensation from the Association. Reimbursement of authorized expenses is not considered compensation.

SECTION 5. Annual dues shall be set by the Executive Board and approved by a majority vote of members in attendance at the Annual Meeting.

SECTION 6. No Member shall use the HCCSAAA e-mail list or member address list for anything other than HCCSAAA or Sheriff's Office communication. Political solicitations are strictly prohibited.

ARTICLE IV **Officers: Duties and Terms**

SECTION 1. The officers of the Alumni Association shall be President, Vice-President, Secretary and Treasurer.

SECTION 2. The officers shall be elected by ballot of the membership in good standing. Each officer's term shall be for one year, beginning at the close of the Annual Meeting, to be held in January. Any Officer may serve any number of terms as long as he or she is in good standing and elected annually. All officers are required to attend 75 percent of all general and Executive Board meetings. There must be at least two thirds of the Executive Board attending before voting decisions can be made. The Executive Board shall receive no remuneration, salary or compensation for their services to the HCCSAAA other than the reimbursement of valid expenses previously approved by the Board.

SECTION 3. The President shall be the chief executive of the Alumni Association. The President shall preside at all meetings, and may co-sign checks, promissory notes and contracts. The President shall have the power to convene special meetings of the regular membership and Executive Board. The President shall also appoint all committee members and is an ex-officio member of all committees.

SECTION 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 also be an ex-officio member of all committees and may co-sign checks, promissory notes and contracts.

SECTION 5. The Secretary shall be responsible for recording, maintaining and reporting the minutes of all meetings. The Secretary shall file any certificates or reports required by any statute, local, state or federal. The Secretary shall submit to the membership, as appropriate, any communication addressed to the Office of the Secretary and give and serve all notices to the members. The Secretary shall maintain a current roster of members and coordinate member mailings with the office of the Sheriff's Academy Program Coordinator. The Secretary may also co-sign checks, promissory notes and contracts.

SECTION 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 Alumni Association in a form and manner showing the closing balance of the last report, all income and expenses itemized,

and a closing balance. The Treasurer shall maintain an account at a financial institution approved the Executive Board. Books are to be audited prior to January 1 of each year by the Financial Review Committee. Alumni association checks shall require the signature of the Treasurer and one other elected officer. The Treasurer shall require invoices or receipts prior to reimbursement for member expenditures. Authorization for all expenditures over \$100 must be approved by at least three (3) officers.

SECTION 7. In the event of a Board vacancy, the membership shall be notified of the vacancy as soon as possible. Nominations for a successor will be accepted up to the next scheduled general meeting at which time an election will be held to select a replacement to complete the unexpired term.

ARTICLE V **Executive Board**

SECTION 1. The Executive Board shall consist of the elected officers provided for in Article IV. A quorum of the Executive Board shall consist of at least three (3) elected officers.

SECTION 2. The Executive Board may, by majority vote, terminate/discipline any member for cause, provided the member shall have been given at least twenty (20) days prior notice in writing and shall be allowed to attend said Executive Board meeting to show cause why the member should not be terminated or disciplined. Should the Executive Board decide to terminate, the member may appeal to the general membership at the next regular meeting. Unless the general membership overrules the decision of the Executive Board by majority vote, the decision shall be final. Dues paid by the terminated member will be forfeited and will not be refunded. The Executive Board has the sole discretion to define "cause".

ARTICLE VI **Committees**

SECTION 1. Committees may be established as required. At least three (3) members shall be required to staff any committee.

SECTION 2. Appointed committee members shall, by a majority vote, elect a chairman and a vice-chairman. For standing committees, the chairman shall serve for one year from appointment. At the end of that year, the vice-chairman becomes chairman and a new vice-chairman shall be elected.

SECTION 3. Committees shall meet as necessary and report to the Executive Board. Reports to the general membership shall be presented upon request by the Executive Board.

SECTION 4. There shall be a **Financial Review Committee** which shall, no later than the next regular meeting after the Annual Meeting, prepare and present to the Alumni Association a report describing the financial stability of the organization. The committee shall also serve to ensure the non-profit purpose of the HCCSAAA. No Alumni Association officer may serve on the committee.

SECTION 5. There shall be a **Budget Committee** which shall include the Treasurer as a member. The committee shall draft an annual budget for the HCCSAAA, which shall be forwarded to the Association for approval at the regular meeting immediately following the Annual Meeting.

ARTICLE VII
Meetings

- SECTION 1.** Alumni Association meetings shall be held at least six (6) times annually, with meeting times, dates and locations to be determined by the Executive Board.
- SECTION 2.** The Annual Meeting of the HCCSAAA shall be held in January of each year.
- SECTION 3.** Special meetings of the HCCSAAA may be called by the President or by two (2) members of the Executive Board as needed, with the date, time and location of each meeting to be set by the President or Executive Board members calling the meeting. Reasonable advance notice of the meeting shall be given to each member by the Secretary.

ARTICLE VIII
Voting

- SECTION 1.** On matters of routine business at general meetings, each attending regular member in good standing shall have one vote.
- SECTION 2.** Each regular member in good standing shall have one vote for each position in annual officer elections, to take place at the Annual Meeting.
- SECTION 3.** Any Executive Board vacancy shall be filled by a majority vote of the regular membership in good standing at the next announced general meeting.

ARTICLE IX
Financial Policy

- SECTION 1.** Any contributions, bequests or gifts made to the Alumni Association shall be accepted or collected and deposited only in such manner as designed by the Association.
- SECTION 2.** The Executive Board shall determine what depositories shall be used by the Association and ensure they are located within the State of Texas, are authorized to transact business in the State of Texas, and are federally insured. All checks and orders for the payment of money from said depositories shall bear the signature of two officers.
- SECTION 3.** Funds secured by the Association shall be used only to meet those objectives of the organization's purposes. All contracts and evidence of debt may be executed only as directed by the Association or, in emergencies, by the Executive Board.
- SECTION 4.** The Alumni Association's fiscal year shall be the calendar year.

ARTICLE X
Liaison

The Hays County Citizens Sheriff's Academy Program Coordinator shall act as a liaison between the Alumni Association and the Hays County Sheriff's Office, reporting activities and progress to interested parties within the Sheriff's Office and providing assistance (suggesting speakers and contacts, etc.) to the Alumni Association. The liaison is invited to attend all general and Executive Board meetings, but is not eligible for regular membership and has no voting privilege.

ARTICLE XI
Amendments

SECTION 1. These Bylaws may be altered, amended or repealed by a majority vote of the membership in good standing in attendance at a general meeting, provided that each member is notified five (5) days prior to the intended action.

SECTION 2. The Alumni Association shall be governed by common accord. Disputes will be handled in accordance with the most current version of **Roberts Rules of Order.**