

BYLAWS

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 "HCCSAAA."
- SECTION 2.** The principal office of the HCCSAAA shall be the office of the Citizens Sheriff's Academy Coordinator, Hays County Sheriff's Office, 810 S. Stagecoach Trail, San Marcos, Texas 78666. Meetings may also be held at other locations designated by the Executive Board.
- SECTION 3.** The HCCSAAA 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 HCCSAAA 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 HCCSAAA 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 the HCCSAAA 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 HCCSAAA. 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 HCCSAAA shall be President, Vice-President, Secretary and Treasurer.
- SECTION 2.** The officers shall be elected by ballot if more than one candidate is running for a particular office; otherwise, a majority vote of the membership in attendance and in good standing shall be taken. 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 HCCSAAA. 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 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 HCCSAAA 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 by the Executive Board. Books are to be audited prior to January 1 of each year HCCSAAA 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 \$500 must be approved by at least (2) officers. The Treasurer shall maintain a current roster of members and coordinate member mailings with the office of the Sheriff's Academy Program Coordinator.

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 Boards 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 at the discretion of the Executive Board. The President shall appoint all committee members and is an ex-officio member of all committees as is the Vice-President. At least two (2) members in good standing shall be required to staff any committee.

SECTION 2. Appointed committee members shall, by a majority vote, elect a chairman and a vice-chairman. The chairman shall serve for one year from appointment at which time the continuance of the committee shall be evaluated by the Executive Board. Should the committee remain a necessity, the President shall appoint committee members. Committee members may serve any number of terms as long as he or she is in good standing.

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.

ARTICLE VII
Meetings

SECTION 1. HCCSAAA 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 HCCSAAA shall be accepted or collected and deposited only in such manner as designated by the HCCSAAA.

SECTION 2. The Executive Board shall determine what depositories shall be used by the HCCSAAA and ensure they are located within the State of Texas, are authorized to transact business in the State of Texas are federally insured.

SECTION 3. Funds secured by the HCCSAAA 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 HCCSAAA or, in emergencies, by the Executive Board.

SECTION 4. The HCCSAAA'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 HCCSAAA and the Hays County Sheriff's Office, reporting activities and progress to interested parties within the Sheriff's Office and providing assistance (suggesting and securing speakers and contacts, etc.) to the HCCSAAA. 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 HCCSAAA shall be governed by common accord. Disputes will be handled in accordance with the most current version of **Roberts Rules of Order**.