

# The NATIONAL LATINO PEACE OFFICERS ASSOCIATION



## STANDARD OPERATING PROCEDURES (NLPOA—SOPs)

### STANDARD I - PREAMBLE

We, the members of the National Latino Peace Officers Association, realizing that we can make a contribution to the law enforcement process in our Nation fraternally, establish ourselves as an Association to assist, support, and motivate change, for the betterment of all citizens. We are aware that the people served by the criminal justice system are varied ethnically and culturally, therefore, the system must be responsive to all the people of the community. The National Latino Peace Officers Association, working cooperatively with law enforcement and the community, will endeavor to recruit, select and retain people of Latino extraction, for employment, into the criminal justice system. The National Latino Peace Officers Association will endeavor to serve the community and improve the quality of life for all citizens. (NLPOA Founded 1972) (Amended May 17th 1997, Milwaukee, Wisconsin)

### STANDARD II - MISSION

The Mission of the Association is to eliminate prejudice and discrimination in the Criminal Justice System (particularly Law Enforcement); to create a fraternal/professional association that provides support, advocacy, personal and professional development to its members; to prevent and reduce juvenile delinquency; and to lessen neighborhood tension in the Latino Communities through awareness and role modeling, offer Bi-lingual assistance to the public, and bridge the gap between the community and the police. (National LPOA CONSTITUTION August 7, 1974) (Approved May 17th 1997, Milwaukee, Wisconsin)

### STANDARD III - RESOLUTION

SECTION 1: The NLPOA philosophy regarding youth and education has reinforced the important contributions that our cultural diversity provides this great nation.

SECTION 2: The National Latino Peace Officers Association adopts as its motto:

"HONORING FAMILY, EDUCATION & COMMUNITY Through  
SERVICE & MENTORSHIP"

SECTION 3: This national motto shall be reflected on all writings, literature and/or stationary of the Association. (Approved October 7, 1994, San Jose, CA.)

SECTION 4: LOGO - The Figure is of ancient Indian origin. It represents the Indian heritage of all Latinos that unites us. The seven point star surrounding the figure stands for Law Enforcement, reminding members that we are twice bound to work together - by blood and by profession. (Standard Amended September 25, 1996, Las Vegas NV.)

**STANDARD IV – POLICY**

SECTION 1: The National Latino Peace Officers Association Executive Board of Directors are vested with all legislative, judicial, and executive powers granted under its CONSTITUTION, BY-LAWS, STANDARD OPERATING PROCEDURES MANUAL, Resolutions, Policies and Customs.

SECTION 2: The STANDARD OPERATING PROCEDURES MANUAL (SOP) will govern the Association's procedures in accordance with the NATIONAL CONSTITUTION and NATIONAL BY-LAWS.

SECTION 3: All State and local Chapter By-Laws shall be established in accordance with and shall be subordinate to the National Constitution, By-Laws and SOP's, Resolutions, Policies, and Customs. (Standard Amended September 25, 1996, Las Vegas, NV.)

**STANDARD V - STATUS**

SECTION 1: The National Association is a non-profit Public Benefit Association and is not organized for the private gain of any individual. It is organized pursuant to California Penal Code Section 146(c) as a Law Enforcement Association. The Association will not discriminate against any individual because of race, color or religion. (National LPOA CONSTITUTION August 7, 1974)

**STANDARD VI - NAME**

SECTION 1: The name of the Association is The NATIONAL LATINO PEACE OFFICERS ASSOCIATION (NLPOA) founded in 1972. Effective January 1, 1997 all State and Local Chapters will be formally listed as:

The National Latino Peace Officers Association  
\_\_\_\_\_ Chapter

SECTION 2: All stationary/envelopes, flyers and brochures shall reflect the same name.

SECTION 3: Those Chapters who have Incorporated in their respective States or have been designated a Non-Profit Organization by the Internal Revenue Service, or U.S. Postal Service, shall retain their original name, with the addition of D.B.A (Doing Business As) The National Latino Peace Officers Association- Chapter. (Standard Approved May 24, 1996, San Diego, CA.)

#### **STANDARD VII - PERPETUAL ADDRESS**

SECTION 1: The National Headquarters address shall remain the same regardless of change in the Presidency and National Board of Directors. Such resident agent's office address shall remain in the State of California as the Articles of Incorporation and Resident Agent were established in the State of California. This will include phone number and facsimile number.

SECTION 2: Local Chapters shall maintain a permanent address, such as a Post Office Box, that remains as the perpetual address. Should a Chapter be suspended, decertified, ordered to cease/desist, the NLPOA will appoint a member to serve as a Trustee to assume responsibility for that PO Box address. All addresses and signature cards shall be on file with the National Secretary.

SECTION 3: The State Chapter is the only Chapter that is permitted to change PO Box address when a new State President is elected. This will facilitate communication in the city where the State President resides.

#### **STANDARD VIII - AMENDMENTS TO BY-LAWS**

SECTION 1: The National Board of Directors may amend or alter the National BY-LAWS by approval of the proposed amendment by two-thirds (2/3) of the National Board of Directors or by a majority of the GENERAL members in attendance at the ANNUAL TRAINING CONFERENCE pursuant to the National BY-LAWS. (Approved May 24th 1996, San Diego, CA)

SECTION 2: Any proposed amendment, or repeal of a section or portion to the National BY-LAWS must be submitted to the BY-LAWS COMMITTEE, through the NLPOA Headquarters, for proper numbering and registration for distribution to the National Board of Directors for consideration.

SECTION 3: Approval of the proposed amendment shall become effective immediately upon certification by the National Secretary.

SECTION 4: Such Amendment(s) or Repeals or Page changes, if necessary to the National BY-LAWS will be routed to each member of the National Executive Board of Directors, Chapter Presidents, and National Standing Committee Chairs, within 10 working days after such action, by the BY-LAWS COMMITTEE.

SECTION 5: The National Historian shall serve as the National BYLAWS COMMITTEE CHAIR.

SECTION 6: The National BY-LAW S COMMITTEE shall review the ByLaws of every State and Local Chapter to insure appropriateness and compliance with the National BY-LAWS pursuant to ARTICLE VII National BY-LAWS.

SECTION 7: The National BY-LAWS COMMITTEE shall create By-Laws for New Chapters requesting provisional status.

SECTION 9: The National BY-LAWS COMMITTEE shall obtain one copy of every State and local Chapter's By-Laws and Articles of Incorporation, for archiving by the National Historian. Such COMMITTEE shall follow up to insure that any amendments to any State or Local Chapter are obtained and archived.

### **STANDARD IX - AMENDMENTS TO SOP'S**

SECTION 1: The National Board of Directors may amend a STANDARD, section, or portion of the Standard Operating Procedures Manual (SOP) as needed by approval of the proposed amendment by twothirds (2/3) of the National Board of Directors, when a quorum has been established (or) by a majority of the GENERAL members in attendance at the Annual Training Conference pursuant to the National BY-LAWS. (Amended May 17th 1997, Milwaukee, Wisconsin)

SECTION 2: Any proposed amendment, or repeal of a section or portion to the SOP Manual must be submitted to the STANDARD OPERATING PROCEDURES COMMITTEE, through the NLPOA Headquarters, for proper numbering and registration for distribution to the National Board of Directors for consideration.

SECTION 3: Such approval of the proposed amendment shall become effective immediately upon certification by the Parliamentarian.

SECTION 4: Such Amendment (s) or Repeals or Page changes, if necessary to the SOP Manual, will be routed to each member of the National Board of Directors, Chapter Presidents, and National Standing Committee Chairs, within 10 working days after such action, by the Standard Operating Procedures Committee.

SECTION 5: The National HISTORIAN shall serve as the National STANDARD OPERATING PROCEDURES COMMITTEE Chair.

SECTION 6: The STANDARD OPERATING PROCEDURES COMMITTEE will be responsible for maintaining, updating and distributing to all concerned, the Rules and Regulations established by the NLPOA, pursuant to National BY-LAWS.

### **STANDARD X - SPRING MEETING ANNUAL TRAINING CONFERENCE/CONVENTION**

SECTION 1: The National Board of Directors shall meet twice per year or as often as determined to be necessary. The first National Meeting will be called the NLPOA SPRING MEETING, held in or around April and will rotate from Chapter to Chapter. (Amended May 17th 1997, Milwaukee, Wisconsin)

SECTION 2: The second National Board Meeting will be called the NLPOA NATIONAL TRAINING CONFERENCE/CONVENTION, held in in or around September. (Amended May 17th 1997, Milwaukee, Wisconsin)

SECTION 3: The GENERAL MEMBERSHIP shall meet once annually and as often as may be called by 2/3's of the National Board of Directors and by the National President, with the approval of a simple majority by the National Board of Directors, pursuant to the National BY-LAWS.

#### **STANDARD XI - NATIONAL MEETINGS**

SECTION 1: Schedule of the National Training Conference /Convention & Spring Meeting, noting dates, times and location, shall be established at the beginning of the calendar year and shall be made available to the National Board of Directors, Local Presidents and its members, by the NATIONAL CONFERENCE PLANNING COMMITTEE, no later than February of each year.

SECTION I(a): All official business conducted in the name of the National Latino Peace Officers Association shall comply with the latest edition of Robert's Rules of Order, Constitution, By Laws and Standard Operating Procedures.

SECTION 1(b): The Meeting structure will consist of:

- 1(b)(1). Call to order, Invocation, Pledge of Allegiance, Roll Call, and Introduction of Guests.
- 1(b)(2). Approval of Minutes.
- 1(b)(3). Secretary Report.
- 1(b)(4). Treasurer report
- 1(b)(5). President and Vice President's Report
- 1(b)(6). Reports from Committees/Sub-Committees or others.
- 1(b)(7). Unfinished Business
- 1(b)(8). New Business
- 1(b)(9). Consideration of items for future meetings
- 1(b)(10). Adjournment

SECTION 2: AGENDAS-Tentative agendas for all National Meetings shall be mailed to each member of the National Board of Directors and Local Presidents, a minimum of 14 days prior to the scheduled meeting, by the National Secretary.

SECTION 3: The NATIONAL TRAINING CONFERENCE /CONVENTION PLANNING COMMITTEE will be responsible for any negotiations with any

professional planning companies. The NATIONAL TRAINING CONFERENCE/CONVENTION PLANNING COMMITTEE will be allowed to include, in an advisory capacity, any person deemed necessary to effectively formulate the Conference agenda, program, budget and time lines, pursuant to the National BY-LAWS.

SECTION 4: The NATIONAL TRAINING CONFERENCE /CONVENTION PLANNING COMMITTEE shall consider the economic concerns of the Local Chapter affected and shall submit its recommendations to the National Board for approval, pursuant to the National BY-LAWS.

SECTION 5: National Spring Board Meeting. Local Chapter Presidents or any member is allowed to attend. However, Chapter Presidents and NLPOA members will be represented through their State President. The State President, or his/her designated representative, will provide a report of each Chapter's activities and requests. This meeting is required of National Board members.

SECTION 6: National Training Conference /Convention. All persons entering the floor of the Convention, must be duly registered at the Registration Desk, be certified by the Ad-Hoc NOMINATING COMMITTEE and must, at all times, wear the issued name tag in a clearly visible manner.

SECTION 7: At the NLPOA National Training Conference/Convention, any NLPOA Member in good standing, after acknowledgment by the National President (Chair), may address an issue that is presently before the floor of the Convention. All speakers, when necessary, must move to one of the available microphones and identify their name and chapter. Remarks must be professional and must address the issue at hand. If a member wishes to address the Convention on an issue not on the AGENDA, he/she must request of the Chair, the addition to the AGENDA and await for proper acknowledgment to address such issue.

SECTION 8: When a member is addressing an issue, he/she must be treated with respect and courtesy, regardless of agreement or disagreement with speakers stance. Refusal to allow a speaker to speak without interruption, will result in the removal of the interrupter. Loud and repeated demonstrations on the floor will not be tolerated.

SECTION 9: Small Group Discussion. An area outside the Convention Hall will be provided for small group discussions. Such discussions will not be allowed inside the Convention Hall. Such practice is disturbing, not only to the speaker, but also to those who wish to listen. If a larger area is needed to conduct a caucus or discussion, the person wishing such an area should contact the NATIONAL CONFERENCE PLANNING COMMITTEE Chair.

SECTION 10: ALCOHOLIC BEVERAGES are not allowed in the Convention Hall during any official meeting of the General Assembly.

## **STANDARD XII - NATIONAL ELECTIONS**

SECTION 1: ELECTIONS to the National Board of Directors shall be held every two years, at the NATIONAL CONVENTION and the TERM of Office shall be the same, two years (Founded 1972).

SECTION 1a: SPECIAL ELECTIONS at the state or local level may be sanctioned upon petition.

SECTION 2: An Ad-Hoc NOMINATING COMMITTEE shall be established by the President during the Month of September of each election year, pursuant to the National BY-LAWS.

SECTION 3: The NOMINATION COMMITTEE shall consist of at least three members, with no more than one member from any one State, pursuant to the National BY-LAWS.

SECTION 4: The NOMINATING COMMITTEE Chair shall be appointed by the President and approved by the Board of Directors.

SECTION 5: The NOMINATING COMMITTEE shall be responsible for insuring that information is published and made available for persons interested and eligible to run for elected office.

SECTION 6: ELECTION announcements for National Office shall be announced and nominations for each office opened at one meeting in advance of the National Convention and at the Convention. ELECTION announcements at the State and Chapter level shall be opened at least two meetings in advance of the election meeting and at the election meeting.

SECTION 7: NOMINATIONS - Only MEMBERS in good standing shall be entitled to make nominations, pursuant to the National BY-LAWS. (Amended May 17th 1997, Milwaukee, Wisconsin)

SECTION 8: Nominated candidates to an elected office shall accept the nomination prior to being identified as a candidate.

SECTION 9: FINAL NOMINATIONS shall be made from the Convention Floor at the Election Meeting. All NOMINEES shall be present in order to be considered eligible candidates.

SECTION 10: GENERAL MEMBER - Will be defined as a Regular or Associate Member. (Amended May 17th 1997, Milwaukee, Wisconsin)

## STANDARD XIII - VOTING

SECTION 1: VOTING - Only GENERAL MEMBERS in good standing who have been paid members for at least three (3) months prior to the election shall be entitled to vote. No proxy vote is allowed and the members or delegates must be present on the Convention Floor.

SECTION 2: Each National Board of Director is entitled to one vote with the exception of the General Counsel. The General Counsel must remain neutral in all matters. (Approved September 25, 1996, Las Vegas NV)

SECTION 3: Each State President or his/her designated delegate is entitled to one vote, including those states that only have one chapter. (Approved September 25, 1996, Las Vegas NV)

SECTION 4: Each Chapter President or his/her designated representative is entitled to one vote.

SECTION 5: DELEGATE VOTES - Each Chapter is entitled to one (1) Delegate Vote, for every 25 members, in good standing. All members must have their names on file with the National Treasurer to constitute good standing. (Approved May 17th 1997, Milwaukee, Wisconsin)

SECTION 6: The designated delegate must be identified to the NOMINATING COMMITTEE prior to nominating or voting.

SECTION 7: GOOD STANDING is defined as dues paid members whose names have been identified on a Chapter rosters to the National Treasurer by ~~September 1~~ **March 15** of the calendar year ~~and the Chapter has paid all fees due and have been paid members for at least three (3) months prior to September 1st of the calendar year.~~ **Revised May 24th, 2014 Las Vegas Nevada**

SECTION 8: SECRET BALLOT - The NOMINATING COMMITTEE shall hold elections through secret ballot. The NOMINATING COMMITTEE will provide each eligible voter with an envelope containing the appropriate number of BALLOTS.

SECTION 9: TABULATION AND CERTIFICATION - the NOMINATING COMMITTEE shall collect and tabulate the secret ballots and report the results to the GENERAL ASSEMBLY. The National Recording Secretary will certify the election and make a permanent record thereof of such election.

SECTION 10: INSTALLATION of the National Elected Executive Board shall be held at the National Convention Installation Banquet.

SECTION 10: OATH OF OFFICE - in accordance with state laws all National, State, and Local Board Members will be installed and sworn into office. The following



NLPOA Oath of Office will be used for this purpose: (Authored by Andrew J. Cruz, 1997) (Approved May 17, 1997 Milwaukee Wisconsin)

I, (name of board member)

Affirm that I will support the Mission of the National Latino Peace Officers Association.

I will perform my duties with care

To protect the public trust

To obey all governing documents, state and federal laws

And insure that the organization's resources

Are used to benefit our community

#### **STANDARD XIV - EXECUTIVE BOARD OF DIRECTORS**

SECTION 1: The National Executive Board of Directors shall consist of those persons elected to serve on the Board at the National Convention as set forth in the National Bylaws, General Counsel as duly appointed, and the Past National President. The President, with the approval of the Executive Board, may appoint additional members as needed. Unless so authorized by the National Board of Directors, no officer, agent or other person shall have any power to bind the National Association by a contract or render it liable for any purpose of any amount. (Amended May 17<sup>th</sup> 1997, Milwaukee, Wisconsin)

SECTION 2: The National, State and Local Board of Directors shall maintain the highest of standards and conduct. The Board of Directors shall act in accordance with the requirements and procedures set forth in the CONSTITUTION, BY-LAWS and STANDARD OPERATING PROCEDURES.

SECTION 3: Powers - The management of the Association shall be vested in the Executive National Board of Directors. The general power of the Executive National Board of Directors is to manage the Association's administration and business affairs. The Executive National Board of Directors is charged with carrying out the Mission, Goals and Objectives of the Association.

SECTION 4: The Executive National Board of Directors shall execute the CONSTITUTION, BY-LAWS, Resolutions, Policies, Procedures and Customs of the National Latino Peace Officers Association.

SECTION 5: A State or Local Chapter may not assume the authority to speak or act for the National Latino Peace Officers Association in matters of National scope, involving the National Latino Peace Officers Association policies, unless authorized by the National Board of Directors.

SECTION 6: In no instance may a State or Local Chapter bind the National Latino Peace Officers Association in any matter, except with the consent of the NLPOA Board of Directors.

SECTION 7: The number of members of the Executive National Board of Directors may be increased or decreased from time to time by amendment to the BY-LAWS, but no decrease shall have the effect of shortening the term of any incumbent Director, but the number of Directors shall never be less than five (5).

SECTION 7a: Resignation - National, State or Local Officer, elected or appointed, may resign from office upon submission of a written letter indicating the effective date of resignation. Resignation, while in good standing, does not affect Local Chapter membership.

## **STANDARD XV - DUTIES OF THE EXECUTIVE BOARD OF DIRECTORS**

SECTION 1: The National President shall be responsible for providing leadership and direction to the Board of Directors and its members. He/she shall set forth the annual goals and objectives that comply with the established By-Laws.

SECTION 2: The National President shall preside at all National Board meetings. He/she shall represent the Association at all public and official functions. He/she shall be responsible for referring all matters requiring Committee action to the pertinent Committee Chair.

SECTION 3: The National President, with the approval of the Executive Board of Directors, may authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the State Association. This authority is confined to specific instances.

SECTION 4: The National President, with the approval of the Executive Board of Directors, shall appoint the Standing Committees Chairpersons.

SECTION 5: The National President, upon the expiration of his/her term of office shall be recognized as the Immediate Past National President. As the Immediate Past National President, he/she shall serve as Member of the National Executive Board of Directors, pursuant to the National BY-LAWS.

SECTION 6: The Immediate Past National President shall assist in the smooth transition of the new National President and Board of Directors.

SECTION 7: The Vice-Presidents shall assist the National President in any manner requested by the President. In any absence of the National President, the Vice President with the longest tenure in the Association shall act in the President's behalf at board meetings, public and official gatherings, pursuant to the National BY-LAWS.

SECTION 6: The Western Vice-President shall Chair the MEMBERSHIP Committee.  
(Approved September 25, 1996, Las Vegas, NV.)

SECTION 7: The National Treasurer shall be responsible for the financial management of the Association and shall keep all financial records and books accessible and current, pursuant to the National BY-LAWS.

SECTION 8: The National Treasurer shall file a quarterly financial statement.(Amended May 17th 1997, Milwaukee, Wisconsin)

SECTION 9: (Deleted May 17th 1997, Milwaukee, Wisconsin)

SECTION 10: The National Treasurer shall submit an annual financial statement to the General Membership at the Annual Convention, pursuant to the National BY-LAWS.

SECTION 11: The National Treasurer shall maintain a current, complete and accurate record of all members of the Association who are in good standing pursuant to the National BY-LAWS, and forward said information to the National and State Presidents. (Amended May 17th 1997, Milwaukee, Wisconsin)

SECTION 12: The National Treasurer shall file with the Secretary of State, a list of the newly elected Board of Directors, by January 15 of each year and pay such fees as required.

SECTION 13: The National Recording Secretary shall keep a written record of attendance and minutes at all meetings, pursuant to the National BY-LAWS.

SECTION 14: The National Recording Secretary shall be responsible for presenting written minutes of the previous National Meeting, for approval at the following National Meeting.

SECTION 15: The National Recording Secretary shall file, with the National Latino Peace Officers Association, by January 15 of each year, the list of newly elected State and Local Board of Directors.

SECTION 16: The National Recording Secretary shall serve on the COMMUNITY LIAISON COMMITTEE.

SECTION 17: A Parliamentarian shall assist the President in conducting all National Meetings in an orderly manner and in compliance with the National By-Laws and Robert's Rules of Order, pursuant to the National BY-LAWS.

SECTION 18: The National Historian shall serve as the National BY-LAWS COMMITTEE Chair.

SECTION 19: The National Historian shall compile and maintain a history of the activities in which this Association participates, pursuant to the National BY-LAWS.

SECTION 20: The National Historian shall serve as a repository for all of the State and Local Chapter records.

SECTION 21: The National Historian shall also serve as the Custodian of Records and maintain all central files.

SECTION 22: The National EL PUENTE Editor shall be responsible for the development, publication, and distribution of the official newspaper of the Association, pursuant to the National BY-LAWS.

SECTION 23: The National EL PUENTE Editor shall serve as the Chair of the National PUBLICITY and COMMUNICATIONS COMMITTEE.

SECTION 24: The State Presidents, or his/her designated representatives, shall be general members of the Board of Directors.

SECTION 25: Each State President or his/her designated representative shall serve as a member of one of the following National Standing Committees: SCHOLARSHIP COMMITTEE, PLANNING COMMITTEE, LEGISLATIVE COMMITTEE, RECRUITING COMMITTEE, FINANCIAL REVIEW COMMITTEE, and the WAYS and MEANS COMMITTEE.

#### **STANDARD XVI - COMMITTEES**

SECTION 1: National STANDING COMMITTEES may be established to assist with the Operations, Goals and Objectives of the Association. A National Board of Director must be one of the members on the National Standing Committees, pursuant to the National BY-LAWS.

SECTION 2: The following National Standing Committees will be established following the National Elections: PUBLICITY and COMMUNICATIONS Committee; the MEMBERSHIP Committee; the WAYS and MEANS Committee; the FINANCIAL REVIEW Committee; the COMMUNITY LIAISON Committee; the BY-LAWS Committee; the RECRUITING Committee; the LEGISLATIVE Committee; the PLANNING Committee; the SCHOLARSHIP Committee; the STANDARD OPERATING PROCEDURES Committee; CIVIL RIGHTS/AFFIRMATIVE ACTION COMMITTEE and the NATIONAL CONFERENCE PLANNING Committee, pursuant to the National BY-LAWS.

SECTION 3: The National President, with the approval of the National Board of Directors, shall appoint the Standing Committees Chairpersons.

SECTION 4: Committee Membership - Regular and Associate Members from within any existing paid membership category can serve on Committees or as

Chairpersons. However, they are required to be in good standing, regardless of type of membership they may hold. (Amended May 17th 1997, Milwaukee, Wisconsin)

SECTION 5: At the National meetings, each Committee Chairperson shall submit an oral or written report. At the end of each calendar year, each Chairperson shall submit a formal report to the National Board of Directors.

SECTION 6: Ad-Hoc Committees - Such Committees may be established as necessary, charged with the performance of a specific function. Such Ad-Hoc Committees shall dissolve upon completion of their specified assignment and the submission of a formal report to the National Board of Directors.

SECTION 7: Scope of Authority - All Committees established and Chairpersons appointed by the National President, serve at the pleasure of the appointing authority. Such Committees, through their Chairperson, shall submit findings and recommendations. However, they SERVE only in an ADVISORY CAPACITY and not as policy makers.

## **STANDARD XVII - PUBLICITY & COMMUNICATIONS COMMITTEE**

SECTION 1: THE PUBLICITY and COMMUNICATIONS COMMITTEE disseminates information regarding the field of law enforcement. This Committee also relays pertinent information to the General Membership, pursuant to the National BY-LAWS.

## **STANDARD XVIII - MEMBERSHIP COMMITTEE**

SECTION 1: The MEMBERSHIP COMMITTEE shall be responsible for recruiting members (this includes AT-LARGE members), pursuant to National BY-LAWS. Those members that belong to an identified State or Local Chapter, their membership dues and status will be noted and forwarded to the respective State and Local Chapter.

SECTION 2: The Vice President with the second longest tenure with the Association shall serve as the MEMBERSHIP COMMITTEE Chair.

SECTION 3: The dues, rank and type of membership of those members that belong to an identified State or Local Chapter will be noted and forwarded to the National Treasurer.

SECTION 4: The Membership Committee Chair in the absence of the State President will be present, at a Provisional Chapter's First Meeting, to conduct such first meeting.

SECTION 5: The Membership Committee Chair will provide technical assistance for starting a new chapter. Such assistance will continue until such time as the

provisional chapter is accepted as an officially recognized chapter by the National Board of Directors. The Membership committee will prepare and create a National Brochure for recruitment and use by all National, State, and Local members for public outreach.

#### **STANDARD XIX - WAYS AND MEANS COMMITTEE**

SECTION 1: The WAYS and MEANS COMMITTEE shall be chaired by a State President, appointed by the National President

SECTION 2. The Ways and Means Committee shall seek adequate financial resources to operate the National Association in a financially sound manner.

SECTION 3. The Ways and Means Committee Chair shall review and approve joint National and Local fundraising events. Should a joint event be held, the ratio of profits is negotiable. (Amended May 17th 1997, Milwaukee, Wisconsin)

#### **STANDARD XX - FINANCIAL REVIEW COMMITTEE**

Section 1: A State President shall be appointed to serve as the Chair of the Financial Review Committee, by the National President.

Section 2: The Financial Review Committee shall audit the National Association's financial records, pursuant to the National by-laws. Such audit shall include the use of a Certified Public Accountant. Such audit shall be submitted annually by April 15. (Amended May 17th 1997, Milwaukee, Wisconsin)

Section 3. The Financial Review Committee shall examine the expenditures of the National Association, make recommendations on fiscal policies and make a report to the General Assembly at the annual meeting.

Section 4. The financial Review Committee shall review the fiscal practice policies of each State and local chapter in order to ensure compliance with sound financial practices.

Section 5: The Financial Review Committee shall serve as the Review Team, should a State or local Chapter be decertified, suspended or disbanded by the National Executive Board of Directors.

Section 6: The Financial Review Committee shall develop a financial budget in cooperation with the National President. (Amended May 17th 1997, Milwaukee, Wisconsin)

#### **STANDARD XXI - COMMUNITY LIAISON COMMITTEE**

Section 1 The National Recording Secretary shall serve as the Community Liaison Committee Chair.

Section 2: The Community Liaison Committee is responsible for establishing communications with Community groups at, National, state and local levels.

Section 3: The Community Liaison Committee is responsible for establishing communications with other Law Enforcement Associations, National, State and Local.

#### **STANDARD XXII - RECRUITING COMMITTEE**

SECTION 1: The National Recruiting Committee shall establish strategies for recruiting Latinos into Law Enforcement pursuant to the National By-Laws.

SECTION 2: A State President shall be appointed the RECRUITING COMMITTEE CHAIR, by the National President.

SECTION 3: The RECRUITING COMMITTEE shall maintain regular contact with the American Civil Liberties Union and the Legal Defense Foundations to keep up to date on legal issues affecting Law Enforcement and minorities and shall keep the Civil Rights/affirmative Action Committee informed of issues of importance.  
(Amended May 17th 1997, Milwaukee, Wisconsin)

#### **STANDARD XXIII - LEGISLATIVE COMMITTEE**

SECTION 1: The LEGISLATIVE COMMITTEE keeps the membership informed of related activities and issues affecting the Association, pursuant to the National BY-LAWS.

SECTION 2: A State President shall be appointed the LEGISLATIVE COMMITTEE CHAIR, by the National President.

SECTION 3: The Legislative Committee shall make legislative recommendations for the NLPOA to pursue.

#### **STANDARD XXIV - PLANNING COMMITTEE**

SECTION 1: THE PLANNING COMMITTEE shall assess the Association's needs and make recommendations for short term and long term goals, pursuant to the National BY-LAWS.

SECTION 2: A State President shall be appointed PLANNING COMMITTEE CHAIR, by the National President.

#### **STANDARD XXV - SCHOLARSHIP COMMITTEE**

SECTION 1: The SCHOLARSHIP COMMITTEE shall establish guidelines for the National Latino Peace Officers Association - Scholarship Program Pursuant to the National BY-LAWS.

SECTION 2: The National Latino Peace Officers Association SCHOLARSHIP shall be called The JOHN PARRAZ SCHOLARSHIP FUND. (Approved May 17, 1997 Milwaukee Wisconsin).

\$2.00 of every member's National dues will go DIRECTLY to the JOHN PARRAZ SCHOLARSHIP FUND. (Approved September 25, 1996, Las Vegas NV)

SECTION 3: A State President shall be appointed SCHOLARSHIP COMMITTEE CHAIR, by the National President. (Section approved May 17, 1997 Milwaukee Wisconsin)

## **STANDARD XXVI - STATE CHAPTERS**

SECTION 1: On behalf of the National Latino Peace Officers Association, The STATE CHAPTER shall serve as the Umbrella Association for the Local Chapters in the designated State.

SECTION 2: The State Board of Directors shall consist of two groups of members: A) STATE OFFICERS: State President, Vice President, & Secretary & Treasurer or combination thereof; and B) Chapter Presidents.

SECTION 3: The State Officers will be elected from amongst those eligible members in the respective States, and who are in good standing with the Association and their Local Chapters.

SECTION 4: State Elections should run every two years and should run simultaneously with the National elections.

SECTION 5: The State President, or his/her designated representative, shall serve on the National Latino Peace Officers Association Board of Directors (pursuant to the National BYLAWS.)

SECTION 6: In those States where only one Chapter exists, that Chapter shall serve as the State Chapter until such time as a second Chapter is created.

SECTION 7: In those States where only one Chapter exists, that Chapter shall include, as an elected official and a member of the Local Board of Directors, the position of State President until such time as a second Chapter is created. Under this situation the Chapter President runs the Local Chapter and the State President runs state affairs. In National meetings the Chapter President and State President each receive one vote. (Approved September 25, 1997, Las Vegas NV).



SECTION 8: State Chapters and Local Chapters in good standing are permitted to use the National letterhead. (Approved May 17, 1997 Milwaukee Wisconsin)

**STANDARD XXVII - CHARTERS**

SECTION 1: The National Board of Directors through its State Board of Directors shall have the responsibility of organizing new Local Chapters in their state/regions, as recommended and approved by the National Association.

SECTION 2: Only the National LPOA charters State and Local LPOA Chapters. On behalf of the National LPOA, the State Chapters will assure that a Local Chapter (requesting a Charter) shall have in its possession the National LPOA By-Laws, and the Standard Operating Procedures. Such criteria will be obtained from the BY-LAWS COMMITTEE.

SECTION 3: The number of Charters in each state is determined by the number of counties. However, where the population warrants, more than one Chapter may be formed within one county/city, with a recommendation by the State Board of Directors and approval by the National LPOA Board of Directors.

SECTION 4: TO ESTABLISH a Local Chapter, the requesting individuals will have established a paid membership of five eligible members. Requesting individuals must form an interim board of directors to operate the Chapter. The board will consist of a President, Vice President, Secretary, and Treasurer.

NOTE: In order to operate a chapter the interim board members must be in good standing with the National Association. All names, addresses, and membership dues must be sent to the National Treasurer before the Chapter can begin operation. Once this information is received the Chapter will receive authorization to use the National Logo

The requesting Local Chapter will have in its possession Chapter By-Laws that are subordinate to the National and State LPOA ByLaws.

SECTION 5: Such requesting individuals will be granted provisional status for a period not to exceed nine months and such status may be terminated prior to the nine months. (Approved May 17, 1997 Milwaukee Wisconsin)

SECTION 5a: Provisional - transitional period of affirming commitment and awaiting formal membership into the National Association.

SECTION 5b: The State President is the national officer responsible for the development of Chapters within his/her respective state. The State President will ensure that all concerns of State Chapters are represented at National Meetings.

SECTION 6: To be FORMALLY ACCEPTED as an NLPOA Local Chapter, the Provisional Chapter will have established a paid membership of five eligible

members. The requesting Local Chapter will have in its possession Chapter By-Laws that are subordinate to the National and State LPOA By-Laws. A Local Chapter must be formed as an Incorporated Organization. Such request for FORMAL ACCEPTANCE shall be made by motion of the State President at a National Bard Meeting. (Approved May 17, 1997 Milwaukee Wisconsin)

SECTION 7: The National Board of Directors may review the eligibility status of a Local Chapter at any time and, as may be appropriate, recommend a change in a Local Chapter's status or recommend that a Local Chapter be placed on probationary status, de-certified or charter revocation, with cause and with reasonable notification. Chapters that have failed to attend TWO CONSECUTIVE STATE MEETINGS AND THE REQUIRED NATIONAL MEETING without being excused are subject to these sanctions. (Approved May 17, 1997 Milwaukee Wisconsin)

SECTION 8: Prior to a local chapter being accepted, all its members names, addressees and dues must be submitted to the National Treasurer. (Approved May 17, 1997 Milwaukee Wisconsin)

SECTION 9: An Unincorporated Association is defined as a Local Chapter that is FORMALLY CHARTED but has not incorporated in their respective state, or has not received Non-Profit status by the Internal Revenue Service or the United States Postal Service. All unincorporated Chapters must be in the process of incorporating and this status is reserved for existing Chapters who were not incorporated prior to the date of this SOP revision.

SECTION 10: An Incorporated Chapter has filed ARTICLE OF INCORPORATION in its respected state and /or has received NonProfit status by the Internal Revenue Service or the United States Postal Service.

SECTION 11: ELIGIBILITY REVIEW - The National Board of Directors may review the eligibility status of a State or Local Chapter at any time and, as may be appropriate, recommend a change in a Local Chapter's status or recommend that a State or Local Chapter's Board of Directors status, be suspended, placed on probationary status be decertified or revoked. (Approved May 17, 1997 Milwaukee Wisconsin)

SECTION 12: ADVERSE ACTION - Inactive status of a Charter shall require a written notice by the National Legal Counsel, informing the Local Board of Directors that they are no longer authorized to conduct business in the name of or on the behalf of the National or Local Latino Peace Officers Association any name used in conjunction with the charter previously issued by the National LPOA. NLPOA may take action necessary to inform the community of the chapter's inactive status.

SECTION 13: When such action occurs, the property and/or respective monies obtained in the name of the National or Local Latino Peace Officers Association shall become the property of the National Association.

SECTION 14: INACTIVE STATUS - A Chapter's STATUS remains inactive until such time as it is re-activated. All properties and assets will be returned to those members re-activating the chapter CHARTER.

SECTION 15: RE-ACTIVATION- To Re-Activate a chapter's CHARTERS, the same procedures apply as in the listed sections.

SECTION 16: Such CHARTERS reactivation may cause the Local Chapter to be reactivated under a new or different Local Board of Directors.

## **STANDARD XXVIII - BOARD OF DIRECTORS VACANCIES**

SECTION 1: The State Vice-President - in the event of disability, recall from office, or resignation of the President - shall serve as State President.

SECTION 2: All other State officers, Vice-President and Secretary/Treasurer - In the event of disability, recall from office, or resignation - shall be filled by the Association members, with confirmation by the State Board of Directors.

## **STANDARD XXVIX - MEMBERSHIP STANDARDS**

SECTION 1: Recruitment of members is accomplished through: A) personal contact with law enforcement officers; B) "word of mouth; C) contact with all local law enforcement agencies; D) contact with local related agencies; E) community participation; F) contact with the public schools and colleges; G) contact with civic organizations; H) and media releases.

SECTION 2: All members shall support the Mission and Goals of the Association. Members shall also adhere to the policies and procedures set forth in the By-Laws.

SECTION 3: Meeting Attendance - is mandatory for the State Officers. Any officer that anticipates being absent from a scheduled meeting, shall notify the President, Secretary or Treasurer of the reason(s) for the anticipated absence.

SECTION 5: SEXUAL HARASSMENT- is a form of misconduct which undermines the integrity and goals of the National Latino Peace Officers Association. A) All individuals must be allowed to participate in an environment free from unsolicited and unwelcome sexual overtures. The National Latino Peace Officers Association's policy on this issue, is in complete accord with Federal Law; B) Any form of Sexual Harassment is prohibited; C) Disciplinary action will be taken promptly against any member who engages in Sexual Harassment.

## **STANDARD XXX - MEMBERSHIP TERMINATION**

SECTION 1.A: Members in good standing may transfer their membership to another Chapter, provided that they have the approval of the Board of Directors of the Local Chapter to which they request transfer.

SECTION 1.B: Resignations - A member may resign from the Association by submitting a written letter, to the Secretary of the Local Chapter, stating such.

SECTION 2: Local Chapters who do not pay their National dues, face Chapter suspension or Charter de-certification by the National Latino Peace Officers Association. Reinstatement is available in the same calendar year by payment of current and past dues owed.

SECTION 3.A: Disciplinary Action - A State President, Local Chapter, a member or members who, after due process is/are proven to have been involved in illegal or inappropriate premeditated conduct and/or activities that conflict with the Mission, Goals, Objectives, directives, policies and/or the general welfare of the Association, shall be subject to Disciplinary Action by the National Latino Peace Officers Association. (Approved May 17, 1997 Milwaukee Wisconsin)

SECTION 4: A member may forfeit his/her membership through nonpayment of dues during the calendar year. Reinstatement is available in the same calendar year by payment of current and past dues owed.

#### **STANDARD XXXI - QUORUM**

SECTION 1: Board of Directors Meetings - Simple majority - fifty percent (50%) plus one.

SECTION 2: General Membership Meetings - Simple majority of the members present and voting.

#### **STANDARD XXXII - FINANCES**

SECTION 1: More than one-third of the income will be generated from contributions, membership fees, corporate support, and gross receipts from fund raising activities. Normally, the Association will not receive more than 1/3 of its support from gross investment income, Section 509 (a) (2) Internal Revenue Code. (This IRS statute insures that non-profits do not profit from INVESTMENTS, but receive most of their funding from memberships fees, corporate support, and gross receipts from fund raising activities.)

SECTION 2: The Association shall abide by the National Latino Peace Officers Association POLICY and CRITERIA REGARDING THE USE OF SOLICITORS FOR FUND RAISING. Contracts with potential solicitors will require approval of the National and State Latino Peace Officers Association. The Contracts must also be signed by the National and State Presidents.

SECTION 3: All monies of the Association shall be placed in an appropriately established federally insured bank account.

SECTION 4: Disbursement of funds shall be made by check signed by the President and Treasurer. In the absence of the President or the Treasurer, checks will be signed by another duly authorized member of the Board of Directors, for duly authorized expenditures; Checks require two signatures.

SECTION 5: An employer identification number shall be obtained from the Internal Revenue Service; and shall be maintained during the existence of the Association.

SECTION 6: The Board of Directors, in conjunction with the FINANCIAL REVIEW COMMITTEE, shall develop an annual budget at the beginning of the calendar year. The budget shall include necessary expenses and proposed projects with projected expenses. It should also include collectable income (dues) and projected fund raising income.

SECTION 6(a): The Executive Board will assure funds are always available to operate the Association including money to fund the following for the present and following year: (Approved May 17, 1997 Milwaukee Wisconsin)

6(a)(1). Office rent and expenses.

6(a)(2). Reimbursement for required travel.

6(a)(3). Money for the John Parraz Scholarship Fund.

SECTION 7: No expenses shall be incurred by an officer or member, unless said expenses has been authorized by a majority of the Executive Board of Directors. If the expense has been incurred prior to approval, the expense shall not be reimbursed. (Approved May 17, 1997 Milwaukee Wisconsin)

The President of the Executive Board has the authority to spend up to seven hundred dollars, quarterly as funds are available, in the managing of the business functions of the National Association without approval as hereon mentioned. However, immediately after said expenses is incurred, the President shall make a written report to all Executive Board members and submit receipts and documentation to the National Treasurer. No expenses shall be reimbursed without written documentation and receipts. (Approved May 17, 1997 Milwaukee Wisconsin)

SECTION 7(a): Elected Board Members will receive reimbursements for travel expenses and expenditures consistent with the promotion of the Association. However, expenses will not be guaranteed, but subject to the amount of monies available and the approval for such expenditures by the Executive Board. Appointed Board Members and State Presidents may receive reimbursements only upon approval of the Executive Board. (Approved May 17, 1997 Milwaukee Wisconsin)

SECTION 8: The Treasurer shall prepare a financial report for review and approval (by the members) at the following quarterly meeting.

SECTION 9: The Treasurer shall submit a yearly Financial statement for an accounting calendar year, ending December 31.

SECTION 10: The Treasurer (if not re-elected) shall surrender all financial statements, check/savings accounts, keys, deposits and any financial records of the Association by January 15, of the following calendar year.

SECTION 11: The Treasurer (if newly elected) shall ensure that all accounts, checking, savings, deposits, bank cards, signature cards, financial statements, membership rosters, etc., of the Association, are transferred into the correct signers' names by January 20, of each calendar year.

SECTION 12: A) The Treasurer shall ensure that yearly fees are paid to the National Latino Peace Officers Association for member fees and liability insurance, etc.; B) Treasurer, on behalf of the Association, shall comply with the Internal Revenue Service requirements.

#### **STANDARD XXXIV - DUES**

SECTION 1: The amount that is assessed is "Membership dues." That amount varies, depending on the anticipated expenses to operate the National, State, and Local Chapters annually. (Approved May 17, 1997 Milwaukee Wisconsin)

SECTION 2: Each Chapter Treasurer shall submit new members information with the yearly dues, ~~by March 1 and September 1. (Approved May 17, 1997 Milwaukee Wisconsin)~~ **March 15. Revised May 24th, 2014 Las Vegas Nevada**

SECTION 3: All of the other categories; Lifetime, Honorary and Student do not pay State dues.

SECTION 4: Corporate members become such when they sponsor major events. Dues will be determined by the Board of Directors.

SECTION 5: Each Chapter shall pay Annual NATIONAL Dues DIRECTLY to the NATIONAL TREASURER BY MARCH 31 OF EACH CALLENDAR YEAR. The amount is determined by the National Latino Peace Officers Association Board of Directors. Also, a membership roster shall be submitted with the annual dues.

SECTION 5a: As chapters receive NEW members, after ~~March 31~~ **March 15 (Revised May 24th, 2014 Las Vegas Nevada)** - dues received from these new members shall be sent directly to the national treasurer. All member's names must be on file with the national treasurer to be in good standing with the National Association.

SECTION 5c: \$2.00 of every member's National dues will go DIRECTLY to the JOHN PARRAZ SCHOLARSHIP FUND. (Approved September 25, 1996, Las Vegas NV)

**STANDARD XXXV - MEMBER BENEFITS**

SECTION 1: Benefits received by members include: A) Membership Advocacy; B) Professional development through training, workshops, and seminars; C) Participation in Juvenile Delinquency Prevention and Intervention programs sponsored, developed or operated by the Corporation; D) Participation in upward mobility seminars/workshops to enhance communication and leadership skills; E) Participation in Community Relations by serving as a liaison between law enforcement and the Latino community and a group death benefit.

**STANDARD XXXVI - MEMBERSHIP ADVOCACY**

SECTION 1: Advocacy - Members can request assistance with employer or employment related problems. This includes, but is not limited to, discrimination, upward mobility, hiring practices, training and any other areas deemed appropriate by the Board of Directors. The Association will not become involved in labor disputes or termination from employment unless discrimination or racial issues are involved. (Approved May 17, 1997 Milwaukee Wisconsin)

SECTION 2: Procedures - Members will initiate this process by submitting a written request for advice and assistance.

SECTION 3: Response - The Board of Directors shall consider and/or respond in one of the following ways: A) Decide to support the member and specify the type of support and assistance the Corporation (Association) will provide; B) Refer the member to an attorney, another association, a government entity, or a private agency with the resources to address the problem; C) or reject the request through a written response that includes an explanation of such decision.

SECTION 4: Appeals - The member should submit a written appeal to the National Latino Peace Officers Association. The letter should include the specific nature of the problem and a copy of the Association's decision. A copy of the appeal should be sent to the Association.

SECTION 5: The National Latino Peace Officers Association Board of Directors can reverse the decision and/or request that further investigation be conducted by the Association.

**STANDARD XXXVII - CONTRACTOR STATUS**

SECTION 1: Should the Association secure the professional services of a contractor, the contractor and his/her agents and employees, are independent contractors performing professional services for the Association and are not employees of the Association. The contractor and his/her agents and employees shall not accrue leave, retirement, insurance, bonding, or any other benefits afforded to members of the Association, as a result of any agreement entered into.

SECTION 2: The contractor shall enter into all agreements with the Association through a Technical and Professional Services Contract Brief.

**STANDARD XXXVIII - POLITICAL ACTIVITY**

SECTION 1: Political Activity - The National Latino Peace Officers Association shall not engage in any political activity. The Association shall not participate in nor intervene (including the publication or distribution of statements) in any political campaign on behalf of or in opposition to any candidate for public office. To do so is in violation of the Non-Profit Corporation Laws and will subject any State or Local Chapter to disciplinary action..

SECTION 2: No substantial part of the activities of the Association shall include the carrying on of propaganda, or otherwise attempt to influence legislation.

Deleted: ¶

**STANDARD XXXIX - COPYRIGHT**

SECTION 1: All materials developed or acquired by Board Members, Officers, and other identified classes of members and contractors -under the umbrella, direction, approval or auspices of the National Latino Peace Officers Association, shall become property of the Association. Such property shall be delivered to the State or National Association no later than twenty (20) days from termination or separation of Association.

SECTION 2: Nothing produced in whole or in part - by Board Members, Officers, other identified classes of members, and contractors - shall be subject to an application for copyright by or on behalf of - Board Members, Officers, other identified classes of members, and contractors.

**STANDARD XL - AMENDMENTS**

SECTION 1: The power to alter, amend or repeal the Association's By-Laws, or to adopt new By-Laws, shall be vested in the general membership and the National Board of Directors.

SECTION 2: The By-Laws may be amended, altered, or repealed, or new By-Laws adopted, by a two-thirds (2/3) vote of the National Board of Directors present, when a quorum has been established or by the majority of the general membership in attendance at the Annual Training Conference.

**STANDARD XLI - RECORDS AND AUDIT**

SECTION 1: Records - The Treasurer shall maintain detailed records which indicate the date and nature of product or services rendered or purchased.



SECTION 2: Review - The States and local Association's records shall be subject to review by the National Association.

SECTION 3: Audit - The National Association shall have the right to audit billings, both before and after payment. Payments previously made shall not foreclose the right of the State Association to recover excessive illegal payments.

SECTION 4: Designation and frequency of an audit, shall be made by the Board of Directors and/or at the request of the Local, State or National Latino Peace Officers Association.

#### **STANDARD XLII - FLAT BADGE AND IDENTIFICATION**

SECTION 1: The President of the National Latino Peace Officers Association shall have the power to commission the fabrication of a flat badge and accompanying identification. Such flat badge shall be die struck from Suntone (gold colored) metal in the shape of a seven point star and be similar in design and color to the NLPOA logo.

SECTION 2: Accompanying identification shall be designed as directed by the National President and shall include signature lines for both the National President and State President and for the State in which the identification is issued.

SECTION 3: No flat badge or aforementioned identification shall be issued to any member without the express authorization of both the National President and State President for the State in which the identification is to be issued. Such badge and identification shall be surrendered upon demand by either the National President or applicable State President.

#### **STANDARD XLIII - PROTOCOL AT NLPOA EVENTS**

This protocol will enhance and promote the image of the Association and acknowledge our Associations leadership at events. Therefore, the following format shall be followed at all formal National Latino Peace Officers Association events when the below named individuals are present:

##### **NATIONAL FUNCTION INTRODUCTIONS:**

- National President
- National Executive Board, and immediate Past President • State Presidents
- State Executive Board • Chapter Presidents
- Chapter Board hosting the event

#### **STANDARD XLIV - DISSOLUTION**

SECTION 1: Upon dissolution of the National Association or the winding up of its affairs, the assets of Association shall be distributed to religious, charitable,

scientific, literary or education organizations which are described in Section 501(c) (3) of the Internal Revenue Code, to which contributions are deductible under Section 170(a) of the Internal Revenue Code. (Approved May 17, 1997 Milwaukee Wisconsin)

## **STANDARD XLV - AFFILIATE MEMBERSHIP**

SECTION 1: AFFILIATE MEMBERSHIP - Membership granted by affiliation of an Association which has been duly and lawfully incorporated, in accordance with the statutes of their respective state. Affiliate membership is also extended to law enforcement Associations which are comprised of multiple areas as one Association.

SECTION 2: APPLICATION FOR AFFILIATE MEMBERSHIP - The Board of officers of each organization desiring affiliation shall submit application, via letter signed by their executive board, to the State NLPOA President for recommendation to the National Board for approval. Acceptance of affiliate member status shall be the sole discretion of the National Board.

SECTION 3: CATEGORY OF MEMBERSHIP - Affiliate membership shall be a group membership. Each individual member of the affiliate member organization shall be considered upon application for membership in the National Latino Peace Officers Association on an individual basis.

SECTION 3a: Each affiliate organization shall be recognized as an affiliate member of the National Latino Peace Officers Association while retaining it's own organizational title.

SECTION 4: GOODSTANDING - An affiliate member in good standing shall: 1. Conduct at least one membership meeting annually, 2. Submit annual dues, 3. Encourage representation for the affiliate organization to the annual NLPOA conference, 4. Submit an annual written report of activities and current status of the organization to the National Board prior to the annual meeting in September, 5. Submit the name and the address of each member, non-members and of law enforcement administrators on their mailing list, to the National Board as requested.

SECTION 5: VOTING - The affiliate would have one (1) vote by delegate. NOTE: This is optional and at the discretion of the NLPOA National board or the NLPOA Membership.

SECTION 6: DUES - The President of each affiliate organization shall be a dues paying member of the National Latino Peace Officers Association.

SECTION 7: The President of each affiliate organization shall receive from the NLPOA: 1. Copies of the By-Laws; 2. Stand Operating Orders; 3. All official publications of the NLPOA, ie: El Puente, National Newsletter, and other pertinent material; 4. A certificate of Affiliation, 5. Transcripts and materials available at the annual training seminar; and 6. Assistance or / and advocacy on request from their

respective state chapter and / or members of the National Board in implementing and / or coordinating the affairs of the affiliate organization.

## **STANDARD XLVI – CODE OF ETHICS**

Members of NATIONAL LATINO PEACE OFFICERS ASSOCIATION subscribe to, and seek to live by, the principles of:

SECTION 1. HONESTY: knowing that honesty is a necessary attribute of good character and effective leadership;

SECTION 2. SERVICE: being aware of the fact that true happiness comes only through helpful service to others;

SECTION 3. INDUSTRIOUSNESS: knowing that real progress can be achieved only if the mind is alert to comprehend and the hands ready to perform individual and community tasks;

SECTION 4. HUMILITY: being convinced that true humbleness of spirit is the only proper attitude to maintain in their relations with their associates;

SECTION 5. JUSTICE: believing that it is only right and proper to be just and fair in their dealings with their fellowman; to condemn no one without giving him a chance to defend himself; to consider all factors before forming an opinion of another's motives, or before passing judgment on his actions;

SECTION 6. COOPERATION: realizing that they must work closely and harmoniously with others in this day of highly organized social and economic endeavor;

SECTION 7. RESPONSIBILITY: assuming always full responsibility for their actions, and accepting opportunities to fulfill their social, economic, and moral obligations;

SECTION 8. CHARITABLENESS: being over tolerant, generous and considerate in their relationships with other; and courteous, gentle, and kind in their attitudes and actions toward their fellowmen.

- **(Footnote)- NLPOA National Dues due on March 15. (Revised May 24th, 2014 Las Vegas Nevada)**