



BYLAWS

ARTICLE I — NAME

The name of this organization shall be the St. Louis County Police Department Citizens Police Academy Alumni Association, South County Chapter (hereinafter referred to as “the Association”).

ARTICLE II — MISSION STATEMENT

The mission of the Association is to promote increased public support of the St. Louis County Police Department; improve relations between the public and the St. Louis County Police Department; and educate the public about the function and role of the Citizens Police Academy.

ARTICLE III — MEMBERSHIP

Only graduates of the St. Louis County Police Department Citizens Police Academy will be eligible for membership.

ARTICLE IV — BOARD OF DIRECTORS AND OFFICERS

SECTION 1: BOARD OF DIRECTORS. The Board of Directors shall consist of twelve (12) members. The General membership will elect ten (10) members and the Chief of Police shall appoint a Liaison Officer who shall serve, in an advisory capacity, as the eleventh (11) member. The immediate Past President shall serve as the twelfth (12) member. The ten (10) elected members of the Board shall be the five (5) Officers of the Association and five (5) members at large. The Executive Committee consists of the five (5) Officers of the Association.

SECTION 2: OFFICERS. The five (5) Officers of the Association shall be:
President
Vice-President
Recording Secretary
Corresponding Secretary
Treasurer

SECTION 3: TERMS OF OFFICE. Officers’ and Board Members’ terms of office begin January 1 of the year following their election.

Officers: The Officers shall be elected annually to a one-year term of office. They may be elected to and may serve subsequent terms in that office.

Board Members: The at-large Board Members shall be elected for a two (2)-year term: three (3) members in even-dated years and two (2) members in odd-dated years, allowing overlap and continuity. Board members may be reelected to a second two (2)-year term but shall not be eligible to serve more than two (2) consecutive terms.

SECTION 4: VACANCIES. Any vacancy occurring on the Board of Directors shall be filled by appointment by the President with the approval of the remaining Board Members to complete the unexpired term.

SECTION 5: ELECTION TO OFFICE. Officers and Board members shall be elected by a simple majority vote of the members in good standing present at the Annual meeting, providing a quorum is in attendance.

SECTION 6: REMOVAL OF ELECTED OFFICERS. Any Officer or Board member may be removed at any time with or without cause by the vote of a majority of the Board members present at a Board meeting at which a quorum is in attendance.

ARTICLE V — DUTIES OF OFFICERS AND BOARD

SECTION 1: The **PRESIDENT** shall preside at all meetings of the Association, Board of Directors, and the Executive Committee. The President shall appoint all committees. He/she shall be authorized to sign all Association checks. He/she shall be considered an *ex-officio* member of all committees.

SECTION 2: The **VICE-PRESIDENT** shall preside in the absence of the President and perform all the duties of the President. The Vice-President will also preside as Parliamentarian.

SECTION 3A: The **RECORDING SECRETARY** shall keep accurate records of all meetings of the General Membership, the Board of Directors, and the Executive Committee. The Secretary shall prepare Association correspondence, present all incoming communications, and perform all other duties required by the office.

SECTION 3B: The **CORRESPONDING SECRETARY** shall prepare Association correspondence; present all incoming communications; prepare communications for the General Membership, such as newsletters, fliers, and special announcements; maintain the organization's section of the CPAAA website; and perform all other duties required by the office.

SECTION 4: The **TREASURER** shall keep accurate and current records of membership dues collected. He/she shall be charged with the safekeeping of all funds and/or securities of the Association and shall deposit in a secure place in a financial institution of the Treasurer's choice. He/she shall maintain accurate records and submit a report at each General and Board meeting stating the amount of funds received and expended and the balance remaining in the Treasury of the Association. The Treasurer shall be authorized to prepare and sign all Association checks and ensure that any amount over **five hundred (\$500) dollars shall require a vote of the Board members.** The Treasurer shall be authorized to sign checks and oversee all funds that are received and expended by any sub-committee of the Association.

SECTION 5: The **POLICE LIAISON OFFICER** shall coordinate all Association business with the Police Department and provide advice and guidance to the Officers, Board, and General Membership. The Police Liaison Officer may appoint another member of the Police Department to act in the absence of the regular Police Liaison Officer.

SECTION 6: The **BOARD OF DIRECTORS** shall review all plans and proposed activities of the Association and shall evaluate priorities, analyze activities, develop budgets, and submit their recommendations to the General membership for approval.

ARTICLE VI — MEETINGS AND QUORUMS

SECTION 1: **REGULAR MEETINGS** of the General Membership of the Association shall be held four (4) times annually on the second Thursdays of February, May, August, and November. Exceptions to these dates will be determined by the Board of Directors.

SECTION 2: **THE BOARD OF DIRECTORS** shall meet four (4) times annually on the second Thursdays of January, April, July, and October. Exceptions to these dates will be determined by the Board of Directors.

SECTION 3: A **QUORUM** for the conduct of business at any general membership meeting shall consist of at least two (2) officers and twenty percent (20%) of the membership.

A **QUORUM** for the conduct of business at any Board of Directors meeting shall consist of a simple majority.

SECTION 4: **SPECIAL MEETINGS** may be held at the discretion of the Board of Directors or the Executive Committee, or the General membership, providing at least two (2) Officers and a minimum of ten percent (10%) of the active voting members are present. Special meetings may be held only after 48-hours notice to the General membership and Liaison Officers. The purpose of such meetings shall be to discuss Association business that is of such a nature that its completion is required prior to the date of the next regularly scheduled Association meeting. Minutes of Special meetings shall be recorded and presented to the membership at the next General Association meeting following the Special meeting.

SECTION 5: **THE BOARD OF DIRECTORS AND/OR THE EXECUTIVE COMMITTEE** may meet as necessary without notification to the membership. These meetings are limited strictly to agenda planning, discussion of committee action, review of proposals, to develop recommendations, or to conduct the ongoing routine business of the Association previously approved or not requiring approval of the full Membership.

ARTICLE VII — STANDING COMMITTEES

SECTION 1: The **EXECUTIVE COMMITTEE** shall be composed of the Officers of the Association. The Liaison Officer appointed by the Chief of Police may attend meetings of the Executive Committee as an advisor. The regular duties of the Executive Committee shall be to conduct the routine business of the Association as it has been approved by the membership. It shall provide guidance and leadership in the best interest of the Association.

SECTION 2: The President shall appoint a **NOMINATING COMMITTEE** at the General meeting of the Association held in August of each year. Nominations for Officers and Directors selected by the Nominating Committee shall be presented to the Board of Directors at their meeting in October. The nominations for Officers and Board Members shall be presented and their election shall be held at the Annual Meeting of the General membership of the Association in November of each year. Nominations will be accepted from the floor at the time of the election, also held at the November meeting. All nominees must have indicated a willingness to serve if elected.

SECTION 3: The **MEMBERSHIP COMMITTEE** shall collect all membership dues and forward them promptly to the Treasurer. The Chairperson of the committee shall be appointed by the President and approved by the Board of Directors. He/she shall keep accurate and current records of the membership dues collected, including date of payment, and maintain a current membership roster. The Chairperson of the Membership Committee shall be required to provide updates as received to the Recording Secretary and the Corresponding Secretary and to provide information as requested to the Board of Directors.

SECTION 4: The **AUDIT COMMITTEE** shall consist of three members. It will be the responsibility of this committee to conduct an annual audit of the Association's financial records in January of each year and as deemed necessary by the Board of Directors. It must report its findings to the Board at the first Board meeting of the year and to the General membership at their first meeting each year.

ARTICLE VIII — PARLIAMENTARY AUTHORITY

The Rules contained in *Robert's Rules of Order* shall govern meetings of the Association in all cases to which they are applicable and consistent with the Bylaws.

ARTICLE IX — CHIEF OF POLICE

The Chief of the St. Louis County Police Department shall have exclusive approval authority for any activity sponsored by the Association. This shall include any activity that could directly or indirectly be interpreted by the general public as an activity sanctioned by the St. Louis County Police Department or the St. Louis County Government.

ARTICLE X — DUES

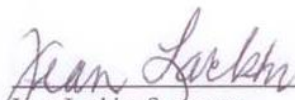
Dues for members of the Association shall be set from time to time by vote of the membership at a General meeting with a quorum present.

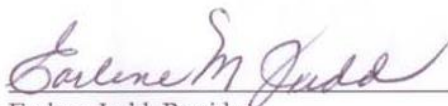
ARTICLE XI — AMENDMENTS

These Bylaws may be amended at any regular or special meeting, provided that notice to amend has been given to the membership at a General meeting at least one (1) month prior to the vote. Amendments will be approved by a simple majority vote of the members in good standing provided a quorum is present.

Accepted by vote of the General Membership of the St. Louis County Police Department Citizens Police Academy Alumni Association, South County Chapter, at the General Meeting on August 18, 2010.

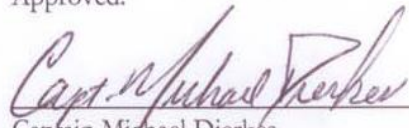
Attested by:


Jean Larkin, Secretary
CPAAA South County Chapter


Earlene Judd, President
CPAAA, South County Chapter



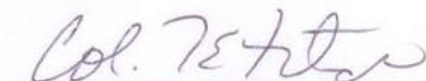
Approved:


Captain Michael Dierkes
St. Louis County Police: Third Precinct


Captain Marion Monteleone
St. Louis County Police: Fourth Precinct



Approved:


Colonel Timothy E. Fitch
Chief, St. Louis County Police