

APRIL 8, 2002

**BY -LAWS OF THE  
CITIZENS POLICE ACADEMY ALUMNI  
ASSOCIATION OF SCHAUMBURG**

**ARTICLE I            NAME**

- Section 1            The name of the association shall be the Citizens Police Academy Alumni Association of Schaumburg (hereafter referred to as the "Association").
- Section 2            The Association shall function as a non-profit entity in the village of Schaumburg, Illinois.

**ARTICLE II            PURPOSE**

- Section 1            The purpose of this Association shall be to assist and support the Village of Schaumburg and the Schaumburg Police Department in its overall mission. The association will promote awareness through volunteerism. The Association shall develop and coordinate meaningful and constructive projects for the community. The Association shall promote the civic development of its members through educational presentations on law enforcement issues, community concerns, and to enhance quality of life.

**ARTICLE III           MEMBERSHIP**

- Section 1            Only those persons who have completed the Citizens Police Academy provided by the Schaumburg Police Department shall be eligible for membership.
- Section 2            Members must be at least 18 years of age.
- Section 3            Only members who have paid their annual dues shall be able to vote on Association business or to hold office.
- Section 4            No person shall be denied membership in this Association because of race, sex, religion, ethnic background, or disability.
- Section 5            Since this is a participation-driven Association, members are expected to attend meetings and participate in functions. All members and elected officers serve on a volunteer basis.

- Section 6 The Schaumburg Police Department Liaison(s), as appointed by the Chief of Police, shall have a standing invitation to all meetings.
- Section 7 Honorary members must be approved by the elected officers followed by a vote of the Association. Honorary members are individuals who have not graduated the Citizens Police Academy but have demonstrated extraordinary achievement in promoting civic pride or community service. These members are non-voting and may not hold office.

#### **ARTICLE IV DUES**

- Section 1 The amount of dues for all members shall be set by a majority vote of the members present at an Association meeting.
- Section 2 Dues are payable on January 1, and not later than January 31, of each year. Dues of new members may be prorated by the half-year.
- Section 3 Members not paying dues may be deemed an inactive member pending a case-by-case review by the elected officers.
- Section 4 An initiation fee will be due upon joining the Alumni Association. If membership lapses, an initiation fee will be required to rejoin.

#### **ARTICLE V OFFICERS**

- Section 1 The elected officers shall be known as the Board of Directors (hereafter referred to as the "Board"). The Board shall be the governing body of this Association having control, direction, and general management of the affairs, business, and funds of this Association.
- Section 2 The Board shall consist of elected officers and the immediate past president who will serve as a non-voting advisor.
- Section 3 The elected officers of this Association shall be:  
 President  
 Vice President  
 Recording Secretary  
 Corresponding Secretary  
 Treasurer
- Section 4 Duties of officers are as follows:  
President To preside over all Board and Association meetings. To establish all necessary committees and appoint chairpersons for said committees, subject to the approval of the Board. To serve as coordinator with the Police Department Liaison(s) for speakers or other special programs that may be of interest to the Association. The President shall

vote only to break a tie vote at any Board or Association meeting. The President will also perform any other necessary duties of this office.

Vice

President

Shall assume duties of the President in his/her absence. Vice President shall serve as a liaison/coordinator of all committees. Shall perform any other necessary duties of this office.

Corresponding

Secretary

This officer shall handle all internal and external correspondence. The Corresponding Secretary is required to record all correspondence and report that correspondence to the Board. Shall perform any other necessary duties of this office.

Recording

Secretary

Shall record minutes of Board meetings and Association meetings. Shall perform any other necessary duties of this office.

Treasurer

Shall be in charge of all funds held and transacted within this Association and shall maintain accurate records of all monetary transactions. Shall present a financial report at all Association meetings. Shall arrange an annual audit and present audit results to the Board and all Association members. Shall perform any other necessary duties of this office.

Section 5

In the event both President and Vice President are not in attendance for a meeting, the remaining officers present will appoint an officer to preside. If the Recording Secretary is absent at any meeting, the President shall appoint an interim Recording Secretary.

**ARTICLE VI**

**ELECTIONS**

Section 1

Elections will be held at the April meeting of the Association.

Section 2

The election of officers shall be from a slate of candidates nominated by the members.

Section 3

The elected officers shall be installed at the April meeting and take office immediately.

Section 4

Terms of elected officers shall be for a period of two years. On odd numbered years, the President, Treasurer, and Recording Secretary will be elected. On even num-

- bered years, the Vice President and Corresponding Secretary will be elected.
- Section 5 No officer may succeed himself in the same office more than twice.
- Section 6 A vacancy in an elected office will be filled at the earliest possible Association meeting when nominations can be made and a vote tallied.
- Section 6A In the event a sitting Officer resigns, is removed from the Board of Directors, or is no longer able to execute the duties of his/her office, the elected replacement Officer's time served is not considered a full two-year term. (Amended 3/21/02.)
- Section 7 The election shall be by the majority of members present.
- Section 8 In the event that more than two candidates are running for the same office, a primary election will be held. The top two candidates for each office will then face off in the general election. Each candidate may seek only one office per election.
- Section 9 In the event there are no candidates running for a Board of Director Officer position, the current officer may retain their position for a period not to exceed one additional year until a replacement is elected. If the current officer does not wish to retain their position, the remaining officers will absorb the duties of the vacant officer position until a replacement is elected. (Amended 3/21/02.)

## **ARTICLE VII FINANCE**

- Section 1 The fiscal year shall run from May 1 through April 30 of each year.
- Section 2 Funds secured through dues, grants, initiation fees, donations, and proceeds from fundraisers shall be used to assist the continuing education of Alumni members and/or to fund the ongoing operations of this non-profit Association. Funds will also be used for the benefit of the community.
- Section 3 Any funds remaining in the treasury at the end of the fiscal year shall be carried over to the next fiscal year.
- Section 4 A yearly independent audit shall be conducted at the end of the fiscal year. In the event there is a change in the office of Treasurer, an independent audit shall also be performed. The audit process shall ensure the non-profit objective of the Association. In the event of the dissolution of this association, all funds shall be dispersed in accordance with present statutes.

### **ARTICLE VIII DISQUALIFICATION OF MEMBERS**

- Section 1 Disqualification requests may be instituted on any member of the association (including honorary members).
- Section 2 Grounds for disqualification will be as follows: a) conviction of a felony or class A or B misdemeanor, b) any activity or action that is disruptive to the goals and objectives of this Association c) any act that is considered unethical or would cause a negative image of this Alumni Association.
- Section 3 The procedure for disqualification will begin with a written request to the President. The President shall then convene a meeting of the Board of Directors at a convenient time and place. All board members shall be present. The individual in question shall be notified of the time and place of the meeting and shall be invited to appear on his/her behalf, or provide written comments pertaining to his/her defense. The debate over disqualification shall be conducted in private, outside the presence of the member in question. Following debate, the member in question will be allowed to address the board. Finally, the Board may enter private debate and conclude with a three-fifths vote necessary to pass the proposal to the floor of an Association meeting. A three-fifths vote by the Association will be necessary to disqualify a member. If a member is disqualified (or resigns voluntarily) the member shall immediately surrender all Association property. Dues shall be returned on a pro-rated basis by the half-year.

### **ARTICLE IX REMOVAL OF AN OFFICER**

- Section 1 In the event a petition (with not less than ten signatures) requesting the removal of an officer from his/her elected office is received by either the President or Vice-President, the officer holding that petition is obligated to convene a Board meeting of all the officers.
- Section 2 The procedure for removing an officer shall be as follows:  
The officer in question shall be notified of the time and place of a special Board meeting. The petitioned officer shall be invited to appear on his/her behalf or to provide written comments pertaining to his/her defense. Debate shall be conducted in private outside of the presence of the officer in question. Following debate, the officer in question will be allowed to address the Board. A three-fifths vote of the Board is required to pass the petition to the floor of the next Association meeting.

Section 3 The members present at the Association meeting can then, by motion, proceed to debate and vote on the petition in question. If the motion passes by a two-thirds majority the office will be immediately considered vacated.

#### **ARTICLE X MEETINGS**

Section 1 Association meetings shall be held a minimum of four Times per year. The exact date, time and place will be decided by a Board vote.

Section 2 Board meetings may be called at any time by the President, with reasonable notice.

Section 3 Special meetings of the Association may be called at any time by the President with reasonable notice to the members.

#### **ARTICLE XI QUORUMS**

Section 1 A majority shall constitute a quorum at any meeting of the Board.

Section 2 No quorum shall be required to transact business at a Association meeting.

#### **ARTICLE XII VOTING**

Section 1 A simple majority shall decide any question at any meeting of this Association except as otherwise herein provided.

#### **ARTICLE XIII DISCLAIMER OF LIABILITY**

Section 1 No member of this Association may enter into any agreement or contract, either oral or written, without documented approval of the Board.

#### **ARTICLE XIV AMENDMENTS**

Section 1 A By-Laws Revision Committee may be appointed by the President, or at the request of a majority of the Association, as the need arises.

- Section 2 Each Association member must be notified in writing of proposed By-Law revisions at least fourteen days prior to the vote.
- Section 3 A two-thirds majority vote of members present at an Association meeting will be required for amendments to pass.

### **AMENDMENT I (April 26, 2001)**

#### Provision for Absentee Voting

Official ballot will be made available to paid members ONLY for elections of officers if the paid member is aware in advance that they will not be in attendance for the election meeting.

Only the official absentee ballots received no later than seven (7) days prior to the election meeting will be counted.

The address for mailing the absentee ballot will be included with the official ballot. Address for mailing will be one of the Board members who is not up for election.