

**Citizen's Police Academy Alumni Association of Northglenn  
Bylaws**

**Article I**  
**Purpose and Mission Statement**

- 1.01 **Purpose Statement:**  
The purposes of the corporation shall be as set forth in the Articles of Incorporation, to wit: charitable, educational and scientific purposes within the meaning of section 501 (c) 3 of the Internal Revenue Code.
- 1.02 **Mission Statement:**  
The mission of the Citizen's Police Academy Alumni Association of Northglenn, herein referred to as "The Association", is to:
- A) Work in partnership with the Northglenn Police Department and the residents of our community through volunteer, educational and support programs.
  - B) Build a stronger and safer community.
  - C) Respect all people's dignity and value each Police Department employee as well as everyone's contribution to our mission.

**Article II**  
**Membership**

- 2.01 **Membership Eligibility:**  
In order to be eligible to become a member of The Association you must be over 18 years of age and be a graduate of a Northglenn Citizen's Police Academy or at the discretion of the Board have adequate law enforcement experience and training or be a graduate from another city's Citizen's Police Academy, along with a background check. The Police liaison must agree with granting any exception.
- 2.02 **Admission to Membership:**  
Any eligible person desiring membership in The Association shall submit to the Treasurer or Secretary of The Association a properly completed application form, registration fee, and membership dues. An application may be denied by a majority vote of the Board of Directors.
- 2.03 **Suspension from Membership:**  
The Board of Directors, by majority vote, may suspend the membership of a member of The Association for one or more of the following reasons:
- A. The law Enforcement Organization being served by The Association requests that the member be barred from participation in one or more Law Enforcement functions.
  - B. The member represents The Association in a way that damages the reputation or functionality of The Association.

**ARTICLE III**

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**DUES**

3.01 **Fees and Dues Structure:**

All fees and dues will be determined by the Board of Directors. Membership dues will be prorated on a monthly basis for the fiscal year based on receipt of the registration. A onetime registration fee will be collected at the time of registration to cover incidentals.

3.02 **Fiscal Year:**

The fiscal year shall begin the first day of January and end the last day of December.

3.03 **Refunds:**

All fees and dues are non-refundable.

3.04 **Suspension for Non-Payment of Dues:**

Members will be automatically suspended as of February 15<sup>th</sup> if dues for the year have not been received. Members may be readmitted upon review and approval of the Board of Directors.

3.05 **Disbursements:**

No part of the net earnings of The Association shall inure to the benefit of, or be distributable to its members, directors, officers or other private persons, except that The Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purpose set forth in Article I hereof.

3.06 **Provision for Dissolution:**

Upon the dissolution of The Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of The Association, dispose of all the assets of The Association exclusively to other charitable organizations.

**ARTICLE IV**  
**OFFICERS AND BOARD OF DIRECTORS AND LIAISONS**

4.01 **Officers:**

The officers of The Association shall be: President, Vice-President, Secretary and Treasurer.

4.02 **Board of Directors:**

The governing body to The Association shall be a Board of Directors consisting of the elected officers, the immediate past president, and no less than four elected directors.

4.03 **Liaison:**

The liaison(s) of The Association shall be the commissioned officer(s) appointed by the Northglenn Police Department.

4.04 **Eligibility of Officers and Directors:**

Any nominee for these positions shall have been a member in good standing for one year before taking office. A member in good standing is a member who is current with their dues.

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**ARTICLE V**

**ELECTION**

- 5.01 **Officers:**  
The Officers shall be elected by secret ballot and shall serve for one year or until their successors have been elected and installed.
- 5.02 **Directors:**  
The Directors shall be elected by secret ballot and shall serve for two years. Half of the Directors shall be elected in even numbered years and half shall be elected in odd numbered years.
- 5.03 **Terms of Office:**  
The terms shall begin January 1st and run through December 31<sup>st</sup>.

**ARTICLE VI**

**DUTIES OF OFFICERS AND BOARD OF DIRECTORS**

- 6.01 **President:**  
The President of The Association shall be the Chairperson of the Board of Directors. Duties shall be: Under the Board of Directors, bear full responsibility for the satisfactory operation of The Association in accordance with the Bylaws established by the Board. The President will preside over all regular and special meetings of The Association. With the Secretary, sign all written contracts of The Association as authorized by the Board of Directors. Appoint the Chairperson of the Nominating Committee. Cosign all drafts, checks and/or withdrawals with the Treasurer.
- 6.02 **Vice-President:**  
Duties shall be: To attend meetings of The Association and of the Board of Directors In the absence of the President, perform the duties of the President. Perform such duties as may be designated by the President and will be the Chairperson of the Program Committee.
- 6.03 **Secretary:**  
Duties shall be to attend meetings of The Association and of the Board of Directors and keep minutes of the meetings. Provide written communications to the membership, outside agencies, speakers and other persons as directed by the President. Perform such other duties as may be designated by the President.
- 6.04 **Treasurer:**  
Duties shall be: To attend meetings of The Association and of the Board of Directors Receive all monies taken in and deposit them to the credit of The Association in such depositories as approved by the Board of Directors. Pay all bills duly approved by the Board of Directors, prepare an annual budget, maintain a checkbook and keep ledger book on accounts, receipts and expenditures which shall be open at all times for inspection by the Board of Directors and to the membership, as designated by the President.
- 6.05 **Board of Directors:**  
Their duties shall be: Perform as the policy making body of The Association and continuously observe results in The Association to ensure the board policies are being followed. Be responsible for setting immediate goals for the current administrative year

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and long range goals for future Association achievement. For the most successful operation of The Association, each Director should attend Board meetings. The Board of Directors may recommend the replacement of a Director for irregular attendance at Board meetings or for failure to fulfill their responsibilities. The Board of Directors shall have the responsibility for approval of the annual budget. All expenditures are subject to approval of the Board of Directors. Any change or transfer of funds must be approved by the Board.

6.06 **Volunteer Coordinator:**

This position shall be appointed by the Board of Directors and is responsible for contacting and working with the Police Liaison and with the liaison's guidance determines when volunteers are needed to help with any police department functions. The Coordinator will present volunteer opportunities to the membership at regularly scheduled meetings. They are a nonvoting board member and will attend board meetings and report to the Board.

**ARTICLE VII  
VACANCIES OF OFFICE**

7.01 **Appointment:**

If a vacancy occurs in an elective office during the year due to voluntary termination, resignation or member not in good standing, the Board of Directors may appoint a qualified member to serve for the balance of the year. Vacancies in the first year of a two year term of office shall be fulfilled by appointment to include those who ran for the vacated office in the previous election, as well as others who the Board deems qualified for the remainder of the term.

**ARTICLE VIII  
MEETINGS**

8.01 **Membership Meetings:**

The regular membership meeting shall be the 2<sup>nd</sup> Tuesday of the month. There shall be a minimum of eight monthly meetings. The Board of Directors may change the meeting date by notifying members 10 days in advance.

8.02 **Special Meetings:**

May be called for a single specific purpose. No other business may be transacted at this meeting. Special meetings may be called by the President, a majority of the Board of Directors or two-thirds of the membership. The membership must be given ten days notice by the Board of Directors.

8.03 **Board Meetings:**

The Board of Directors shall meet at least once a quarter. Special meetings may be called by the President; or upon petition by at least three members of the Board of Directors.

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- 8.04 **Quorums:**  
A quorum at a membership meeting for the transaction of agenda items shall be those in attendance. A quorum of the Board of Directors for direction on policy shall be a majority of the board members.
- 8.05 **Procedure:**  
Roberts Rules of Order Revised shall be used in the conduct of business of The Association in all cases.

**ARTICLE IX  
COMMITTEES**

- 9.01 **Standing Committees:**  
The minimum standing committees shall consist of the Program and the Newsletter Committees. All appointments of members of standing committees shall be made by the Chairperson of that committee. Additional committees may be authorized by the Board of Directors.
- 9.02 **Program Committee:**  
The Vice President will be the Chairperson of this Committee. The Program Committee shall plan, organize and execute all phases of programs for each regular meeting.
- 9.03 **Newsletter Committee:**  
The Newsletter Editor will be an appointed position by the Board of Directors this is a non-voting position unless the appointed editor is already a voting member of the Board.
- 9.04 **Special Committee Chairs:**  
The chairpersons of all special committees shall be appointed by the President and confirmed by the Board of Directors and shall submit reports to the Board of Directors.
- 9.05 **Special Committee Members:**  
The members of all special committees shall be appointed by the Chairperson of the committee unless previously designated by the President.

**ARTICLE X  
NOMINATING AND ELECTION PROCEDURES**

- 10.01 **The Nominating Committee:**  
The President shall appoint a Nominating Committee Chair whose committee shall comprise an additional two or more members. None of the committee shall be a Director or Officer of The Association or a candidate for office. The names of those serving on the committee shall be announced to the membership prior to the nominating process.
- 10.02 **Committee Instructions:**  
The Committee shall attempt to nominate at least two candidates for each office or director whose terms are expiring. The list of candidates selected by the Nominating Committee shall be submitted to the membership at the October meeting. Additional nominations may be made from the floor during the October meeting upon recognition from the chair.

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- 10.03 **Procedures and Time of Election:**  
Elections shall be held at the November meeting, at which time the ballots will be handed out. After the nominating committee has tabulated the election results all results will be included in the minutes of that meeting. The results will be announced to the membership at the end of the November meeting, and will be included in the December Newsletter.
- 10.04 **Handling of Ballots:**  
The President shall be responsible to dispose of all ballots after the Nominating Committee has tabulated the election results. At least one member of the Nominating Committee will be present during the disposal of the ballots.

**ARTICLE XI  
ORGANIZATIONAL REPRESENTATION**

- 11.01 **Requirements:**  
Only an active Citizen Police Academy Alumni Association of Northglenn (CPAAAN) member in good standing and/or a member of the Northglenn Police Department, and/or a licensed professional, approved by the Board of Directors, can act as a representative for the Citizen Police Academy Alumni Association of Northglenn in any respect.
- 11.02 **Request for Service of members:**  
Any requests for members of the Association to be used on any city or county board committee must be presented to the Liaison of the Association and reviewed by the Board of Directors for approval/ disapproval.
- 11.03 **Political Activities:**  
The Association will not actively promote or campaign as a group, or as individuals representing The Association for or against any issue, candidate or other matter that has been formally brought to the public for vote by any city, county, state or federal political subdivision. This provision does not restrict any member from exercising their right to promote or campaign for or against issues or candidates of their choice, with the understanding that such activity will not be engaged in a manner which, in any way, implies or appears to reflect this Association's support, or lack thereof, for any issue or candidate. When involved in personal politics members must refrain from wearing any items associating them with The Association. This is in accordance with the meaning of section 501(c) (3) of the Internal Revenue Code.

**ARTICLE XII  
AMENDMENTS**

- 12.01 **Amending Bylaws:**  
The Bylaws may be amended by a majority vote of the Board of Directors.
- 12.02 **Proposed Amendments:**  
Any proposal for amendments to the Bylaws must be presented in writing to the Board of Directors 30 days in advance.