

## **GENOA TOWNSHIP CITIZEN POLICE ACADEMY ALUMNI ASSOCIATION**

### **BY-LAWS**

#### **ARTICLE I – NAME**

Section 1 The name of the organization is “Genoa Township Citizen Police Academy Alumni Association” (GTC-PAAA), hereafter referred to as this “Association.”

#### **ARTICLE II – OBJECTIVE**

The purpose of this Association is:

Section 2.1 To function as an interactive support program between the Genoa Township Police Department and the citizenry.

Section 2.2 To expand knowledge in the area of law enforcement, crime prevention, and public safety.

Section 2.3 To support events that are organized for the charitable and/or educational purposes that qualify under section 501(c)(3) of the IRS Code.

Section 2.4 To support a police officer’s well-being and/or provide benevolent assistance to a police officer’s family.

Section 2.5 This Association’s statement of purpose shall be “Educate, Support, & Promote.”

#### **ARTICLE III – ARTICLES OF ORGANIZATION**

Section 3.1 This Association shall exist as a non-profit organization.

Section 3.2 This Constitutional By-Laws shall serve as the operations procedures for this Association.

Section 3.3 This Association shall use calendar year (January 1 thru December 31) for all purposes.

#### **ARTICLE IV – POLICIES AND RESTRICTIONS**

Section 4.1 “Robert’s Rules of Order” shall govern this Association in orders of business.

Section 4.2 This Association shall not, in any way, interfere in the policies, administration or procedures of the Genoa Township Police Department. Neither shall this Association make decisions, which infringe upon, or are contrary to, the policies of the Genoa Township Police Department.

Section 4.3 No part of the net earnings of this Association shall benefit or be distributable to, its trustees, officers, members or other private persons, except that this Association is authorized to pay reasonable compensation for services rendered, and to make payments and distribution in furtherance of the purposes set forth in Article 2.

Section 4.4 This Association shall follow the guidelines set forth under Section 501 (c)(3) of the IRS Code of 1986, as amended (the Code) or (ii) to which contributions are deductible under Sections 170.2055 or 2522 of the Code.

Section 4.5 This Association shall not intervene (in any way), including the publishing and/or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

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Revised December 21, 2022

Section 4.6 A slate of officer candidates will be published in October of each year. An annual meeting shall be held in November of each year to elect officers and conduct any business necessary for the transition of leadership. Elected officers assume office effective January 1.

Section 4.7 General meetings shall be scheduled at least six (6) times each year, with the time and place to be determined by the Executive Board.

Section 4.8 All meetings are open to all members of the organization. Those members in good standing present at any general meeting shall constitute a quorum (25% of regular membership) for the official transaction of all business.

Section 4.9 The Executive Board shall meet for a minimum of two (2) meetings per year, unless otherwise determined, with the time and place to be determined by the Executive Board. Seventy five percent (75%) constitutes a quorum of officers.

Written notice of the time, place, and purpose of all Executive Board meetings shall be given to all members of the Executive Board. In the event the Immediate Past President is unable to serve at any meeting, the next most Immediate Past President shall be noticed to serve/vote in said meeting. [Revised by General Membership December 21, 2022](#)

Section 4.10 Special meetings may be called by the President or other members of the Executive Board if there are at least seven (7) days advance notice given to all members of this Association.

Section 4.11 The President, Vice-President (President Elect), Secretary, and/or Treasurer are authorized to sign checks. Any checks in excess of \$200.00 require two signatures.

Section 4.12 All expenditures must be approved by the Executive Board.

Deposits and expenditures of funds shall be in accordance with policies established as the following. Deposits shall be placed into the general fund without restrictions. Should funds be tendered and require a reserve status or must be used for a specific expenditure, said acceptance of funds must be confirmed by a simple majority of the Executive board prior to depositing said funds.

All expenditures not on the approved budget shall be approved with a simple majority of 51% of the members present at the next General Meeting. [Revised by General Membership December 21, 2022](#)

Section 4.13 To the fullest extent permitted by law, the Executive Board or membership may conduct business by electronic means. When voting by electronic means, the Secretary shall maintain a copy of the voting records, e.g., emails. [Revised by General Membership December 21, 2022](#)

Section 4.14 No person without prior approval from the Executive Board shall text, email, or post on social media on behalf of the Genoa Township Citizen Police Academy Alumni Association. Additionally, no personal emails or social media posting shall appear to represent the Genoa Township Citizen Police Alumni Association. [Revised by General Membership December 21, 2022](#)

## **ARTICLE V – MEMBERSHIP AND DUES**

Section 5.1 Membership includes the following classifications:

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[Revised December 21, 2022](#)

Regular Only graduates of the Genoa Township Citizen Police Academy who have paid the annual dues are eligible for regular membership.

Associate Any retired Genoa Township Police Officer who wishes to join the Association.

Honorary Special recognition given to an individual who has contributed to the furtherance of this Association's well-being. This membership category must be approved by the Executive Board.

Provisional Membership is for Genoa Township residents who wish to join our GTCPAAA but have not yet completed the GTCPA. It is intended for members transferring from another CPA or someone needing a special accommodation. Each case must be voted upon by the GTCPAAA executive board. This membership category is only conferred until the member has completed the Academy. Provisional membership is typically approved for a period of three years or less. (Amended January 18, 2021)

Section 5.2 All applications for membership shall be acted upon by the Treasurer and submitted to the Vice President (President Elect) for documentation on the Association web-site and forwarding to the Secretary for filing.

Section 5.3 All graduates of the Genoa Township Citizen Police Academy shall be eligible for membership without regard to race, religion, sex, national origin, handicap or ancestry.

Section 5.4 Paid dues shall constitute regular membership effective upon payment until December 31 of the current year. Classes that graduate in October throughout December shall pay dues for the following year and shall become regular member in the current year.

Section 5.5 A regular member in good standing is defined as a person who has paid the current Association dues. Only regular members in good standing may occupy an elected office and participate in the business of this Association. Any members who plan to stand for office in the November elections shall have paid their membership dues by the time the Slate of Officers is approved and posted in the October newsletter. No more than one member of the same family shall serve on the Executive Board of this Association at the same time. Family is defined as an individual's spouse, children, grandchildren, great-grandchildren, and the spouses of children, grandchildren, great-grandchildren, or persons residing in the same household. This shall also include legally-adopted children.

Section 5.6 Dues shall be set by the Executive Board and ratified by a majority vote of the regular membership.

Section 5.7 All members of this Association are required to conform to the Rules of Conduct for this Association.

Section 5.8 Any member of this Association may be suspended or expelled for violating the Rules of Conduct and/or for good cause shown by a three-fourths (75%) vote of the Executive Board.

Section 5.9 Any regular member of this Association may call for an audit of this Association's bank account, not to exceed one per calendar year. Furthermore, an audit shall be conducted at the change of each Treasurer.

Section 5.10 Associate members and Honorary members are gratis, non-voting members of this Association.

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Section 5.11 An Executive Board member may be removed from the Executive Board by a three-fourths (75%) vote of the Executive Board.

## **ARTICLE VI – EXECUTIVE BOARD**

Section 6.1 Officers of this Association shall be:

President

Vice President (President Elect)

Secretary

Treasurer

Immediate Past-President (~~ex-officio~~) Shall be a voting member of the Executive Board ([Amended January 20, 2021](#))

Section 6.2 The Executive Board shall consist of the four members outlined in 6.1. The Executive Board may add other members as deemed necessary for the good of this Association with a three-fourths (75%) vote of the board.

Section 6.3 The Executive Board shall insure that this Association follows all laws and regulations of the State of Ohio and United States Internal Revenue Code regarding not-for-profit organizations.

Section 6.4 The Executive Board may authorize a gift of up to \$100.00 for a memorial or benevolent gift to a police officer and/or his family.

Section 6.5 An officer shall serve for a term of ~~one (1) year.~~ two (2) years. [Revised by General Membership May 20, 2019](#)).

Section 6.6 An officer shall not serve more than ten(10) consecutive years in the same office. An exception may be made in the case of an unfilled position. If the previous officer is agreeable to remaining in office, the Executive Board reserves the right to reappoint said officer.

Section 6.7

- In the event of a vacancy in the office of President, for any reason, the Vice President (President Elect) shall serve for the remainder of the term, and the requirements of section 6.5 shall be waived for that position for the remainder of the term.
- In the event of a vacancy in the office of Vice President (President Elect), for any reason, the membership shall elect a replacement to serve for the remainder of the term at the next membership meeting, and the requirements of section 6.5 shall be waived for that position for the remainder of the term.
- In the event of a vacancy in any other office on the Executive Board, for any reason, the President shall nominate a replacement to serve for the remainder of the term. This appointment shall be ratified by the Executive Board.

Section 6.8 Officers shall be elected at the annual meeting by a majority of the regular members. Absentee votes shall be accepted by the Secretary and brought to the annual meeting.

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[Revised December 21, 2022](#)

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Section 6.9 No election shall be held without notifying all regular members in writing thirty (30) days prior to the election.

Section 6.10 The President's duties shall consist of:

- Developing meeting agendas and presiding at all meetings of this Association.
- Expounding and enforcing a due observance of the By-Laws and deciding all questions of order.
- Appointing all committees not otherwise provided for and filling all temporary vacancies with the advice and consent of the Executive Board.
- Presenting the views of this Association to the Genoa Township Police Department liaison.
- Representing this Association at public affairs or assigning a delegate.
- Performing such other duties as the office may require.
- Signing checks on behalf of this Association.
- Presenting a summarized report of the past year's activities at the annual meeting.

Section 6.11 The Vice President (President Elect)'s duties shall consist of:

- Presiding in the absence of the President, assuming all his/her powers and duties.
- Serving as the Chairperson of the Membership Committee.
- Maintaining the Membership Directory with the Genoa Township Police Department liaison.
- Distributing new member packets to each graduating class member.
- Signing checks on behalf of this Association.
- Organizing all educational and social activities with approval or the Executive Board.
- Making Reservations for all meetings and activities.

Section 6.12 The Secretary's duties shall consist of:

- Keeping an accurate record of the minutes of all Executive Board and regular membership meetings.
- Sending out all notices of Executive Board and special meetings.
- Sending letters of thanks to speakers, guests, etc. (in conjunction with the President).
- Sending reminders to members assigned special duties.
- Notifying persons and committee(s) affected by action taken by the Executive Board.
- Keeping an updated calendar of events and policy documentation.
- Maintaining a supply of stationary and letterhead.
- Answering correspondence promptly (in conjunction with the President and the Genoa Township Police Department liaison).

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- Keeping copies of all letters sent and received.
- Signing checks on behalf of this Association.
- Publishing and mailing this Association's newsletter.
- Creating any news releases pertaining to any Association business and/or events upon the approval of the Executive Board and the Genoa Township Police Department liaison.

Section 6.13 The Treasurer's duties shall consist of:

- Receiving all monies and depositing them in the name of this Association in a depository approved by the Executive Board.
- Keeping, in a book provided for the purpose, an account of financial transactions.
- Presenting regular financial statements and reporting active member dues received to the Executive Board and regular membership.
- Having the authority to pay all normal recurring expenses; all other expenses shall be approved by the Executive Board.
- Keeping the Executive Board members current with up-to-date listing of regular membership
- At the expiration of the term of office, presenting a full accounting of the receipts and expenditures during said term in office, and handing over to the successor within twenty (20) days all books and monies belonging to this Association.
- Establishing an annual operating budget, which is subject to membership approval.
- Filing a 501c3 each fiscal year.

Section 6.14 The Immediate Past President's duties shall consist of:

- Advising the Executive Board at monthly meetings.
- Serving as the chairperson of the Nominating & Election Committee.
- Representing the voice of the membership on the Executive Board.
- Maintaining an inventory/book of all GTCPAAA Executive Board property items.

~~The Immediate Past President has no voting rights on the Executive Board only.~~ Revised by General Membership January 20, 2020.

## **ARTICLE VII – COMMITTEES**

Section 7.1 The Nominating & Election Committee shall be chaired by the Immediate Past-President and members shall be appointed by the Executive Board each year in September. The committee shall publish, distribute and collect the ballots at the annual meeting; supervise and count the votes, and present the results to the regular membership present. At that point the ballots shall be destroyed. Any member of the Election Committee who accepts nomination for office is deemed to have resigned from the Election Committee. The number of members on this commit-

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tee shall be left to the discretion of the chairperson.

Section 7.2 Past Executive Committee Council shall be comprised of all retired officers of the association with active paid or lifetime paid status. This committee shall serve to the provide historical knowledge as well as liaisons with the community. The Council Chairman shall be the second Immediate Past President willing to serve. [Revised by General Membership December 21, 2022.](#)

**ARTICLE VIII – AMENDMENTS**

Section 8.1 These By-Laws may be amended at any meeting by a two-thirds (2/3) vote of the regular membership present provided that the amendment has been submitted in writing to the Executive Board and thirty (30) days prior notice has been given to all regular members.

Section 8.2 Any amendment shall become effective on the date approved by the regular membership. Amendments shall list the date of approval by membership.

**ARTICLE IX – DISSOLUTION**

Section 9.1 This Association, having been formed for the purposes stated in Article 2, may be dissolved by a vote of two-thirds majority vote of the regular membership of this Association.

Section 9.2 A vote to dissolve this Association shall occur only at a regular scheduled meeting of this Association and only upon all members of this Association being notified in writing of such questions, thirty (30) days prior to the next meeting.

Section 9.3 Upon dissolution of the Association, any assets remaining shall be disposed of for the purposes of this Association, or shall be deposited into the General Fund of the Genoa Township Police Department, after all expenses of the Association have been paid.

*Adopted by the Executive Board action this date: May 26, 2017*

*Adopted by the General Membership this date: June 5, 2017*

*Signed this 5th day of June, 2017*

*President: John McHale* \_\_\_\_\_

*Vice President (President Elect): Sara Walsh* \_\_\_\_\_

*Secretary: Jodie Streeter* \_\_\_\_\_

*Treasurer: Frank Danalewich* \_\_\_\_\_