

BYLAWS OF THE HOFFMAN ESTATES CITIZEN POLICE ACADEMY ALUMNI ASSOCIATION A NON-PROFIT CORPORATION

ARTICLE 1

OFFICERS AND ORGANIZATION

Principal Office

- 1.1 The Hoffman Estates Citizen Police Academy Alumni Association (Hereinafter referred to as “HECPAAA” or “Association”) falls under the articles of incorporation of the Hoffman Estates Foundation, and operates under the Foundation’s umbrella. The principal office of the Association is in the State of Illinois and shall be located in the City of Hoffman Estates, Counties of Cook and Kane, Illinois. The Association may have such other offices, within the State of Illinois as the affairs of the Association may require.

Purposes

- 1.2 The purpose or purposes for which the Association was formed is to bring together the graduates of the Hoffman Estates Citizen Police Academy to enhance the relations between the community and the Hoffman Estates Police Department. This organization shall not directly or indirectly participate or intervene, in any way, including publication or distribution of statements, in any political campaign on behalf of or in opposition to any candidate for public office.

Non-Intervention Policy

- 1.3 The Association is a non-intervention Association. Members are not commissioned officers of any law enforcement agency nor are they to represent themselves as such (unless coincidental). The policy of the Association regarding any law enforcement activities is to observe and report any offenses to the appropriate law enforcement agency with jurisdiction over the offense. Any action taken by a member shall be construed as an unofficial act of the Association or any law enforcement agency. Each member, by completion of their membership application agrees to indemnify, release and hold harmless their individual city, its elected or appointed officials, the police department within their respective city and its officers, and the Association, its officers and representatives for any results of any action taken on their own initiative.

ARTICLE II

MEMBERSHIP

- 2.1 **Active Membership** shall be available to any person who is a graduate of the Hoffman Estates Citizen Police Academy.

- 2.2 **Associate Membership** shall be available to any certified graduate of another agency's Citizen Police Academy. Associate members shall have all privileges except eligibility to hold office or vote. Applicants must supply a copy of their Certificate of Completion, submit to a background check, and provide a letter of recommendation from that agency.
- 2.3 **Honorary Membership** shall be open to any person nominated by the officers.
- 2.4 No person shall be denied membership in this organization because of race, religion, sex, or ethnic background.
- 2.5 A member in good standing shall be a person who pays dues. The officers may determine from time to time the amount of the annual dues payable to the Association by its members, by a two-thirds majority vote of the officers.
- 2.6 Dues will be payable by the 31st of January of each year. Dues shall be prorated for those that graduated during the spring session for that year. Any member who has not paid their annual dues by the last day of February of each year will be dropped from membership.
- 2.7 Any member, officer or representative may be expelled from the Association for failing to perform the duties of their office or for illegal and/or immoral conduct (conduct that is considered to be damaging to the Association, the respective police department, or any other law enforcement agencies as it may be interpreted as a reflection of our behavior as an Association). All accusations of failure to perform duties or illegal and/or immoral conduct must be presented to the officers in writing. The officers will, at the next regular meeting, discuss and examine the changes for compliance with the Bylaws, and after a majority affirmative vote, will notify the affected officer or representative that they have been discharged from the Association. The officer or representative will be expelled from the Association immediately. Any officer or representative who has been expelled has the right to appeal, within ninety (90) days, in writing to the officers for a hearing at the next meeting. The written appeal must be presented to the officers at least thirty (30) days prior to the hearing. The officers may also present all evidence or findings to the expelled member pertaining to the individual's conduct. A two-thirds majority vote of the officers present at the hearing is required to reverse the expulsion and win the appeal. The vote at the appeal hearing shall be considered final.

ARTICLE III

OFFICERS

- 3.1 The officers of the Association shall be a President, one Vice President, one Secretary, one Treasurer, and such other officers as may be appointed in accordance with the provisions of this Article. The officers may appoint such other offices, including, but not limited to, one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed

from time to time by the officers. The same person may hold any two or more offices, except by the President.

3.2 Election and Term of Office

The officers of the Association shall be nominated and appointed. Each officer shall hold office until their successor shall have been duly appointed and shall have qualified.

3.3 Removal

Any officer appointed may be removed from office for due cause by a two-thirds majority vote of the officers whenever in their judgment the best interest of the Association would be served thereby.

3.4 Vacancies

A vacancy in any office because of death, resignation, disqualification, or otherwise may be filled by the officers for the remaining portion of the term.

3.5 President

The President shall be the principal executive officer of the Association and shall supervise and control all of the business and affairs of the Association. The President shall preside at all meetings of the general membership. The President may sign, along with the Secretary or any other proper officer of the Association, any contracts or other instruments which the Association has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the officers or by these Bylaws or by statute to some other officer or agent of the Association. In general, the President shall perform all duties incident to the office of the President and such other duties as may be prescribed from time to time.

3.6 Vice President

In the absence of the President, or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to them by the President.

3.7 Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for monies due and payable to the Association in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws; and in general perform all the duties

incident to the office of the Treasurer and such other duties as from time to time may be assigned to them by the President.

3.8 Secretary

The Secretary shall keep the minutes of the meetings of the representatives and of the officers in one or more books provided for that purpose; give all notices in accordance with the provisions of these Bylaws or as required by the law; be custodian of the corporate records and of the seal of the Association and affix the seal of the Association to all documents, the execution of which on behalf of the Association under its seal is duly authorized in accordance with the provisions of these Bylaws; keep a register of the post office address of each representative, which shall be furnished to the Secretary by each representative; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to them by the President.

3.9 Assistant Treasures and Assistant Secretaries

The Assistant Treasurers and Assistant Secretaries in general shall perform all duties as from time to time may be assigned to them by the Treasurer or Secretary.

ARTICLE IV

COMMITTEES

- 4.1 Committees, as may be needed, and a chairperson to head each such committee, shall be approved by the President. The President shall be an ex officio representative of all committees. The committee shall report to the President. A committee shall consist of at least two persons.

ARTICLE V

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

5.1 Contracts

The officers may authorize any officer or representative of the Association, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances.

5.2 Checks and Drafts

All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by such officer or officers, agent or agents of the Association. Such instrument requires a signature from any of the following elected officers: President, Vice President, Treasurer or Secretary, and all expenditures must be reviewed by the officers at the next general meeting.

5.3 Deposits

All funds of the Association shall be deposited from time to time to the credit of the Association in such bank, trust companies or other depositories as the officers may select.

5.4 Gifts

The officers may accept, on behalf of the Association, any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Association.

ARTICLE VI

BOOKS AND RECORDS

6.1 The Association shall keep correct and complete books and records of account, and shall also keep minutes of all meetings with time and place of holding, whether regular or special (and, if special, how authorized), the notice thereof given, the names of those present and proceedings thereof. All books and records of the Association may, upon written request, be inspected by any representative or his agent or attorney for any proper purpose at any reasonable time.

6.2 All original financial records of the Association shall be maintained and kept in the possession of the Treasurer. The Secretary of the Association shall maintain and keep all original corporate records and minutes of all meetings.

ARTICLE VII

FISCAL YEAR

7.1 The fiscal year of the Association shall begin on the first day of January and end on the last day of December in each calendar year.

ARTICLE VIII

AMENDMENTS TO BYLAWS

8.1 A majority of vote of a quorum of the officers present at any meetings or at any special meeting called for the purpose, shall be required to alter, amend or repeal these Bylaws and for new Bylaws to be adopted and added.

ARTICLE IX

POLICIES

9.1 The representatives, officers or others within the organization may suggest operational fundraising and charitable fundraising activities. A majority vote of the members present must approve all activities at a regular membership meeting. The officers may veto such

activities if they find that such activities are violating the purpose of the organization, or the Bylaws of the Association.

- 9.2 No part of the net earnings of the Association shall inure to the benefit of or be distributable to its representatives, officers, or other persons, except that representatives or officers may be reimbursed for limited out-of-pocket expenses, with prior officer approval of the expenditure.
- 9.3 Financial records of the Association shall be audited prior to December 31 each year by an Audit Committee. All Association expenditures approved by the officers will be made by check, signed by the President, Vice President, Treasurer, or Secretary.
- 9.4 The Association shall not engage in political activities. Political activity is defined, for purposes of these Bylaws, as actively promoting or campaigning as a group, or as individuals appearing to represent the Association for or against any issue, candidate or other matter that has been formally brought forth to the public for vote by federal, state, city or any political subdivision thereof. This provision shall not serve to restrict or encumber any representative from exercising their right to promote or campaign for or against issues or candidates of their choice, with the understanding that such activity shall not be engaged in a manner which, in any way, implies or appears to reflect this Association's support, or lack thereof, for any such issue or candidate.

ARTICLE X

LIAISON

- 10.1 An officer of the Hoffman Estates Police Department as appointed by the Chief shall act as the liaison between the HECPAAA and the Hoffman Estates Police Department. The liaison shall report activities and progress to interested parties of both organizations and provide assistance as requested by the HECPAAA. The liaison is invited to attend all general membership meetings, and is eligible for Honorary Membership and will not have any voting rights.

ARTICLE XI

GENERAL MEMBERSHIP MEETINGS

- 11.1 General membership meetings shall be established as necessary by the officers. They will start at 7:00 p.m. and be held in the Training Room of the Hoffman Estates Police Department, unless otherwise notified. Special general membership meetings may be called by the President and any two (2) officers in good standing with ten (10) days' notice either by mail or telephone contact.
- 11.2 Each Active Member in good standing shall have one vote in matters brought before the general membership for consideration or action. All votes shall generally be cast by secret ballot, however, the President may call for a "show of hands" and a "nay or yea" vote on any issue as a matter of expediency. There shall be no absentee or proxy voting permitted by the general membership.

11.3 The Association shall be governed by common accord. Any disputes arising in any meeting or regarding any action or lack thereof shall be handled in accordance with Robert's Rules of Order, Newly Revised.

The above Bylaws shall supersede and replace any and all previously enacted Bylaws.

_____	_____
President	Date

_____	_____
Recording Secretary	Date

OFFICERS CERTIFYING ADOPTION:

_____	_____
President	Date

_____	_____
Vice President	Date

_____	_____
Secretary	Date

_____	_____
Treasurer	Date