

BY-LAWS
OF
CARMEL POLICE DEPARTMENT
CITIZENS ACADEMY ALUMNI ASSOCIATION

Article I-Purpose and Mission

- a) The purpose of this non-profit Association is to bring together graduates of the Carmel Police Department's Citizen's Academy.
- b) Our mission is to increase public awareness and support of the Carmel Police Department through continuing education and volunteer programs, which reflect our commitment and involvement in our community's quality of life.
- c) The principle office of the Carmel Police Department Citizens Academy Alumni Association Inc, hereafter referred to as CPD-CAAA, shall be located in the Carmel Police Department, 3 Civic Square, Carmel, IN 46032.

Article II-Membership

- a) The membership of this Association will be of those members who have completed and graduated the Carmel Police Department's Citizens Academy.
- b) Members will pay dues, attend meetings and educational classes, perform volunteer services benefiting and sanctioned by the Carmel Police Department, have the required uniform when performing community services for the Carmel Police Department.
- c) The name and address of members and email addresses shall be kept by the Secretary of the Association for each graduating class, and upon payment of annual dues, the member shall be entitled to all the privileges and subject to all the responsibilities of membership in the association.
- d) A person may be considered for Honorary Membership based on outstanding community service or other special consideration by the CPD-CAAA. The person shall be nominated by the Officers and Board of Directors and approved by a majority vote of the Active Members present.
- e) Under the Articles of Incorporation, the Chief of Police for Carmel, Indiana and two (2) employees appointed by the Chief are non voting members of the Board of Directors by virtue of their offices and are not subject to elections or dues.

Article III-Conduct

- a) No member shall promote or represent themselves on behalf of CPD-CAAA for personal, political, or financial gain.
- b) Inappropriate behavior toward officers and citizens will not be tolerated and may result in termination of membership.

Article IV-Dues

- a) Membership shall pay \$36.00 per year, payable on or before January 1st each year.

Article V-Voting, Registration, and Termination

- a) Each member shall be entitled to one vote on each matter submitted to a vote. Member must be present to vote.
- b) Any member may resign by filing a written resignation with the secretary.
- c) Membership may be terminated for just cause after a hearing before the Officers and Board of Directors, and a majority vote following. Just cause is defined as any violation of the CPD-CAAA By-Laws or any violation of Federal and State laws or local ordinance violations that result in criminal arrest.
- d) Upon the resignation or termination of any member, any and all property belonging to CPDCAAA or the Carmel Police Department, shall be returned immediately.

Article VI-Meetings

- a) Meetings will be held on the third (3rd) Wednesday of every other month at 6:15pm or time discretion of President at the Carmel Police Department, with notice to the membership.
- b) Special Meetings of members may be called by the President or acting President. Members shall be notified no less than forty-eight (48) hours in advance of a special meeting.
- c) Nine (9) Active members present at any membership meeting shall constitute a quorum of the CPD-CAAA. Quorum of 5 members for Executive Board.
- d) The order of Business at meetings shall be:
 - 1. Call to Order
 - 2. Reading of Minutes
 - 3. Treasurer's Report
 - 4. Communication
 - 5. Unfinished Business
 - 6. New Business
 - 7. Adjournment

Article VII-Officers and Duties

- a) The Officers of CPD-CAAA shall be a President, one or more Vice Presidents, a Secretary, a Treasurer, Chairman of the Board and or 1 or more Members at Large. No two offices may be held at the same time.
- b) The officers and the Board of Directors shall be elected at the November meeting for the term of one (1) YEAR. The President and Vice Presidents shall not succeed themselves. It shall be the duty of the President to preside at all meetings and appoint committees.
- c) In the absence of the President, the First Vice President shall assume all duties and powers of the President.
- d) The Secretary shall record the minutes of all meetings, maintain a roster of all members, and mail notices of meetings.
- e) The Treasurer shall receive all funds and dues and deposit said funds in banking institution, which is covered by Federal Deposit Insurance Corporation in the name of CPD-CAAA. Any expenditures in excess of five hundred dollars (\$500.00) against said funds must be approved by the Board of Directors and require two (2) signatures, Treasurer and President or Vice President. He/she shall conduct other business as directed by the President.
- f) Treasurer shall show bank statements at each board meeting for review.
- g) Treasurer shall coordinate an annual audit by an independent licensed accountant firm, subject to board approval.
- h) Treasure shall provide Federal ID number when requested for Fund Raiser events.
- i) The principal role of the Chairman of the Board is to manage and to provide leadership to the Board of Directors of the organization.
- j) Members of the board – including a member at large – are elected. Unlike other executive board leadership such as a president or treasurer, a member at large doesn't have a specific role.
- k) If there is a vacancy in an elected office, a vote should be taken by Board Members to replacement the elected position. This replacement will hold the position until the yearly election in November.

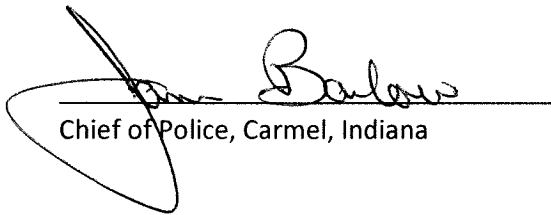
Article VIII-Amendments to By-Laws

These By-Laws, shall be binding on all members of the CPD-CAAA. Said By-Laws may be amended at any duly assembled meeting of the members by the affirmative vote of the majority of the members constituting a quorum present and voting; provided that no amendment shall be adopted which shall change the nature of the CPD-CAAA. No amendment to these By-Laws shall be effective until approved by the Chief of Police of Carmel, Indiana.

Article VIII-Disposition of Property on Dissolution

In event of dissolution of the CPD-CAAA or its discontinuance, voluntarily or involuntarily, the property, real, personal, or mixed, belonging to the CPD-CAAA after payment of all outstanding liabilities shall become the sole property of the Carmel Police Department, Carmel, Indiana.

APPROVED this 13 of Sept. 2018,



Chief of Police, Carmel, Indiana



ATTESTED by