

**MEDINA COMMUNITY POLICE ACADEMY ALUMNI ASSOCIATION  
BYLAWS  
Effective May 27, 2010**

**Article I – Name and Purpose**

**SECTION 1 – NAME**

**The name of this non-profit corporation shall be Medina Community Police Academy Alumni Association, hereafter referred to as the Organization. The address of record is Medina Community Police Academy Alumni Association, 150 West Friendship Street, Medina, Ohio 44256.**

**SECTION 2 – MISSION STATEMENT**

**The Medina Community Police Academy Alumni Association is a non-profit service organization consisting of graduates of the Medina Community Police Academy. The Organization is dedicated to strengthening the partnership between the citizens of Medina and the Medina Police Department by assisting the Department in community-sponsored activities and acting as resources to the Department.**

**SECTION 3 – PURPOSES**

**Purposes of the Organization include, but are not limited to: participation in community policing; educating the community of Medina, Ohio with regard to the Mission of the Department; assisting with police functions and special events; and additional duties as requested by the Medina Police Department. Additional purposes include the distribution of Organization funds for the advancement of charity and educational purposes, as well as assisting the welfare of the officers of the Department with which this Organization is affiliated, with regard to injury, loss, or deprivation to their families, as a result of active engagement in the police profession.**

**No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.**

**No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.**

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**SECTION 4 – RULES OF ORDER**

The rules contained in the current edition of Robert's Rules of Order shall govern the Organization in all cases to which they are applicable.

**ARTICLE II – MEMBERSHIP**

**SECTION I – ANNUAL DUES**

Membership will be available to any person who is a graduate of the Medina Community Police Academy, upon payment of \$15.00 annual dues. Annual dues are payable by April 1<sup>st</sup> of each year.

**SECTION 2 – STANDARDS OF PERSONAL CONDUCT**

Organization members are frequently in the public eye, working with police officers and at the police station. Organization members are considered an important part of the police department and are held to a higher standard of conduct than the general populace. Individual conduct will reflect directly on the department or the city.

Members should be aware of and in compliance with local and state laws and ordinances. Should an alumni member resign or be dismissed from the Organization due to a conviction for a criminal offense or serious traffic violation, the following provision is in place to provide a means for reinstatement for membership in good standing.

**Step 1 – All obligations to the court of record over the case must be met including all fine, court costs, and any other obligation to the court.**

**Step 2 – The person must initiate a request through the President of the Alumni Association to be reinstated.**

**Step 3 – The Board will then vote on the issue at its next regularly scheduled meeting.**

**Step 4 – Upon Board approval for reinstatement, the person requesting reinstatement must pay the current Organization dues.**

**Step 5 – Once dues are paid, the person is reinstated.**

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- 1. Organization members should never attempt to represent themselves as police officers, or spokesperson(s) for the police department. Representation of this type will result in immediate dismissal from the Organization.**
- 2. Organization members may come into contact with police information not directly available to the general public.**
- 3. Organization members must refrain from discussing such business with persons outside the Organization, including any type of media. Questions about departmental business should always be referred to the department's public information officer, or the Chief of Police.**

**SECTION 3 – INCLUSIVE**

**No person shall be denied membership in the Organization because of race, age, religion, sex, or ethnic background.**

**SECTION 4 – LIABILITIES**

**No member of this Organization will be personally liable for any of its debts, liabilities, or obligations, nor will any member be subject to any assessment.**

**SECTION 5 – GOOD STANDING MEMBER**

**The definition of Good Standing is a graduate who has paid his or her dues by April 1<sup>st</sup> of each year.**

**ARTICLE III – GOVERNMENT**

**The management of the Organization shall be vested in a Board of Trustees to be elected by the general membership at the annual meeting of the membership. The Board of Trustees shall consist of two (2) Co-Presidents, Vice President, Treasurer, Secretary, and three (3) non-office holding trustees, including the immediate past president. In the event two (2) candidates can not be found for Co-Presidents, then the Board shall consist of one (1) President, Vice President, Treasurer, Secretary and three (3) non office holding trustees, including the immediate past president.**

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**ARTICLE IV – NOMINATING COMMITTEE**

At the first general meeting of the year, a nominating committee of three (3) members shall be appointed by the Board. It will be the duty of this committee to nominate candidates for the Board of Trustees, which includes officer positions and trustee held positions, to be filled at the third general meeting of the year. The nominating committee will present the nominees at the fourth (4) general meeting of the year. The Board of Trustees of this organization will be elected by ballot, yearly at the fifth (5) general meeting of the year. The Board of Trustees of this organization will be elected by a majority of all members in good standing in attendance at the general meeting, by ballot, at the fifth (5) general meeting of the year.

**ARTICLE V – BOARD OF TRUSTEES**

**SECTION 1 – THE BOARD**

The Board of Trustees shall direct the general management of affairs and membership of the Organization.

**SECTION 2 – TERMS OF OFFICE**

The non-office holding Trustees shall be elected for terms of two (2) consecutive years each. The immediate past president's term of office shall consist of one (1) year. Members of the Board of Trustees shall take office immediately after their election.

**SECTION 3 – QUORUM**

A majority of the Board of Trustees shall constitute a quorum at any meeting, but less than a quorum may adjourn a meeting to a future time and place.

**SECTION 4 – ABSENCES**

Any member of the Board of Trustees who is absent for three (3) consecutive, scheduled meetings of the Board, without being excused, will be deemed to have resigned as a Trustee of the Board and the remaining Trustees will be obligated to elect a new Trustee to replace him/her at the next regular meeting of membership.

**SECTION 5 – LIAISONS**

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The liaison of the Medina Police Department shall be the Community Policing Coordinator, and/or the Community Service Officer. They will be ex officio non-voting members of the Board of Trustees and voting members of the general membership.

**ARTICLE VI – OFFICERS**

**SECTION 1 – ELECTION OF OFFICERS**

At the first general meeting of the year, a nominating committee of three (3) members shall be appointed by the Board. It will be the duty of this committee to nominate candidates for the offices of President, Vice President, Treasurer and Secretary. The nominating committee will present a slate of officer to the Board of Trustees, and to the members at the second general meeting of the year. At the third general meeting, before the elections, additional nominations will be permitted from the floor, if said nominees are in agreement. The officers of this organization will be elected by a majority of all members in good standing in attendance at the general meeting, by ballot.

**SECTION 2 – TERM**

Each officer will hold office for one (1) year or until a successor has been elected and installed in office. A vacancy in any office, whether due to death, resignation, removal, disqualification, or otherwise, may be filled by the Board for the remaining portion of the term.

**SECTION 3 – REMOVAL**

The Board may remove any officer by a two-thirds vote of those present, whenever, in its judgment, the interests of the Organization would best be served.

**SECTION 4 – PRESIDENT**

It shall be the duty of the Co-President(s)/President to preside at all meetings of the Board of Trustees, as well as the general membership meetings, and to perform such other duties as the Board may prescribe. In addition, the Co-President(s)/President shall ensure that the Organization abides by its by-laws and established policies.

**SECTION 5 – VICE PRESIDENT**

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**In absence of the President, or his/her inability or refusal to act, the Vice President shall perform the duties of the President. In addition, the Vice President will perform such duties as the President may prescribe.**

**SECTION 6 – SECRETARY**

**The Secretary shall: keep records, including attendance records of all meetings of this Organization and the Board of Trustees; keep a list of members; notify all members of their election; mail notices of all meetings of the general membership, as well as meeting of the Board of Trustees; conduct all correspondence as may be required in the ordinary course of this Organizations affairs; shall be the custodian of all records belonging to the Organization; shall keep a record of all motions made and voting results of said motions; and shall perform any additional duties assigned to that office by the Board of Trustees. The Secretary will also serve as the Sunshine Coordinator and send cards and correspondence as needed. The dues of the Secretary will be waived in compensation for their time.**

**SECTION 7 – TREASURER**

**The Treasurer shall give a report at the regular meeting of the membership, and at such other times as the President may instruct, a written account of the finances of the Organization in a form and manner showing the closing balance of the last report, all income and expenditures itemized and a closing balance. An account shall be maintained at a financial institution as approved by the Board. Books are to be reviewed each year by a committee by the Board for that purpose, prior to the meeting of the membership. The Treasurer shall be responsible for the filing of tax returns required of the Organization each year. The Treasurer shall keep a record of MCPAAA members' volunteer hours. The dues of the Treasurer will be waived in compensation for their time.**

**Any member of the Organization shall be required to have prior authorization by the Board to make purchases on behalf of the Organization. The Treasurer shall require receipts before payment is made on any expenses.**

**ARTICLE VII – MEETINGS**

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**SECTION 1 – REGULAR MEETINGS**

There will be a minimum of six (6) general meetings during the year. They will be held on a designated day and at a designated time as established by the membership or at the request of the President. Additional meetings may be held as established by the membership or at the request of the President. Additional meetings may be held as established by the membership or at the request of the President.

**SECTION 2 – BOARD OF TRUSTEES**

The Board of Trustees will meet at dates and times determined by the President and Board.

**SECTION 3 – QUORUM**

The members present at general meetings shall constitute a quorum; consisting of not less than ten (10) after all members have been notified of the meeting.

**ARTICLE VIII – FISCAL YEAR**

The fiscal year of the Organization shall be from January 1<sup>st</sup> thru December 31<sup>st</sup> of each year.

**ARTICLE IX – AMENDMENTS**

The bylaws of this Organization may be amended, repealed, or added to, or new bylaws may be adopted by approval of the amendment of such bylaws, by a two-thirds vote of the quorum of the membership, at a meeting duly called for that purpose, or at a regular meeting according to the bylaws, and provided that the amendment has been submitted in writing at the previous regular meeting.

**ARTICLE X – DISSOLUTION PROCEDURE**

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**Upon dissolution of the Organization, any assets remaining shall be conveyed to the  
Medina City Police Department,**

**Amended Dates**

**January 24, 2008 Article VI – Sections 6 & 7**

**May 27, 2010 Verbiage Clarification and  
Correction of typos.**