Galveston County Citizen Sheriff's Academy Alumni Association
P.O. Box 791
Dickinson, Texas 77539

A Non-Profit 501 (c) (3) Corporation

BYLAWS

ARTICLE I NAME AND OFFICE

Section1. Name. The name of the corporation is Galveston County Citizen Sheriff's Academy Alumni Association hereinafter referred to as "The Association".

Section 2. Principal Office. The principal office of The Association is the State of Texas and shall be located in the City of Texas City, County of Galveston, Texas. The Association may have such other offices within the State of Texas as the Executive Board may determine or as the affairs of the Association may require.

Section 3 Registered Office and Registered Agent. The Association shall have and continuously maintain, in the State of Texas, a registered office and a registered agent whose office is identical with such registered office as required by the Texas Non-Profit Association ("the Act"). The registered office may be, but need not be; identical with the principal office of The Association in the State of Texas, and the address of the registered office may be changed from time to time by the Executive Board.

ARTICLE II PURPOSE

The purpose for which The Association was formed is to bring together graduates of the Galveston County Citizen Sheriff's Academy to establish and enhance the relations between the community and the Sheriff's Office.

ARTICLE III MISSION

The Association's mission is to compliment, promote, and partner with the Galveston County Sheriff's Office and its deputies and to unite, inform, educate and involve alumni, friends and neighbors in fellowship and support of the protection and service to our communities in Galveston County.

ARTICLE IV NON-INTERVENTION POLICY

Section 1. Non-Intervention Policy. The Association is a non-intervention Association. This organization shall not directly or indirectly participate or intervene, in any way, including publication or distribution of statements, in any political campaign in behalf of or in opposition to any candidate for public office nor engage in any political activities as stated in Article XII, Section 3.

Section 2. Law Enforcement Representation. 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.

Section 3. Release of Actions. Each member, by completion of their membership application, agrees to indemnify, release and hold harmless Galveston County, the elected or appointed officials, the Sheriff's Office and its deputies, The Association, its officers and members for any results of any action taken on their own initiative

ARTICLE V MEMBERSHIP AND DUES

Section 1. Eligibility. Any graduate of the Galveston County Citizen Sheriff's Academy or any person who expresses a genuine interest in the welfare of The Association may become a member of The Association as defined in Section 2 upon approval of application and payment of the dues as prescribed by the Executive Board. No person shall be denied membership in this organization because of race, religion, sex or ethnic background.

Section 2. Types of Membership.

A. **Graduate Membership** shall be available to any person who is a graduate of the Galveston County Citizen Sheriff's Academy hereinafter referred to as CSA. These persons shall pay annual dues and have all privileges including the right to hold office, vote, and possess a CSA Alumni Vehicle Decal or CSA Alumni Sign. Graduate membership shall automatically be renewed upon payment of annual dues.

B. **Associate Membership** shall be available to any non-graduate individual 18 years or older that resides with a member in good standing of The Association. These persons shall pay annual dues and have all privileges except the right to hold office, vote or possess a CSA Alumni Vehicle Decal or CSA Alumni Sign.

C. **Business Membership** shall be available to any registered business in Galveston County that regularly supports The Association. Annual dues shall be as determined by the Board of Directors with each paid business receiving some memento of appreciation from The Association. Business representatives cannot hold office or vote unless the representative is a graduate of CSA, and said business cannot obtain a CSA Alumni Vehicle Decal or CSA Alumni Sign for representatives other than said graduate(s).

D. **Honorary Membership** shall be open to any person nominated by the Executive Board and approved by a majority vote of the membership present at any general or special meeting of the membership. An Honorary Member cannot hold office, vote or receive a CSA Alumni Vehicle Decal or CSA Alumni Sign. Honorary members are exempt from dues.

Section 3. Dues.

Dues shall be as determined by the Executive Board and approved by a majority vote of a quorum of the membership present at any regular, general, or special meeting of the membership. Dues will be paid upon application of membership the first year and subsequent years will be due annually on January 1. A Member in good standing shall be a person who pays their dues and such dues remain current. Those that become and remain delinquent in their dues for a period longer than two months will be dropped from the membership. A member who has been dropped or resigned may reinstate membership by payment of current dues.

Section 4. Expulsion From The Association. 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 that may be considered damaging to The Association, the Galveston County Sheriff's Office, or any other law enforcement agency as it may be interpreted as a reflection of the behavior of The Association as a whole. All accusations regarding member conduct or representation must be

presented in writing to the Executive Board. The Executive Board will discuss and examine the charges for compliance with the Bylaws, and if necessary appoint an Ethics Committee. After review by the Ethics Committee, charges will be presented to the Association members for a final decision. The accused member will be notified in writing of the final decision. The affected member may be expelled from The Association only by a majority vote of the membership present at the meeting in which the charges are presented. Any member who has been expelled has the right, within sixty (60) days, to appeal in writing to the Executive Board. A two-thirds majority vote of the Executive Board and the membership is required to reverse the expulsion and win the appeal.

ARTICLE VI BOARD OF DIRECTORS

Section 1. Board Composition, Authority and Terms.

A. The Executive Board shall be composed of a broad and diverse cross-section of members and shall manage the affairs of The Association. Each Executive Board Officer must be a member in good standing. The number of officers may be increased or decreased by an amendment to these Bylaws's. Any office filled by reason of an increase in the number of officers shall be filled by a majority vote of the members present at the next membership meeting. The removal, for due cause, of an officer from the Executive Board shall require a two-thirds majority vote of the Executive Board and the membership.

B. The offices of the Executive Board hall include:
   1. An Executive Board consisting of President, Vice-President, Secretary and Treasurer.
   2. And such other officers or Committee Chairs as the Board may create by resolution.

C. The Executive Board shall be elected to two (2) year staggered terms with term of office beginning January 1 and shall not serve more than two consecutive terms. The President and Secretary shall be elected in odd numbered years. The Vice-President and Treasurer shall be elected in even numbered years. Candidates shall be nominated by the Nominating Committee as defined in Section 2 Nominations and shall be elected by a majority vote of the members present during the November Meeting.

Section 2. Nominations. Not less than sixty (60) days prior to the annual election, a nominating committee shall be established. The Nominating Committee shall, not less than one week prior to elections, decide upon and make recommendations to the members the names of the candidates of the election. Nominations may be made by any Graduate Member of The Association by mail up to the date of the election or from the floor at the time of the Nomination Report. Candidates shall represent a broad and diverse cross-section of members from The Association. Nominees unable to attend the election meeting for just cause as determined by the President, may remain eligible for office by submitting to the Nominating Committee a declaration signed by both the nominee and the President stating the specific office sought and that, if nominated, he/she will accept the nomination.

Section 3. Board Vacancies. Vacancies in any office may be filled by an appointment of a member in good standing from the general membership by the President for the remaining portion of the term.

Section 4. Compensation. Executive Board Officers shall not receive any compensation or salary for their services, but they may receive reimbursement of valid expense(S) of operation of the Association as approved by the Executive Board and the membership.

ARTICLE VII OFFICERS AND THEIR DUTIES

Section 1. Executive Board.

A. *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 and shall act as ex-officio member of all committees except the Nominating Committee. He/She may sign, with the Secretary or any other proper officer of The Association authorized by the Executive Board, any deeds, mortgages, bonds, contracts or other instruments which the Executive Board has authorized to be executed. He/She shall perform all duties incident to the office of the President and such other duties that may be prescribed by the Executive Board.

B. *Vice President.* The Vice President shall assist the President and in the absence of the President, or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President. The Vice President shall act as ex-officio member of all committees except the Nominating Committee and shall perform all duties incident to the office of the Vice President and such other duties that may be assigned to him/her by the President or the Executive Board.

C. *Treasurer.* The Treasurer shall oversee or cause to be overseen the accounts and fiscal procedures of The Association and control its monies and funds. He/She shall maintain, prepare and file all appropriate tax and financial reports as required by law, and shall make such reports showing the financial conditions of the Association available to the Executive Board of Directors. He/she shall perform the entire duties incident to the office of the Treasurer and such duties that may be assigned to him/her by the President or the Executive Board.

D. *Secretary.* The Secretary shall serve as Secretary and parliamentarian. He/she shall record the votes and keep the minutes of the meetings of The Association and of the Executive Board; give all notices in accordance with the provisions of these Bylaws and be custodian of the corporate records. He/She shall keep a register of names and addresses of each Executive Board Officers, which shall be furnished to the Secretary by each Officer; maintain a record of each individual member, including addresses and contact information for each member, and the member status. The Secretary shall perform all duties incident to the office of Secretary and such other duties an may be assigned to him/her by the President or by the Executive Board.

Section 4. Attendance of Executive Board at Association Meetings. Any member of the Executive Board who fails to attend at least seventy-five (75%) of the meetings or who misses three (3) consecutive meetings in each twelve (12) months, unless excused by the President for cause, shall have relinquished his or her position, which will be filled by a member in good standing appointed by the President.

ARTICLE VIII MEETINGS OF THE ASSOCIATION

Section 1. Meetings. The Association members shall meet a minimum of twelve (12) times per year at such times and places as may be determined by the Executive Board or the President: provided that notice thereof shall be given to all members not less than ten (10) days prior to the time chosen. Special membership meetings may be called by the President with seven (7) days notice either by mail, telephone or electronic means.

Section 2. Notices. Provided that seven (7)days written notice or forty-eight (48) hours telephone notice stating the purpose of the meeting is given to all members of the Association, special meetings may be called in the following manner; by the President; by the Executive Board of Directors, or by the President upon petition of a member in good standing of the Association.

Section 3. Quorum. A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Association, but if less than a majority of the Executive Officers are present at said meeting, then a majority of the membership present may adjourn the meeting without further notice. The presence of not less than ten (10%) percent of the membership in good standing shall constitute a quorum and shall be necessary to conduct any business brought before any membership meeting.

Section 4. Voting. At all meetings of the Association, each member shall have one vote; no votes shall be made by proxy. Unless otherwise specifically provided by these Bylaws, action shall be determined by a majority vote of those members present and voting; or by a majority vote by mail or telephone in which no less than fifty percent (50%) of all members of the Association shall cast a ballot to constitute a valid action. Each graduate member in good standing shall have one vote in each matter brought before the membership for consideration or action. All votes shall generally be cast by secret ballot; however the President may call for a "show of hands" or an "all in favor or any opposed" vote on any issue as a matter of expediency.

Section 5. Order of Business. The order of business may be altered or suspended at any meeting by a majority vote of the members present. The meeting shall be governed by common accord. Except when they conflict with these Bylaws, the usual parliamentary rules in "*Roberts' Rules of Order, Newly Revised*" shall govern all deliberations. 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.*

ARTICLE IX CORPORATE COMMITTEES

The Executive Board shall determine the committees deemed proper and necessary to fulfill the object and purpose of the Association. Committee chairs shall be appointed by the President and approved by the Executive Board immediately after installation of elected officers. The President and Vice President shall be ex-officio members of all committees except the nominating committee.

ARTICLE X CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts. The Executive Board may authorize any officer or officers, agent or agents 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 instance.

Section 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 and in such manner as shall from time to time be determined by resolution of the Executive Board. Such instrument requires a signature from any two of the following elected officers: President, Vice President, Secretary or Treasurer.

Section 3. Deposits All funds of The Association Shall be deposited on behalf of The Association; any contribution, gift bequest or devise for the general purposes or from any purpose of the Association.

Section 4. Gifts. The Executive Board may accept on behalf of The Association any contribution, gift bequest or devise for the general purposes or for any purpose of The Association.

ARTICLE XI BOOKS AND ARTICLES

Section 1. Books and Records. The Association shall keep correct and complete books and records of account, and shall also keep minutes of all meetings of the Board and committees having any of the authority of the Board, with time and place of holding, whether general or special, names of those present and the proceedings thereof. All books and records of The Association may, upon written request, be inspected by any representative of his agent or attorney of or any proper purpose at any reasonable time. All original books and records will be kept by and maintained by the Secretary.

Section 2. Financial Audit. The Executive Board shall audit financial records of The Association prior to February 15th of each year by an Audit Committee appointed by the Executive Board and approved by the membership. All Association expenditures approved by the Executive Board will be made by check, signed by at least two (2) authorized officers. The President, Vice President, Secretary and Treasurer shall be authorized to sign checks.

Section 3. Political Activities. The Association shall not engage in political activities. Political activity is defined, for purposes of these Bylaws, as actively promoting and campaigning as a group, or an individual 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 XII FISCAL YEAR

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 XIII THE ASSOCIATION LOGO

The Association Logo is in the form of a circle. The shield of the Galveston County Sheriff's Office is in the center of the circle surrounded by the name, "Galveston County Citizen Sheriff's Academy Alumni Association". This logo is on a computer diskette and is not to be duplicated for any purpose other than for the use of and by this Association for the purposes of The Association. All documents representing this Association should bear this logo. By a majority vote, the Board of Directors may adopt, use and thereafter alter The Association Logo.

ARTICLE XIV WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act, the Articles of Incorporation or the Bylaws of The Association, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed giving of such notice.

ARTICLE XV AMENDENTS TO BYLAWS

Following written notification to each member containing the proposed amendments given at least 14 days in advance, the Bylaws of The Association may be amended at any general or called meeting by a majority vote of a quorum of the membership present.

ARTICLE XVI POLICIES

Section 1. Fund Raising. Operational fund raising and charitable fund raising activities may be suggested by the representatives and recommended and approved by a majority vote of the Association membership.

Section 2. Member Conduct.

A. The Association prohibits the carrying of weapons by persons other than duly commissioned peace officers during The Association functions.

B. No part of the net earnings of The Association shall inure to the benefit of or be distributed to its representatives, officers, directors or other persons, except that representatives or officers may be reimbursed for limited out-of-pocket expenses, with Board approval of the expenditure.

C. Members, representatives and officers of The Association will conduct themselves in a manner that will not discredit this Association or the Galveston County Sheriff's Office or any other law enforcement agency.

D. Members, representatives and officers of The Association will not use their position with The Association to gain favor or special treatment with the County of Galveston, the Galveston County Sheriff's Office or any other law enforcement agency.

Section 3. Member Identification. Members shall wear nametags or shirts bearing The Association Logo when attending functions, benefits, volunteer work, or any activities representing The Association.

ARTICLE XVII SHERIFF'S OFFICE COMMUNICATIONS

Section 1. CSA Liaison Officer(s). The CSA Program Coordinator or any other officer of the Galveston County Sheriff's Department as appointed by the Sheriff, shall act as a liaison between The Association and the Galveston County Sheriff's Office. He/She shall report activities and progress to interested parties of both organizations and provide assistance as requested by The Association. The liaison is invited to attend all membership meetings, but has no voting rights.

Section 2. Communications Chain of Command. Members are expected to seek advice and answers from a member of the Board of Directors who will consult with the CSA Liaison Officer for advice and answers. All members, representatives and officers of this Association shall follow this chain of command.

ARTICLE XVIII DISSOLUTION

In the event of dissolution of The Association, remaining assets after the satisfaction of all obligations of The Association shall be distributed for purposes within the scope of Internal Revenue Service Code 501 (c) (3), or amendments thereof.

###

These Bylaws were presented to the Bylaws Committee via email on September 14, 2007 for review and corrections as deemed necessary and for finalization at the upcoming meeting on September 18, 2007

_____
Calvin Walker, Chairman-Bylaws Committee

_____
Tammy Harper, President

Bylaws Committee Members:

Chip Goodman
Kari Morelock
Norman Franzke
Calvin Walker
Ruth Herod
Tammy Harper
Kelly Walthall
Vicki Franzke

Note: * Upon finalization; a page will be added that will be signed by standing officers for the Association.