

BY-LAWS FOR THE MCPAA

Effective **June 1, 2019**

NAME: The Montgomery County Police Alumni Association, Inc. (**herein called "Association"**)

STATEMENT OF PURPOSES:

- To continue, promote, foster and develop camaraderie and fellowship among retired and former sworn police officers and civilian employees of the Montgomery County Maryland Police Department.
- To promote the welfare of our members and provide assistance when needed.
- To serve as a focal point for and facilitate communication between current, retired and former sworn police officers and civilian employees of the Montgomery County Maryland Police Department.
- To educate others with respect to the work and importance of law enforcement generally, and that of the Montgomery County Maryland Police Department in particular.
- To preserve our heritage, to receive, own and document any historical reference to the Montgomery County Maryland Police Department.

I. MEMBERSHIP:

Types of Membership: Regular, Associate, Lifetime and Honorary

Regular Membership is open to Retired and Former Employees of the Montgomery County Police Department.

- Retired is defined as follows:
 - Full Retirement
 - Service Connected Disability
 - Non-Service Connected Disability
 - Retired in good standing
- Former Employee is defined as follows:
 - Resigned from the department;
 - Having served a minimum of five (5) years with the department; and,
 - Resigned in good standing.
- Employee is defined as having been salaried in a full-time or part-time position, sworn or non-sworn.

Associate Membership is a category established to allow those members, both sworn and civilian, of the following police departments which operate within Montgomery County, Maryland, to be affiliated with the MCPAA: Montgomery County Sheriff's Office, City of Rockville Police Department, City of Gaithersburg Police Department, City of Takoma Park Police Department, the Maryland National Capital Park and Planning Police Department (Montgomery County Division) and the Chevy Chase Village Police Department. Eligibility for

associate membership for retired members and former employees of these agencies (both civilian and sworn) is the same as that for a Regular Member of the MCPAA. Individuals not meeting these requirements are ineligible for Associate membership.

Membership cards, if any are issued, will indicate the category "Associate Member" and they are entitled to receive an up-to-date membership directory, if issued, and receive the MCPAA newsletter. Associate Members will not be granted voting power nor may they be nominated or elected to an officer position within the organization; however they may serve on the organization's committees.

Dues for an Associate Member will be the same as that of Regular Member.

Lifetime Membership is a special category created to accommodate persons, who, under ordinary circumstance would be eligible to join as regular members, but because of circumstances beyond their control, find themselves in a special situation and unable to join. Lifetime membership may also be awarded to individual members who have provided special service to the association.

Lifetime members are accorded the privilege of **full regular** membership with no dues assessed. An application to bestow lifetime membership must be submitted by a current MCPAA member.

Having been a Regular Member in good standing prior to their 80th birthday, the Member shall be entitled to lifetime membership thereafter. The Board, upon unusual circumstances, may award a lifetime membership to someone less than 80 years of age.

Honorary Membership is a special category created to accommodate widows and widowers of retired MCP employees. Honorary members will not be eligible to vote and will not be required to pay dues. Honorary Membership may be granted to any other individual as determined by the Board.

Charter Membership:

Those persons applying for membership prior to December 31, 2003, enjoy the privilege of having "Charter Member" on their membership card, if any are issued.

Application:

Application for regular or associate membership shall be made on a prescribed form supplied by the Association and handed to any member of the Board of Directors, submitted on-line, or mailed to the Association's address. Applications for membership are subject to review by the Board of Directors.

The Association will offer a complimentary membership for the current calendar year to all eligible MCP employees (Sworn and Civilian) upon their retirement.

II. Dues

The annual dues for regular or associate membership in the Association is payable at the beginning of the year. The fiscal year **will run from is** January 1 to December 31.

If a retiree joins the Association and pays his/her dues no more than one year from his/her date of separation, those dues will include the remainder of the current year and the next year.

There will be a grace period beginning each year on January 1 and ending on January 31. If a member's dues are not paid by January 31, their membership will be suspended until such time as the dues are paid.

III. Privileges

A Regular Member in good standing is entitled to the following unique privileges:

- Vote at general and special membership meetings;
- Obtain and maintain organizational license plates if a resident of Maryland; and,
- Serve as a Director or Officer of the Association.

All members are entitled to the following privileges:

- Receive an up-to-date membership directory, if issued;
- Receive a newsletter when published; and,
- Use an MCPAumni.org email account.
- Access the Members-Only section of the Association's website, if any.

IV. Organization

Board of Directors: (composition and term limits)

The Board of Directors shall consist of not less than twelve or more than sixteen members elected by the membership. Regional Representatives shall be appointed by the President and confirmed by the Board of Directors.

At the Board of Directors' Meeting **following the Annual Membership Meeting**, the Board of Directors shall elect from **its** members the following Officers: President, Vice President, Recording Secretary, Membership Secretary, and Treasurer.

In the event that an Officer vacancy occurs and no one who is already an elected Board member is willing to take that vacant position, the Board may appoint any Regular Member of the Association as a temporary member of the Board and temporary Officer to fill that vacant

position until the next Annual Meeting at which time the appointee may seek election to the Board.

Each elected member of the Board shall serve until the second annual meeting following their election. Any member may be eligible for re-election. The terms shall be staggered to ensure one-half of the members are eligible for re-election each year.

Powers and Responsibilities:

President - shall chair all Board of Directors' meetings and General Membership meetings; appoint committees as needed; have the authority to resolve disputes; dissolve committees; and, replace committee chairpersons and/or members.

Vice President - shall assume the duties of the President when directed to do so by the President or upon the President vacating his position; assume other duties and responsibilities as directed by the President.

Recording Secretary - shall record and/or maintain minutes of all Board, General Membership and Special meetings; record attendance at such meetings; maintain other records as directed by the President; write any correspondence as directed; maintain a file of all correspondence. The Recording Secretary will be responsible for the updating and maintenance of the By-Laws.

Membership Secretary - shall maintain the membership files, keeping track of applications and coordinating with the Treasurer regarding the incoming dues; be responsible for notifying members when dues will expire; and notify members thirty days prior to the expiration of their membership.

Treasurer - shall maintain the financial records of the association; manage the funds of the association; submit a written treasurer's report at the general membership meeting; maintain a current list of all association members; coordinate the collections of dues; and, provide for audits of Association funds and records as directed by the Board.

Chaplain - shall represent the Association to members and their families in need of special assistance; assist at the time of a member's death by co-coordinating with member's family the services of the Association, the Police Department's Honor Guard and any funeral arrangements; cause a death notice to be placed in a local newspaper of general circulation (unless the member has waived such notice) and in the Association's electronic newsletter; shall convey correspondence of comfort to members and their families in times of illness or death; and shall provide prayer invocation and benediction at Association events when appropriate.

Communications Director - shall be responsible for internal communications for the Association; and shall be responsible for disseminations of news within the Association.

Merchandise Director - shall be responsible for acquiring and distributing all Association merchandise, maintaining records to include all purchases and sales; coordinating vendor activities; and, ensuring merchandise is available for purchase at Association events, and on-line, or by telephone.

Directors - shall serve at the direction of the President; shall be present at Board meetings as well as the membership meeting and be prepared to vote on matters of interest. Directors shall be responsible to assist and assume any position as an Officer of the Board of Directors, as well as the positions of Chaplain, Communications Director, and Merchandise Director.

Regional Representatives - shall serve at the direction of the President; shall be present at Board meetings and at the annual membership meeting when possible. They shall keep the President and the Board informed as to any member issues in their areas, as well as, keeping the members of their area informed of Association business. They shall represent the interest of the members in their areas.

Eligibility:

Any Regular Member of the association, in good standing, will be eligible to hold office.

Nominations, Voting and Elections:

The President shall appoint a committee for the purpose of nominating a slate of members potential Board candidates for the coming term. The slate of Board candidates will be published thirty days in advance of the election.

The election of Board Members will be held in conjunction with the Annual Membership Meeting. Regular Members may vote on-line during the fifteen (15) day period preceding the Annual Membership Meeting or in-person at the Annual Membership Meeting.

Members voting in conjunction with a Special Membership Meeting may vote on-line during the fifteen (15) day period preceding the Special Membership Meeting or in-person at the Special Membership Meeting.

V. Meetings

Annual Membership - There will be an Annual Membership Meeting held each year, on or about the date of the annual reunion.

Special Membership - Special Membership Meetings can be called by the Board of Directors when an immediate vote of the Regulars Members is required.

Board of Directors - The Board of Directors will meet quarterly in January, April or May, July or August, and October or on an as needed basis, as determined by the President.

VI. By-Laws and Amendments:

Proposed Changes - These By-Laws may be amended providing the proposed change is submitted in writing and published at least thirty days prior to the Annual or Special Membership meeting.

Voting - Regular Members may vote upon proposed changes to these By-Laws either on-line during the fifteen (15) day period preceding the Annual or Special Membership Meeting or in-person at the Annual or Special Membership Meeting with a show of hands. A two-thirds majority of those members voting is required for ratification.

VII. Committees:

Standing Committees - The President may appoint such committees as he/she deems necessary, subject to approval by the Board of Directors.

VIII. Disposal of Assets:

In the event the Association is dissolved, for whatever reasons, any and all assets will be donated to another non-profit organization or charity as approved by the Board of Directors.

IX. ~~Annual Audit or Review:~~

~~A financial review shall be required prior to the Annual Membership Meeting. Such report will be available to any member in good standing upon request. An audit will be conducted as directed by the Board of Directors~~

Annual Financial Report to Members:

At the end of each calendar year, the President shall appoint two Directors and the Treasurer as a committee to review the financial statements, credit card statements and bank statements for that calendar year and to prepare a report to the Board and to the Members as to the accuracy of the financial statements for the previous year. That report, once approved by the Directors shall be made available to the Members of the Association at or before the Annual Meeting.