

# LCC Alumni Association Constitution & By-Laws

## Preamble

The LCC (Leadership Command College) Alumni Association (known hereafter as the “Association”) aligns us together for the following purpose:

To uphold and defend the Constitutions of the United States and Texas. To protect ~~out~~ our country, state, counties and cities from any and all of those who would violate those laws. To cooperate with all law enforcement agencies and the public in every way possible. To perpetuate the memory of our Association with the members of our class, associates and faculty and to encourage attendance at all training sessions. To encourage and assist in the enlightenment and education of those interested in the law enforcement profession. To strive for the highest degree of respect from the citizens. To put forth the maximum effort to detect and prevent crime and apprehend criminals. To these ends we pledge to consistently conduct ourselves in a manner that demonstrates the dedication, dignity and ethical foundation of those who have pledged their lives to this honored profession.

## Article I: Name of Organization

**Leadership Command College Alumni Association**

## Article II: Term of Association

The term of this Association shall be perpetual.

### **Article III: Purpose of the Association**

The purpose of this non-profit Association shall be to uphold the Constitutions of the United ~~Stated~~ States and Texas, as well as all laws in local jurisdictions. To enhance the protection of all ~~citizens~~ individuals, the Association will work actively toward improving the profession of law enforcement through the exchange of information and ideas. Additionally, the Association will support efforts that achieve these means through continuing education. The Association shall promote and encourage attendance at the Bill Blackwood Law Enforcement Management Institute of Texas (hereafter "LEMIT") so that students from around our great State may receive the benefits of the training provided by the LEMIT. The Association shall encourage attendance at all meetings and training sessions.

The Association shall exchange and disseminate ideas and information with all duly constituted law enforcement officers, the general public, and government officials in all matters of mutual interest, thereby pledging and striving for the highest degree of respect for the maintenance of law and order. The Association shall promote conduct among its members, both private and professional, that will continue to give strength, dignity and credit to the law enforcement profession.

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## Article IV: Membership of the Association

### Section 1- Membership

- A) Membership shall be limited to the following:
- 1) Individuals who have successfully completed the prescribed course of instruction for the Institute leading to the profession designation LCC and who are actively engaged in law enforcement; or:
  - 2) Individuals who have successfully completed the prescribed course of instruction for the Institute leading to the profession designation LCC and who are ~~officially~~ **honorably** retired from law enforcement duties; or:
  - 3) Individuals who have successfully completed the prescribed course of instruction for the Institute leading to the profession designation LCC and who have left the law enforcement profession in good standing but wish to continue their affiliation with the Association and support the profession of law enforcement.
  - 4) Honorary members may be nominated for membership in the Association by any member in good standing to the Executive Board at the association's annual meeting.
    - a) The Board may endorse or oppose the nominations.
    - b) There must be a majority vote of the members in attendance at the annual meeting before honorary membership is approved.
    - c) Honorary members may not hold any executive position **within the association**.
    - d) Submission of honorary membership should be submitted in writing and submitted to the executive board a minimum of 120 days before the annual meeting.
  - 5) Past Presidents of the LCCAA who completed their term in good standing.
  - 6) Those individuals who pay the prescribed dues.

7) Lifetime Members.

**Section 2 – Dues**

- A) All dues of the Association shall be established by the Executive Board based on two-thirds majority vote of all board members. The dues will be payable during the month of January for the calendar year. Upon initial application, regardless of the month of year, the initial dues payment is considered an application fee. Renewal membership dues will be due the next month of January following initial application.
- B) All new LCC graduates to be considered “promo” members following graduation until December 31<sup>st</sup> of the graduation year. The purpose is to increase membership and spark interest in the LCC conferences.
- C) Lifetime Memberships:
  - 1) Those members meeting the guidelines set forth above for membership in the Association may choose to submit an application for “Lifetime Membership” in the LCC Alumni Association by paying ~~then~~ (10) times the current annual cost of dues in the organization.
- D) The dues of the Association will be maintained by the treasurer whose duties are described in Article VI, Section 3.
- E) The use of all dues collected shall be to help defray the expense of operating the Association.
- F) Past Presidents are exempt from dues and are lifetime members of the Association.
- G) Honorary members are exempt from dues.

**Section 3- Right to vote**

Excluding Honorary Members, all members in good standing are eligible to vote on all issues put before the membership.

#### **Section 4- Suspension from Membership**

- A) A member of the Association shall be suspended from membership:
  - 1. Upon non- payment of dues.
  - 2. Upon participation in an activity unworthy of, or inimical to the best interest of law enforcement ~~as evidenced by any~~ **or upon any** criminal indictment or criminal conviction.
- B) Suspension shall require a majority vote of the Executive Board of the Association.
- C) Suspended members may petition the Board for reconsideration and they may request a hearing before the Executive Board at the next scheduled meeting.

#### **Section 5 –Dismissal from the Executive Board**

- A) Any member elected to a position on the Executive Board may be dismissed from office by a majority vote at a meeting convened for that purpose that has been found by the Board to:
  - 1) Have failed to perform the duties of their office.
  - 2) Refuses to cooperate or participate in the representative functions of the Board, or
  - 3) Has been found to have character not representative of the Association.

## Article V: General Board

The General Board shall consist of the Executive Board members and Regional Directors.

A) The Executive Board shall consist of:

President

Vice-Presidents (3)

Secretary

Treasurer

Sergeant- at- arms

~~The Chair of any appointed committees~~

Past Presidents of previous 5 years

B) Regional Directors shall consist of:

6 (six) members of the LCCAA in good standing appointed by the current president and ratified by the Executive Board.

Regional Directors vote on all issues put before the board except for Executive Board Sessions, which only Executive Board members may vote on those issues.

C) No person shall be eligible to hold office of this Association unless they are a member in good standing.

## Article VI: Duties of General Board Members

### Section 1 – President

A) The term of the President shall commence with the last hour of the last day of the annual conference. The term will be for 1 (one) year from that time until the following annual conference at which time the next incoming president shall commence their term with the last hour of the last day of the conference.

B) The President shall conduct meetings according to Robert's Rules of Order.

C) The President shall have the authority to call a special meeting of the Executive Board and to notify the members of the Executive Board of the date, time, place and purpose of such meeting.

D) The President shall be the chairman of the Executive Board.

E) The President shall appoint the chairman of all committees not already established by the Constitution and By-Laws.

F) The President shall have the authority to appoint six (6) Regional Directors, one from each region, and the appointments shall be ratified by a majority of the Executive Board.

### **Section 2- Vice Presidents**

A) The Vice Presidents shall perform all duties for the good of the Association required of them by the President.

B) The Vice Presidents shall be responsible for designated areas of interest as identified by this Constitution and shall chair Committees as established by this Constitution as follows:

- 1) First Vice President- Audit/Education Committee
- 2) Second Vice President- Membership Committee
- 3) Third Vice President – Constitution / By-Laws and Resolution Committee

### **Section 3- Treasurer**

A) The Treasurer shall collect all dues and make an accounting of all funds annually.

B) The Treasurer shall have the authority to disburse such ~~monies~~ funds as required in keeping with policies established by the Executive Board.

C) The Treasurer shall process necessary forms pertaining to Internal Revenue Service's to insure LCCAA is in good standing with all Federal and State entities.

- D) The Treasurer is elected by a majority vote of the membership at the annual meeting and serves a two year term.

#### **Section 4- Secretary**

- A) The Secretary shall serve as secretary to the Executive Board and perform such other duties as directed by the President.
- B) The Secretary is responsible to maintain in good standing the state charter.
- C) The Secretary is elected by a majority vote of the membership at the annual meeting and serves a two year term.

#### **Section 5- Sergeant- at - Arms**

- A) The Sergeant-at- Arms shall examine the membership present at meetings and permit no unauthorized person to be present during the meeting.
- B) The Sergeant-at-Arms shall maintain order during meetings of the Executive Board and during the annual meeting of the membership.
- C) The Sergeant-at-Arms will also serve as the parliamentarian for the Association.
- D) The Sergeant-at-Arms is elected by a majority vote of the membership at the annual meeting.
- E) The Sergeant-at-Arms is responsible for acquiring memorabilia and other promotional items, to be given as door prizes at the annual meeting and /or to sell in order to generate income to assist in funding for the association.

#### **Section 6- Past Presidents**

- A) Past Presidents shall be voting members of the Executive Board for a period of five (5) years following their term of office and are intended to provide continuity, stability, and historical perspective.

## **Section 7- Regional Directors**

- A) Each Regional Director shall maintain contact with LCC graduates and encourage them to join LCCAA. The **Regional Director** will also encourage all graduates to attend the annual conference.
- B) Each Regional Director shall serve as a means for the President and other Executive Board members to communicate with the members of the Association.
- C)

## **Article VII: Committees**

Preface -

The appointment of member and activation of committees chaired by Officers of the Executive Board shall be at the discretion of the Chair, unless directed otherwise by the Executive Board. The respective ~~Chair's~~ **Chairs** of each committee may fulfill their duties individually when deemed appropriate.

### **Section 1- Education Committee**

- A) The Education Committee shall be responsible for consulting with management of the Institute in developing the curricula for the annual training conference.
- B) The committee shall be made up of six (6) members in good standing, appointed by the Chair.
- C) The First Vice – President will serve as the Chair of this committee.
- D) At the direction of the Executive Board, the Education Committee may undertake other assignments related to training curricula for the Institute or the Association.

### **Section 2- Newsletter Committee**

- A) The Newsletter Committee shall provide a newsletter to members concerning activities of the Association and its members, updates on the Institute, and information of general interest.

- B) The newsletter shall be made up of three (3) past presidents in good standing, appointed by the Chair.
- C) The Most Recent Past President shall chair the committee. If no past presidents are available to serve, the President shall appoint five (5) members in good standing.

### **Section 3- Nominating Committee**

- A) The Nominating Committee shall prepare a slate of candidates for election to the Executive Board at the annual meeting.
- B) The Chair shall make up the nominating committee of past presidents.
- C) The Most Recent Past President shall chair the committee. If no past presidents are available to serve, the President shall appoint five (5) members in good standing.

### **Section 4- Audit Committee**

- A) The Audit Committee shall be responsible for auditing the books of the Association and shall report its findings to the membership ~~at the annual meeting-~~ by March 1<sup>st</sup> of every year.
- B) The committee shall be made up of at least two (2) members in good standing, appointed by the Chair.
- C) The First Vice - President will serve as Chair of this committee.

### **Section 5- Membership Committee**

- A) The Membership Committee shall be responsible for the recruitment of new members who meet the qualifications for membership.
- B) The Membership Committee will review and make recommendations to the Executive Board concerning matters of membership eligibility.
- C) The committee shall be made up of six (6) members in good standing, appointed by the Chair.
- D) The Second Vice - President will serve as the Chair of this committee.

## **Section 6- By-Laws and Resolution Committee**

- A) The By-Laws and Resolution Committee Will be responsible for making recommendations to the Executive Board concerning changes to the Constitution and By-Laws.
- B) The By-Laws and Resolution Committee will be responsible for drafting all resolutions from the Association.
- C) The committee shall be made up of six (6) members in good standing, appointed by the chair.
- D) The Third Vice-President will serve as the chair of the committee.
- E) The By-Laws and Resolution Committee shall be responsible for proper notification to all members of any Constitutional amendments.

## **Section 7- Scholarship Committee**

- A) The Scholarship Committee will be responsible for reviewing scholarship applications and recommending to the Board their choice(s) for individuals to receive scholarship awards from the Association.
- B) The committee shall be made up of the treasurer of the Association, and the three current vice-Presidents.
- C) The Treasurer shall serve as chair of the committee.

## **Section 8- Additional Committees**

- A) The President may establish additional committees.
- B) The committee's duties and duration must be approved by a two-thirds (2/3) vote of the Executive Board.

## **Section 9- Past Committee Chairs**

- A) In order to maintain continuity of committee activities, the Chair of each committee shall have the option of serving as a committee member in the year immediately following their term as chairperson.

## Article VIII: Terms of Office and Election Process of Board Members

### Section 1- Term of Office

The Elected General Board members shall serve terms as follows:

- A) President- One year term- Term shall be for 1 (one) year beginning at the close of the annual conference.
- B) Treasurer- Two year term- Term shall be for 2 (two) years beginning at the close of conference at which the election was held. **This position will be voted on in even years.**
- C) Secretary- Two year term- Term shall be for 2 (two) years beginning at the close of the conference at which the election was held. **This position will be voted on in odd years.**
- D) Sergeant-at-Arms- One year term- Term shall be for 1 (one) year beginning at the close of the annual conference.
- E) Past Presidents- After completing their term of office: 5 year term
- F) Regional Directors
  - 1) Appointed by the current President
  - 2) Ratified by the Executive Board
- G) Third Vice-President- One year term
- H) President will be elected through ascending terms as follows:
  - 1) Third Vice-President- elected for one year in this position then ascends annually through President.  
(For example: Nominated and elected 3<sup>rd</sup> Vice - President for the first year, then moves to 2<sup>nd</sup> Vice - President for the second year, then moves to 1<sup>st</sup> Vice - President for the third year, then moves to President for the 4<sup>th</sup> year.)

### Sub-Section 1

- A) In the event a Board Member resigns, is removed, or otherwise incapable of advancing to the next higher office, the Board member in the next lower position may ascend to fill the office vacated, in addition

to fulfilling the responsibilities of his/her present office, until the next General Membership meeting and election of the Board.

## Section 2- Election Process

- A) The Executive Board will conduct election at the annual membership meeting.
- B) After the presentation of the Nominating Committee's slate of candidates, nominations have ceased, the President will call for a vote of the membership present. Nomination will only be accepted for the positions of Treasurer, Secretary, Sergeant-at-Arms, and Third Vice President.
- C) The tabulation of votes shall be in a manner prescribed by the President.
- D) Election of officers will be by a majority of those present at the annual meeting.
- E) In case of a vacancy occurring in the Presidency of the ~~executive~~ **Executive** Board, the First Vice President shall act as the President and First Vice President for the unexpired portion of the term of the President they replace.
- F) If a vacancy occurs elsewhere on the Executive Board, the **President shall appoint a member, who is in good standing, to fill the vacancy.** ~~shall be filled by an appointment of the Executive Board.~~
  - 1) The member appointed shall fill only **the** expired portion of the term of the Board member replaced **and will not ascend to the next higher position without being duly elected by the membership as outlined in the bylaws of election.**

## Sub- Section 1- Compensation

- A) No member of the General Board shall receive any compensation for services rendered to the Association in their official capacity.

## **Article IX: Travel Reimbursement Policy**

The LCCAA (Association) Board has meetings throughout each year as called by the Association President. These meetings are necessary for conducting Association business and planning the training conference and events. This policy is to establish a procedure for reimbursement to board members that may have to travel at their own expense to these meetings.

Board members should make every effort to attend board meetings to fulfill their duties as a Board member. It is therefore the Association's desire to not place unwarranted burden on the Board member for their attendance to these meetings.

### **Section 1- General Procedure**

- A) The Association hereby establishes a Travel Expense Committee (TEC). The TEC shall review all travel expense requested submitted. The TEC will make the determination as to whether the request fall within the guidelines of this policy and approve or disapprove the request. The TEC will consist of those members of the executive board that occupy the following board positions:

President

First Vice- President

Treasurer

#### **Exception:**

- B) In the event that a TEC member submits a reimbursement request, that member shall temporarily withdraw from the committee. For the TEC member request, a 2<sup>nd</sup> or 3<sup>rd</sup> Vice - President shall stand-in on the TEC until that request has been fully processed.
- C) A Board member may be reimbursed for travel and lodging expenses for attending a sanctioned event or board meeting (excluding the annual training conference) called or approved by the President of the Association. A Vice - President may give this approval only in the absence of the President.

- D) Expenses that qualify for reimbursement will meet the following criteria:
1. Expenses incurred personally by the board member for travel and lodging. Expenses that are paid by the member's employer or any other source do not qualify for reimbursement.
  2. Expensed for travel by personal vehicle (where no personally owned vehicle allowances are provided) or by air travel from the member's city of residence to the city where the meeting or event is to be held.
  3. Lodging expenses as needed and approved for the purpose of attending the meeting.

## Section 2 – Travel

### A) Personal Vehicle

1. Travel to a board meeting in a member's personal vehicle may be reimbursed at the current State rate for mileage to and from their city of residence to the city where the meeting is held.
2. The mileage and expense will be calculated as shown on the State website:  
<http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp>

### B) Departmental vehicles

- 1) Department vehicles used for travel are ineligible for mileage reimbursement.

### C) Air Travel

1. Air travel may be reimbursed for a member's travel to a board meeting or approved event.
2. Air travel is eligible for reimbursement only if travel by vehicle would be more costly (by paying mileage) or the travel time would be more than four hours one-way.
3. Airline tickets should be reserved in advance in order to obtain the most reasonable rates available. Any unreasonable delay in obtaining reservations that rest

solely with the traveling member may cause that member to receive less than a full reimbursement.

4. If family or friends fly with the member, only the cost of the member's fare is eligible for reimbursement.

### **Section 3- Lodging (Hotels and Motels)**

- A) Lodging expenses are eligible for times when overnight lodging is necessary for a member to attend a meeting or event.
- B) Any special or government rates will be the maximum reimbursed by the Board unless prior approval is obtained. Nightly rates that exceed \$80.00 need to have pre-approval from the TEC.
- C) Inclement weather that may cause a stay to be extended will be dealt with on a case-by case basis by the TEC for approval of additional expense incurred.

### **Section 4 - Car Rental**

- A) Rental cars should not be used in most cases. The arriving board member will make all efforts to get another member to pick him/her up from the airport or make other arrangements if available. In the case a rental car is needed, the request must be pre-approved by the TEC BEFORE any arrangements are made by the requesting member.

### **Section 5 - Meals**

- A) Meal or drink expenses are not eligible for reimbursement by the Association.

### **Section 6 - Reimbursement and Accounting**

- A) Members shall pay all of their expenses ~~at first~~ and save ~~all applicable~~ receipts ~~that qualify~~ for reimbursement under this policy. An original receipt shall be required ~~to be eligible~~ for reimbursement.

- B) Within 15 days of the conclusion of the meeting or event, ~~returning home,~~ the member shall ~~make a copy of all the receipt(s) for their personal records and~~ send the original receipt(s) to the ~~Association~~ Treasurer ~~to be eligible for reimbursement.~~
- C) The Treasurer will ~~check to insure all~~ verify that all requests for reimbursements are within the guidelines and requirements of this policy.
- D) The Treasurer will then contact the ~~Association~~ President, ~~who will approve the~~ reimbursement. ~~and get an approval for~~ Upon approval, the Treasurer ~~may~~ shall send a ~~reimbursement~~ check to the requesting member.
- E) The Treasurer shall keep ~~these~~ all records for as long as required ~~needed~~ for auditing and per I.R.S. regulations.

## Section 7- Considerations

- A) The member should make ~~all~~ attempts to have their ~~get his expenses~~ expenses paid by their department or agency. ~~It is the Associations goal that a Board member is able to attend meetings as needed to insure the business of the Association is achieved and all areas are represented at the Board meetings.~~
- B) ~~It should be noted that all expenses are subject to approval of the TEC. The fact that the expense(s) submitted for reimbursement are within the mandates of this policy does not ensure the reimbursement being approved.~~ Reimbursement is not guaranteed, even if the expense(s) submitted are within the bylaws.
- C) A denial of reimbursement by the TEC may be appealed to the Board at the next regular or special called meeting. The board shall discuss and vote on whether to uphold or reverse the denial of the TEC with a majority of votes cast. This decision of the Board shall be final.
- D) A ~~Board~~ Member should always attempt to get pre-approval on travel expenses ~~that may be submitted for reimbursement in an effort to limit issues. in an attempt to limit any problems that may arise.~~

- E) ~~All members shall make every effort to do what they can to make these expenses as low as they can for the good of the Association. Members agree to be conservative and responsible concerning their travel expenses.~~

## **Article X: Constitutional Amendments**

- A) ~~All proposed amendments shall require a minimum of thirty (30) day notice to all members prior to the casting of ballots.~~ All proposed amendments shall be posted for review by the membership on the Association web page at least thirty (30) days prior to the start of the annual conference.
- B) The By-Laws and Resolution Committee shall review all proposed amendments and make a recommendation to the Executive Board.
- C) Votes on Constitutional amendments shall be conducted at the annual meeting and will require a majority vote for approval.

## **Article XI: Full Force and Effects**

This Constitution (Charter) shall be in force and effect immediately upon adoption.

## **Article XII: Dissolution of Corporation and Distribution of Assets**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ORDER OF ADOPTION**

BE IT HEREBY KNOWN, that on this date, the LCC (Leadership ~~and~~ Command College) Alumni Association met in open session for the purpose of consideration and adoption of the Constitution & By-Laws. Upon proper motion, having been made and seconded, the LCC Alumni Association Executive Board proceeded to officially adopt the constitution & By-Laws as set forth on in the attached pages.

Therefore, it is the ORDER of the LCC Alumni Association Executive Board and membership that the constitution & By-Laws as set forth be hereby adopted as the official Constitution & By-Laws for the Association.

It is the further order of this Association that the board shall immediately cause these Constitution & By-Laws be officially recorded and thereafter publish in accordance with the open records act.

It is the further ORDER of this Association that the Constitution & By-Laws as adopted shall become effective immediately.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ ~~2013~~ **20** \_\_\_\_\_

\_\_\_\_\_

President

\_\_\_\_\_

1<sup>st</sup> Vice President

\_\_\_\_\_

2<sup>nd</sup> Vice President

\_\_\_\_\_

3<sup>rd</sup> Vice President

\_\_\_\_\_

Secretary

\_\_\_\_\_

Treasurer

\_\_\_\_\_

Sergeant-at-Arms