

THE  
AFRO-AMERICAN POLICE OFFICERS' LEAGUE  
CONSTITUTIONAL  
BY-LAWS

Founded September 3, 1975  
By  
Officer Alvin V. Young

ARTICLES OF AMENDMENT TO THE ARTICLES OF INCORPORATION

REVIEWED AND RECOMMENDED FOR ADOPTION BY THE MAJORITY OF  
THE BOARD MEMBERS PRESENT

ON NOVEMBER 04, 2019

FOR THE

AFRO-AMERICAN POLICE OFFICERS' LEAGUE

For the preservation and promotion of the rights, liberties, and privileges guaranteed by the Constitution of the United States of America, we do hereby form ourselves into the Afro-American Police Officers League, whose goals and objectives are hereinafter set forth and hereby adopt the following Constitution and By-Laws as our rules and guides:

CONSTITUTION

ARTICLE I. ORGANIZATION

Section A: Name of Organization: This Organization shall be known as the Afro-American Police Officers' League, which was organized on October 2, 1975, under State Charter number 3680881/1, State of Texas, hereafter called the "Organization."

Section B: Duration of Organization: This organization shall remain for the duration of its existing Charter.

ARTICLE II. PURPOSE

The general objectives of the Organization consist of promoting benevolent, educational, charitable, civic, patriotic, and fraternal activities among its members. The specific objectives of the Organization are to preserve and strengthen comradeship among its members; hours of work, security, economic, cultural, legislative, social, political, and recreational interests of its members, their families and others; to defend and extend democratic institutions, procedures, civil rights and liberties of its members, their families and others; to award academic scholarships to eligible students entering into college; to provide/host community outreach programs, financial education seminars, youth mentoring, and career training; to maintain true allegiance and faith in the laws of the State of Texas and the Constitution of the United States of America.

Section A: It is hereby mandated that each incumbent President shall define specific

goals of this Organization.

### ARTICLE III. MEMBERSHIP

The Organization shall be a voluntary membership organization, composed of police officers and civilians employed by, or retired from the Houston Police Department in Harris County, Texas and consist of the following (defined in Article II):

This Organization shall have four (4) classes of membership:

- Active Members
- Associate Members
- Lifetime Members
- Corporate Members

Section A: Active Members: Active members shall consist of classified full-time police officers of the Houston Police Department.

- (1) All applications for Active Membership shall be reviewed by the Membership Committee and submitted to the Board of Directors for further action. Upon approval by the Board of Directors, all approved applications shall be presented to the Active Members in a general membership meeting, for final approval.
- (2) Active Members in good standing with the organization shall be entitled to vote on all matters submitted to the members. Active Members, who are in good standing, are entitled to hold an elected office provided that Active Member has held the position of Police Officer with the Houston Police Department for a period of at least twelve months prior to the month of the filing deadline to file for an election, or to be appointed to a vacancy on the board.
- (3) Active Members, in good standing with the organization shall be granted all rights and privileges of the organization.

Section B: Associate Membership – membership may consist of civilian employees and police officers from agencies other than the Houston Police Department. An Associate member shall have none of the rights and obligations as set forth in these by-laws but that is interested in furthering the goals of the organization and is directly involved in the organization’s activities, shall be eligible for Associate Membership.

- (1) All Associate Members shall be appointed by the President and approved by Board of Directors.

- (2) No Associate Member will have voting rights, nor will he/she be afforded the right to serve in an elected office.
- (3) An Associate may receive financial aid and or legal assistance from the organization, but only after approval by the President and majority vote by the Board of Directors.

Section C: Lifetime Members: Any member of the Organization who is in good standing at the time of retirement shall be granted a lifetime membership. The retired member shall enjoy all privileges connected with membership in the Organization, except that they shall have no vote, hold office, or be entitled to notice of any meetings. A retired member who elects to continue paying their monthly dues shall have equal rights and privileges to vote in the election of officers, attend membership meetings, participate in the deliberation, but cannot hold office.

Section D: Corporate Members: Persons or Organizations who are donors of funds, time, or other tangible assets to the Organization for the purpose of advancing and improving the police profession, may be invited by the Board of Directors to become sustaining members of this Organization under such rules as the Board may establish. If the invitation is accepted, such membership shall be with all privileges except that of holding office and voting.

Section E: Honorary Members: The Board of Directors, within its discretion, may create classes of Honorary membership. Honorary membership may consist of citizens, civilian employees, dignitary and police officers from agencies other than the Houston Police Department. An Honorary member shall have none of the rights and obligations as set forth in these by-laws.

- (1) All Honorary Members shall be appointed by the President and approved by the Board of Directors.
- (2) No Honorary Member will have voting rights or will they be afforded the right to serve in an elected office.

Section E: President Emeritus – Any person who has held Active Membership and has served as an elected organizational officer for two or more years and made a positive impact moving the organization forward.

- (1) This position shall be a recommendation by the Organization's President and approved by the Board of Directors.

- (2) President Emeritus shall be a lifetime position, receiving all the rights and privileges granted to an Active Member, except the right to hold an elected office.

## Membership Process

Section A: All applications for Active membership shall be accompanied by either a payroll deduction form authorizing the collection of monthly dues, or by a check or money order, made payable to the Organization, in the amount of one year's dues. The dues for active Membership shall be \$324 a year and shall be paid in full annually.

All applications for Associate membership shall be accompanied by either a payroll deduction form authorizing the collection of monthly dues, or by a check or money order, made payable to the Organization, in the amount of one year's dues. The dues for associate Membership shall be \$180 a year and shall be paid in full annually.

- (1) If an applicant is rejected, the total amount of the check or money order will be refunded to the applicant with an explanation for rejection.
- (2) Final action (acceptance/rejection) on an application for membership shall be completed within a period not to exceed sixty (60) days from the date the application is received by the Membership Committee.
- (3) A simple majority vote of the Active Membership present shall be enough to accept or reject an applicant for Membership during monthly board and/or general membership meeting.

Section B: No member shall engage, commit, attempt, or direct activities which are in violation of the Federal, State and local laws of the State of Texas.

Section C: A member is in good standing if the member's dues and or assessments are current and paid in full. All active members in good standing shall have equal rights and privileges to participate in the election of officers, attend membership meetings, participate in the deliberation and vote upon the business of such meetings, and to express any views, arguments, or opinions on any business properly before such meetings, subject to the rules herein contained.

Section D: Any member who is sixty (60) days or more in the rear in the payment of dues shall be summarily suspended from all rights and privileges of membership, unless the member is unemployed because of inability to obtain employment or due to illness.

Section E: A member who has been expelled for non-payment of dues or assessments may be reinstated only upon payment of all monies due at the time of

expulsion, and such additional indebtedness for dues and assessments as accrued during the period of expulsion, unless otherwise ordered by the Board of Directors of the Organization. However, any member who has been serving an unpaid suspension from the Police Department and is reinstated to employment, shall not be suspended from Organization membership or be required to pay back unpaid dues during the unpaid suspension from the Police Department.

**Section F:** There are restrictions on ranks above Sergeant. Any employee above the rank of Sergeant will not be eligible to serve as an elected officer in the Afro-American Police Officers’ League.

**ARTICLE IV. ELECTED OFFICERS**

**Section A:** Titles – The Elected Officers of the Organization shall be President, Vice President, Secretary, Treasurer, Sergeant – at – Arms, and The Board of Directors.

**Section B:** Tenure of All Elected Officers – shall serve a two year term beginning the fifth Business day in the month of January, immediately following the General Elections.

**The following list contains AAPOL positions eligible for elections**

<b>Elections (odd years)**</b>	<b>Elections (even years)**</b>
Vice President	President
Treasurer	Secretary
Sgt. at Arms	Position 1 (Grievance Director)
Position 2 (Membership Director)	Position 3 (Athletics Director)
Position 4 (Entertainment Director)	

\*\*Take office

**Section E:** Eligibility to Run for Office – Any Active Member of this organization shall be eligible to run for an elected office, if he/she:

- (1) Is in good standing with the Organization
- (2) Has been an Active Member of this Organization for a period of twelve months prior to the month of the filing deadline prior to the upcoming General Election Date
- (3) Candidates cannot hold the same office more than 3 terms.
- (4) Attended one general membership meeting within the election year according to the membership meeting roll sign in sheets.
- (5) See Article V. – Section F. (Candidates)

**Section F:** Candidates Running for an Election Office

Must file a written notice of his/her intention to run with the Organization's Secretary between the time periods of October 1 through October 20.

- (1) The written Notice Shall Specify:
  - (a) Elected office desired.
  - (b) Candidates name, payroll number, present assignment, home and work phone number, email addresses and home address.
- (2) No Candidate shall run for more than one elected office within the same General Election.
- (3) The organization's Secretary will be responsible for validating all Candidates and shall provide the Board of Directors with a valid list of eligible Candidates and the Elected Office they are seeking.

#### ARTICLE V. ELECTIONS AND ELIGIBILITY TO RUN FOR OFFICE.

Section A: General Elections: The Organization shall hold a General Election each year on the second pay day in the month of November, the time period, date and poll locations and/or the method of voting shall be determined by the Board of Directors.

Section B: Run-Off Elections: The Organization shall hold a Run-Off Election on the second Friday in the month of December, immediately following the General Election, should the following occur:

- (1) Should any Candidate, running for the same elected office, not receive a Majority of the votes.

Section C: Special Election: The Organization shall hold a Special Election, as selected by the Incumbent Board of Directors, if one of the following occurs:

- (1) Invalid General Election – as specified in Article V. Section A-G.
- (2) Petition of Recall – as specified in Article VII. Section A.
- (3) Ineligible Candidate – as specified in Article V. Section E and F.
- (4) President, Vice-President, Officer vacated concurrently.

Section D: Absentee Voting: Shall commence the first business day in the month of November and continue until the close of business on the business day that is five days prior to the General Election.

- (1) The hours for Absentee Voting shall be selected by the incumbent Board of Directors.
- (2) The locations for Absentee Voting shall be selected by the Incumbent Board of Directors.

Section F: Candidates Running for an Elected Office  
(as specified in Article V. – Section E. 1-3):  
Must file a written notice of his/her intention to run with the Organization’s Secretary between the time periods of October 1st through October 20th.

- (2) The written Notice Shall Specify:
  - (c) Elected office desired.
  - (d) Candidate’s name, payroll number, present assignment, home and work phone number, email address and home address.
- (4) No Candidate shall run for more than one elected office within the same General Election.
- (5) The Organization’s Secretary will be responsible for validating all Candidates and shall provide the Board of Directors with a valid list of eligible Candidates and the Elected Office they are seeking. (See Article V. Section G – Ballots)

Section G: Ballots: All Active Members will be notified of the elections via electronic e-mail, which shall contain a list of the candidates and the offices they are seeking, location of the poll sites, and times the poll sites will open. The notification list will consist of Active Members and Associate Members eligible to vote, as verified by the third Tuesday of the month of October, immediately preceding the upcoming General Elections.

- (1) The Board of Directors and the Secretary shall be responsible for maintaining current email addresses of all Active and Associate Members that are eligible to vote. The Sergeant-at-Arms (under the direction of VP) shall be responsible for overseeing and organizing an election committee, to be composed of three (3) or more volunteers. The committee must be composed of volunteers who are not running for an elected office.
- (2) Active and Associate Members that are eligible to vote will be allowed to vote by proxy, by contacting the poll site. The voting member must be verified by using identifying information such as payroll number.

- (3) The Board of Directors shall be responsible for causing all poll sites to be manned by neutral, non-campaigning organization members, who will oversee the voting during the election period.
- (4) The responsibility of collecting and tallying ballots shall be that of the Board of Directors and the Secretary.
- (5) Absentee Ballots will be kept separate from the General Election Ballots.
- (6) The length of the election period shall be three (3) or five (5) days, and shall be determined by the board of directors
- (7) The Office of Secretary shall maintain ballots for a period of one calendar year from the date of the concerned election.

#### ARTICLE VI. VACANCIES OF ELECTED OFFICE

Section A: Should any of the following Elected Offices become vacant prior to the expiration of its term, the Organization's President, with the Board of Directors' approval, shall appoint a replacement to serve that vacant Elected Officer's remaining term:

- (1) Vice President
- (2) Secretary
- (3) Treasurer
- (4) Sergeant-at-Arms
- (5) Board of Directors, Positions 1-4

Section B: Should the Office of President become vacant prior to the expiration of its term, the Vice President shall immediately become President, and serve the remaining term of the President. The vacated Vice President office shall be resolved (as specified in Article VI. Section A – 1)

Section C: Should both the President and Vice President Offices become vacant for any reason concurrently, The Board of Directors shall call for a Special Election to be held. (as specified in Article V. Section C – 4)

#### ARTICLE VII. REMEDIES AGAINST MISCONDUCT, DERELICTION OF DUTIES AND PETITION OF IMPEACHMENT

Section A: Remedies Against Misconduct, Dereliction of Duties (Elected Officers): Any Elected Officers, other than the President or Vice President (See Article VII. Section E), who conduct themselves in an unprofessional manner, by either omission or commission of an act or actions, that brings discredit upon the Organization during the course of their tenure in office shall be relieved from their elected duties by the President or Vice

President, acting pro tempore in the absence of the President. Any Elected Officers with obsessive absence of 3 or more unexcused absence may be immediately relieved from their elected duties by the President or Vice President, acting pro tempore in the absence of the President. The President or Vice President, acting pro tempore in the absence of the President, shall provide the Board of Directors with a written notice giving specific details of the following:

- (1) The reason(s) for relieving the Elected Officer(s)
- (2) The date(s) of the act(s) of the misconduct/dereliction of duties.
- (3) The names of all witnesses and/or accusers.
- (4) The copy of the notice served to the Elected Officer(s) relieved (see Article VII Section B).

Section B: The President or Vice President acting in pro tempore in the absence of the President, who caused the Elected Officials to be relieved of their elected duties, will serve the elected Officer(s) with a written notice, detailing the following:

- (1) See Article VII. Section A: 1 – 3
- (2) See Article VII. Section C:

Section C: The President or Vice President acting in pro tempore in the absences of the President, shall schedule a hearing within ten (10) days of the date the Elected Officer(s) was relieved of their elected duties. The Board of Directors, Positions #1 through #4, shall preside over the hearing. The Board of Directors shall render the final decision of any and all action(s) to be taken against an Elected Officer(s) relieved of their elected duties.

Once a final decision is made, the Board of Directors shall:

- (1) Serve the Elected Officer(s) concerned with a copy of the Board's final decision signed by the deciding Board Members.
- (2) Serve the Secretary with a copy of the Board of Directors' final decision, signed by the deciding Board Members.
- (3) Serve the President and the Vice President with a copy of the Board of Director's final decision signed by the deciding Board Members.
- (4) Serve the Organization's Attorney with a copy of the Board of Directors' final decision, signed by the deciding Board Members.

Section D: Remedies against misconduct:

The term "discipline" when used in this Article shall include, without limitation, all written and verbal warnings, removal from office, disqualification to run for office, expulsion, or suspension from

membership or any other disciplinary action so recommended by the majority of the Committee. Any member shall be subject to discipline that is found guilty of continuously not working cooperatively with the Board or general membership. Such member may be removed from holding a position or removed from a committee.

(Active Members): Any Active Member may serve written notice to the President or Vice President acting pro tempore, in the absence of the President, documenting specific acts of misconduct committed by another Active Member that discredits the Organization. Any such documentation shall specify the following:

- (1) Name of Active Member being accused.
- (2) The acts of misconduct
- (3) Any and all witnesses.
- (4) The accusing Active Member's name, payroll number and signature.

The President or Vice President acting pro tempore in the absence of the President, shall adhere to the following:

- (a) Schedule and preside over a special call meeting within 15 days of receiving written notice from an accusing Active Member.
- (b) Serve the accused Active Member, the Board of Directors, and the Organization's Attorney with a copy of the written notice and date of the special call meeting.
- (c) Notify the accusing Active Member of the special call meeting date.

The final decision for any disciplinary actions to be taken against an Active Member will be decided by a majority vote of the Active Members present at the special called general meeting.

#### Section E. Petition of Impeachment (President or Vice President):

Should the President or Vice-President become accused of misconduct or dereliction of duty, the following shall be adhered to, to resolve all such matters:

- (1) The Active Member accusing the President or Vice President shall serve notice to the Board of Directors as defined in Article VII, Section D. 1-3 of the Constitution. The Board of Directors shall appoint an Elected Official to assume the duties of the President for this action only, if the President or Vice President have been accused. Until final disposition, the President will continue to serve his office and carry on his remaining duties.

- (2) Upon receipt of such notice, the Board of Directors will select a Board Member to preside over any such hearings that may derive from this matter.
- (3) The Secretary shall call for the delivery, to all Active Members, the following:
  - (a) Any and all notices of a special call meeting concerning this issue.
  - (b) An Impeachment Petition, to be signed by 51% of the Active Membership, expressing desire to impeach the President or Vice President. It shall be the Secretary's duty to validate such petition upon return.
- (4) The Board of Directors, upon receipt of written accusation, shall conduct the Special Call Meeting. The Board's final recommendation shall be presented to the entire Active Membership in written form.
- (5) Should the Board receive a valid Impeachment Petition, or recommend removal of the President or Vice President, Article VI. (Vacancies of Elected Officers) will become applicable.

## ARTICLE VIII. DUTIES, RESPONSIBILITIES, AND AUTHORITY OF OFFICERS

### Section A: The President shall:

- (1) Serve a two (2) year term.
- (2) Preside over all meetings of the Organization.
- (3) Schedule Special Called Meetings, when necessary.
- (4) Appoint all Committees.
- (5) Make provisions for the discharge pro tempore of necessary duties of absent or suspended Elected Officers.
- (6) Ensure that the rules and regulations of the Organization are adhered to.
- (7) Carry out assignments and instructions given, by a vote of the Organization
- (8) Perform such other duties as customarily pertain to the Officer of Chair in regards to all meetings or special called meetings.
- (9) Confide at all time with the Vice President and the Board of Directors on any business pertaining to the organization.
- (10) Be hereby mandated to define the goals of the African American Police Officers' League for the term of office.
- (11) The President or Vice President acting in place of the President shall be authorized to act on behalf of the Organization without prior approval of the Board of Directors in "Emergency Situations." (Emergency Situation are those situations or events that require immediate or prompt action or response on behalf of the Organization.) In such instances, the President or Vice President acting in place of the President shall submit a detailed account of the actions taken, to the Board of Directors as soon as possible within twenty-four (24) hours of the action.
- (12) Only the President, Vice President, and the Grievance Board Members may recommend a member to the legal counsel. No other member shall have the authority to request legal services from the Organization's attorney.

- (13) The President may petition for the removal of Board Members from office due to excessive absences from scheduled meetings, lack of participation in the Organization's activities where no legitimate reason exists, or engaging in conduct that is contrary to the Organization's objectives listed in Article II. This action is subject to the approval of the Board. It should be noted that constant absences due to work obligations are not a legitimate reason.
- (14) The President shall make a report of activities at each meeting for the disclosure to the membership and advocate on behalf of the best interest of the general membership.

Section B: The Vice President shall:

- (1) Serve a two (2) year term.
- (2) Attend all Organizational Meetings.
- (3) In case of the absence or disability of the President, pro tempore assume and perform the duties of the President.
- (4) Serve on the Executive Committee.
- (5) Perform all duties that are customary to that of the President in case of the President's absence.
- (6) Assist the President with selecting Committee chair persons and members to serve on all committees
- (7) Assign all duties and responsibilities and oversee the Committees
- (8) Set the goals and objectives of the Committees and ensure they are being carried out.
- (9) Ensure budgets are prepared for the Committees as necessary.
- (10) Ensure Committee chairs produce reports to the Board and Membership as necessary.

Section C: The Secretary shall:

- (1) Serve one (2) year term.
- (2) Maintain a validated registry of the Membership.
- (3) Call the roll of members at the beginning of a General Meeting when required, and keep a record of attendance of members.
- (4) Read the minutes from the previous General Meeting.
- (5) Keep a record of the proceedings of all meetings, signing their name to the same.
- (6) Maintain a copy of the following at meetings for the presiding Officer:
  - (a) A list of the Organization's Committees and its Members.
  - (b) A copy of the Organization's Constitution and By-Laws.
  - (c) A Copy of the Manual of Parliamentary Procedure, Roberts Rules of Order.
  - (d) The complete agenda of the meeting; i.e., the items of business which, according to the record, are to be considered at the meeting.
- (7) File and secure all documents and records of the organization delivered to their custody.

- (8) Furnish the Sergeant-at-Arms a Membership list.
- (9) Potentially have a paid Assistant whose duties and responsibilities shall be determined by the Secretary and President.
- (10) Perform all duties charged by the Organization's Constitution and By-Laws.
- (11) Make provisions so that all Meetings of the Organization are recorded.

Section D: The Treasurer shall:

- (1) Shall serve a two (2) year term
- (2) Prepare written account of all transactions, income and disbursements for all monthly Board and General Meetings.
- (3) Render an account each month, or more often if required, of all receipts and expenditures.
- (4) The Treasurer shall be responsible for preparing a budget each year that will cover the financial obligations for the calendar year.
- (5) Authorize payment of all Organizational debts, after approval by the Board of Directors, when necessary.
- (6) Collect all fee and dues.
- (7) Furnish the Secretary and Membership Committee with a copy of all members who have paid their dues (This copy shall be provided each month).
- (8) Perform all duties charged with by the Organization's Constitution and By-Laws.
- (9) The Treasurer, with the approval of the Organization's Board of Directors, shall make appropriate regulations relating to the reimbursement of expenses or other obligations incurred by officers, or representatives in performance of their duties.
- (10) The Treasure shall keep a separate log of payments of retired members and provide this log to the President and Board on a quarterly basis.
- (11) The Treasurer shall give bond executed by a surety company, in such amount as may be determined by the Organization. The premium of the bond shall be paid by the Organization.
- (12) Shall serve on the Emergency Assistance Committee.
- (13) Shall ensure all business credit cards are used for the official business of the organization and paid in full each month from the organization's account.

Section E: The Sergeant-at-Arms:

- (1) Shall serve two (2) year term.
- (2) Guard the door and assist with enforcing Robert Rules of Order during official business meetings.
- (3) Assist the President in maintaining "point of order" as necessary.
- (4) Deliver the communications, as required, to and from the President during the meetings.

- (5) Perform all other duties charged with the Organization's Constitution and By-Laws.
- (6) Assist with time management during meetings.

## ARTICLE IX. MEETINGS

### Section A: Time and Place

- (1) Board Meetings (Business) – shall be held once each month throughout each year. The meetings will be held as determined by the Board of Directors.
- (2) General Membership Meetings – shall be held at least once each month throughout each year. The time and place of such meetings shall be determined by the President and approved by the Board, and all notifications of such meetings to the Membership, will be the responsibility of the Secretary.

### Section B: Order of Business

- (1) Meetings shall be conducted in accordance with the Organization's Constitution and By-laws, and Standing Rules Compliance to Parliamentary Procedure of Roberts Rules of Order, where said rules do not conflict with this Constitution.
- (2) Agenda items should be submitted to the office of the Secretary not less than one week prior to any meetings, so that the Secretary can cause for the agenda to be prepared.

### Section C: Special Meetings

- (1) A Special Board Meetings: Shall be called when an issue or event that may have substantial impact arises. In such instances the time and place of such meeting shall be determined by the majority of the Board of Directors or the President. Notification of such meeting will be the responsibility of the Secretary.
- (2) A Special Call Meetings: May be called by the President when an issue or event that may have a substantial impact on the Organization arises. In such instances the President shall:
  - (a) Determine the time and location of such meeting.
  - (b) Provide the Active Membership, via the Secretary with a seventy-two (72) hour notice of such meeting.(This notification must include all issues being discussed at The Special Call Meeting)

## ARTICLE X. QUORUM

- Section A: A Quorum for any Board Meeting of the Organization shall consist of three (3) Elected Board Members in good standing.
- Section B: A Quorum for any General Membership Meeting of the Organization shall consist of 5% of the Active Membership. Business may be conducted by a simple majority vote of the members present.

## ARTICLE XI. AMENDMENTS

- Section A: This Constitution may be amended at any General Membership or Special Call Meeting of the Organization by a simple majority vote of those present and voting, provided that written notice of the proposed amendments has been given to all Active Members at least fifteen (15) to thirty (30) days prior to the vote.
- Section B: By – Laws of the Organization may be adopted at any General Membership or Special Call Meeting by a majority vote, provided that the previous notice is given. (Article XI-A).

After the By-Laws, have been adopted, they shall be amended only in accordance with provisions set forth in the By-Laws themselves. Once voted and approved, the amendments are retroactive on the date of acceptance.

## ARTICLE XII. BOARD OF DIRECTORS

The corporate powers of this Organization shall be vested in a Board of Directors, which shall consist of four positions. The President or Vice President acting in the absence of the President, shall serve as a member of the Board of Directors and shall serve during their term of office, and shall vote in Board Meetings.

- Section A: Duties of the Board
- (1) Board of Directors Position shall:
    - (a) Be empowered to act for the Organization, when necessary, between its Active Meeting and in some cases to have complete control over certain phases of the Organization.

- (b) Be assigned to serve as Chairperson of Committees as provided in the Constitution of the Afro-American Police Officers' League.
- (c) Board of Directors Positions 1 – 4 will serve a two (2) year term.
- (d) Must meet the qualifications of an Active Member.

Section B: STANDING COMMITTEES:

- (1) Board Position #1 Legal Assistance/Grievance Committee.

Duties and Responsibilities shall include but are not limited to:

- (a) Attend all Organizational Meetings.
- (b) Develop Standard Operation Procedures for the Legal Assistance/Grievance Committee that enhance the overall goals and objectives of the organization, to be approved by the Board.
- (c) Develop operational goals and objectives for the committee that enhance the overall goals and objectives of the organization to be approved by the board.
- (d) Maintain current membership roster to verify membership of the person requesting Legal Assistance.
- (e) Coordinate with the President and Vice President all meetings between members and the Organization's attorney.
- (e) Record requests for legal assistance and submit written updates to President and Vice President concerning Legal Assistance requested by members (This recommendation must include the facts concerning the case).
- (f) Monitor trends as it relates to requests for legal counsel and recommend workshop topics for the professional development of members.
- (g) Select the Committee Members to assist in carrying out duties and responsibilities.
- (h) Maintain up-to-date and accurate records of committee functions.
- (i) Handle all Organization's Grievance matters.
- (j) Record all Grievances.

- (2) Board Position #2 – Membership Committee.

Duties and Responsibilities shall include but are not limited to:

- (a) Attend all Organizational Meetings.
- (b) Maintain and updated the roster of the Organization's Active Membership.
- (c) Review all applications for Active Membership.

- (d) Verify Active Membership application information.
  - (e) Arrange for personal appearance for an Active Member Applicant before the Board of Directors, as necessary.
  - (f) Present Active Membership applications to the Board of Directors for final action.
  - (g) Submit recommendations for approval or disapproval of Active Membership Applications to the Board of Directors.
  - (h) In cases in which non-favorable recommendations are presented, the matter from the Organization's Attorney, Chairman of the Membership Committee, or their Designee will provide support documentation and a legal opinion on the matter from the Organization's Attorney.
  - (i) Determine and report to the Board of Directors reasons for Active Membership termination.
  - (j) Develop and submit, for the Board of Directors', approval, strategies and/or programs to increase the Organization's Active Membership.
  - (k) Initiate correspondence to Applicants concerning application status.
  - (l) Select Committee Members to assist in carrying out duties and responsibilities.
  - (m) Collect and process all applications for new membership.
- (3) Board Position #3 – Entertainment Committee.

Duties and Responsibilities shall include but are not limited to:

- (a) Attend all Organizational Meetings.
- (b) Develop Standard Operating Procedures for the committee and file the same with the Organization's Secretary.
- (c) Develop operational goals and objectives for the committee to enhance the overall goals and objectives of the Organization.
- (d) Coordinate organizational efforts in all social functions designed for the Organization.
- (e) Administer the Retired Members' recognition functions as prescribed in Article VIII. of the By-Laws for the African-American Police Officers' League.
- (f) Select committee members to assist in carrying out duties and responsibilities.
- (g) Maintain an up-to-date and accurate record of committee functions.
- (h) Prepare Budget for social functions.
- (i) Coordinate the African-American Police Officers' Spouse Organization

(4) Board Position #4 – Athletic Committee.

Duties and Responsibilities shall include but are not limited to:

- (a) Attend all Organizational Meetings.
- (b) Develop standard operating procedures for the committee in accordance with Organization's Constitution and By-Laws, and file forms with Organization's Secretary.
- (c) Develop operational goals and objectives for the Committee that enhance the overall goals for the Organization.
- (e) Schedule sports activities.
- (f) Prepare a budget for various sports activities.
- (g) Develop programs to secure funds to finance sports activities.
- (h) Maintain up-to-date and accurate records of committee functions.
- (i) Select committee members to assist in carrying out duties and responsibilities.

(5) Membership Assistance Committee.

To be chaired by the Vice President

Duties and Responsibilities shall include but are not limited to:

- (a) Attend All Organizational Meetings.
- (b) Develop standard operating procedures for the committee in accordance with the Organization's Constitution and By-laws and file them with the Organization's Elected Officials.
- (c) Administer the Flower Fund.
  - (1) See that flowers are sent to Regular Members and their immediate family as follows:
    - ILLNESS: For Regular Members Only
    - DEATH: Regular Member, Wife, Husband, Child, Mother, Father
- (d) Receive and review all requests for Emergency Assistance.

- (e) Submit recommendations to the Board of Directors for approval or disapproval of all requests for Emergency Assistance.
- (f) Arrange for the appearance of the person requesting the contribution before the Board Directors, when appropriate.
- (g) Maintain an up-to-date and accurate record of committee functions.
- (h) Select the committee members to assist in carrying out duties and responsibilities.
- (i) Prepare a budget for the committee.
- (j) Establish sub-committees and chairpersons to serve under the sub-committees.

## BY- LAWS

### ARTICLE I. FEES AND CONTRIBUTIONS

Section A: All fees and contributions collected will be deposited into the General Fund, a minimum balance of \$50,000 will be maintain in the organization’s SAVINGS Account for Legal Defense funds.

Section B: Dues for Active Membership shall be \$27 monthly and shall be payable in the manner prescribed in Section A: Membership process of the Constitution of the Afro-American Police Officers’ League.

(1) Dues for Associate Membership shall be \$180 annually and shall be payable in the manner prescribed in Section A: Membership Process of the Constitution of the Afro-American Police Officers’ League.

(2) Annual dues will not be assessed to Lifetime, Corporate, or President Emeritus Members. All payments shall be collected by the Treasurer who shall keep a separate log of Associate names and payments.

(3) All initial payments of dues and written authorization of payroll deductions for dues, must be submitted with the applications for Membership into the Afro-American Police Officers’ League as prescribed in Article III. Membership Section of the Constitution of the Afro-American Police Officers’ League

## ARTICLE II. CONTRACTS

- Section A: Members of the Organization shall not enter into any contract or agreement on behalf of the Organization without prior approval of the President and /or of the majority of the Board of Directors recorded in the minutes of a board meeting.
- Section B: President and/or Board of Directors should avoid contracts with family members that could present a perception of conflict of interest. Any potential conflict of interest should be disclosed to the Board of Directors and the membership for approval.

## ARTICLE III. GRIEVANCES AND LEGAL ASSISTANCE

- Section A: Grievances against the Afro-American Police Officers' League
- Section B: Complaints or grievances that an Active Member has that are job related.
- (1) Both of the above shall be handled without legal assistance and shall be resolved in a manner that the Grievance Committee Chairperson deems necessary, with a report going to the President and the Board of Directors as soon as possible. At the point of Legal Assistance, it may be necessary that the Grievance Chairperson notify both the President and the Board of Directors.
- Section C: Serious Complaints.
- (1) Shall be considered those that might lead to the loss of job or loss of pay, and also any Civil Suits or Criminal Prosecution regarding an Active Member in good standing with the Organization.
- Section D: Non-Serious Complaints.
- (1) Will consist of all other complaints.
- Section E: Active Members encountering job related problems and seeking help from the Organization shall follow these guidelines:
- (1) Contact the Chairperson of the Grievance Committee regarding said problem.
- (2) Submit a letter to the Organization regarding the problem.

- (3) Furnish the Chairperson of the Grievance Committee copies of any written material as supporting evidence (i.e., suspension notice, copy of Officer's statements, etc.).
- (4) Be available to the Board of Directors when requested to meet with them.

Section F: The Grievance Chairperson shall contact the President and/or Organization's Attorney, and The Board of Directors.

Section G: The Board of Directors may question the Active Member and request any other information or evidence needed. Said Active Member will be required to fully cooperated with this Committee and be truthful in answering questions.

Section H: The Organization's Attorney, and/or the Board of Directors, Executive Director after reviewing the facts, will agree upon the course of action deemed necessary in each Active Member's case.

- (1) If an Active Member is dissatisfied with the decision made by the Grievance Committee, a petition may be submitted to the Board of Directors in writing. The Board of Directors, with a quorum, will make the final decision.

#### ARTICLE IV. NON-MEMBERS.

Section A: Non-members will not receive aid from the Organization in any job-related matter except in the case of issues which are of particular interest to the goals and objective of the Organization, as approved by the Board. If a non-member joins the Organization and has a job-related problem that occurred prior to joining, said person will not receive any financial aid from the Organization regarding that matter. Any job-related problems encountered by the Officer after joining the Organization will be handled in accordance with rules and regulations of the Organization that relate to any other Active Member.

#### ARTICLE V. BANK ACCOUNTS

The Organization shall maintain Checking and Savings Bank Accounts. All checks signed on either account will bear the signature of any of the following persons:

- (a) Treasurer
- (b) Secretary
- (c) Vice President
- (d) President

Any monies spent from either bank account or business credit card will have prior approval of the Board of Directors, except for Budgeted Expenses:

- (a) Utility bills
- (b) P.O. Box rent
- (c) Rental of office or other meeting place
- (d) Petty cash
- (e) President fund

All dues and other monies collected will be deposited into the General Fund, except for the amount allotted for the Legal Defense Fund or savings account.

Each board member shall submit their budgets to the treasurer and President by the first board meeting of November and/or special meeting after elections. Once the treasurer has prepared a budget, it should be presented to the board for their approval.

This Board of Directors of the Organization shall have the power to authorize the investment of its fund or properties as follows:

(a) In securities issued, guaranteed or insured by the United States government (b) such realty as it may require in order to perform its functions as such Organization.

However, any investment made on behalf of the membership must be approved by the Board of Directors and the membership shall be informed during a General Meeting before such transactions take place.

Section A: General Fund.

- (1) This fund shall pay for utility bills, rental of office or other meeting place used by the Organization.
- (2) This account shall pay for post office box rental
- (3) This account shall pay for any bills of the Organization necessary for successful operation for the Organization.
- (4) This account shall pay for any equipment or office supplies purchased by the Organization for use in the Office
- (5) This account shall pay for authorized travel, food, lodging, and miscellaneous expenses of any member of the Organization.
- (6) Shall be used for President's fund and Cadet Reception.
- (7) This account shall pay for any other authorization expense not covered in this Constitution and By-Laws.

Section B: Entertainment Account.

- (1) This account shall pay for planned events determined by and approved by the Board such as the Awards Banquet and Picnic, or any function coming under the category of entertainment or fund raising.
- (2) All proceeds from social functions will be deposited into general fund account, unless otherwise approved by the Board of Directors prior to the function.

Section C: Legal Defense Fund.

- (1) The Legal Defense Fund as discussed in Section A will be maintained in the savings account and shall pay for any legal expenses of the Organization or individual Active Member.
- (2) Any expenditures from this account must be approved by the Board of Directors or vote of the Membership.

Section D: Emergency Assistance.

- (1) This account shall be governed as stated in Article IX of the By-Laws.

#### ARTICLE VI. BUSINESS CREDIT CARDS AND PRESIDENT'S FUND

The President shall be allotted funds to cover expenses incurred while conducting business for the organization. The amount shall be determined by the Board of Directors. The receipts and/or business credit card/debit card must be maintained by the Treasurer.

The Board of Directors shall allocate an amount of money as needed to be advanced to the Secretary via business credit card. The Secretary shall use this money to purchase only office supplies, or other items necessary for the successful operation of the office. The Secretary shall maintain a written record (expense sheet), and maintain all receipts pertaining to purchases. The Secretary shall make monthly written reports to the Board of Directors detailing how the money was spent.

- (1) Conflict of Interest Clause: No part of the organization's general funds, President's fund or any other allotted funds shall be used for personal gain or interests. Violation of this clause can result in criminal and civil action and loss of card holder privileges.

#### ARTICLE VII. CELLULAR PHONE / WEBSITE

The organization will maintain a cellular phone and website paid by the organization. The phone number will be available to all members of the organization and a member of the Board shall answer calls twenty-four hours a day and seven days a week, or calls shall be returned within one day.

## ARTICLE VIII. STATEMENTS TO THE PRESS.

A statement to the press should be typewritten on the Organization's letterhead and have prior approval of the Board of Directors. Only the President, Vice-President, or specified Board Member, approved by the Board of Directors, are to make any previously approved statements to the press. The President is the only person who can make spontaneous statements to the press.

## ARTICLE IX. RETIRING MEMBERS.

Members of the Organization retiring from the department shall be recognized in the following a manner:

- (1) Presented a plaque or other item, approved by the Board, to show the Organization's appreciation for their membership in the Organization.
- (2) Provided with a Lifetime Membership Card to the Organization.
- (3) Additional forms of appreciation may be shown to a retired member at the discretion of the Board of Directors.
- (4) Dues for Retired Members may be waived by a quorum of Active Members voting in any Special Call or General Membership meeting.

## ARTICLE X. LINE OF DUTY DEATH OF AN ACTIVE MEMBER.

Section A: The Organization shall, upon the line of duty death of a member in good standing, access the Regular Member's one month dues by way of payroll deduction on the pay period immediately following the death of such Regular member.

- (1) Any dues accessed will be turned over to the Emergency Assistance Committee.

Section B: The Chairperson of the Emergency Assistance Committee shall be charged with the duty and responsibility of collecting any dues accessed relating to the death of an Active Member.

- (1) Any and all dues collected relating to the death of a Regular Member shall be dispensed to the deceased Active Member's surviving family in a manner approved by the Board for Directors, and the Emergency Assistance Committee.

Section C: The Organization, if deemed feasible by the Board of Directors, may cause any Regular Member to have a Life Insurance Policy in which the Organization will have to pay the premiums.

- (1) Any benefits or monies derived on such Life Insurance Policy as related to the line of duty death of an Active Member will be turned over to the Emergency Assistance Committee and disbursed as defined in Article IX. Section B-1 of the By-Laws of the African-American Police Officers' League.