

DALLAS COUNTY PEACE OFFICERS ASSOCIATION

BYLAWS

ARTICLE I OFFICES

SECTION - 1: PRINCIPAL OFFICES

The principal office of the Corporation in the State of Texas shall be located in the *County of Dallas, Dallas, Texas*. The Corporation may have such offices, as the Board of Directors may determine or as the affairs of the Corporation may require from time to time.

SECTION - 2: REGISTERED OFFICE and REGISTERED AGENT

The Corporation 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 Corporation Act. The registered office may be, but need not be, identical with the principal office of the Corporation in the State of Texas, and the Board of Directors may change the address of the registered office from time to time.

ARTICLE II CORPORATE SEAL & REGISTERED TRADEMARK

SECTION - 1: CORPORATE SEAL

A corporate seal *shall be established*, inscribed thereon shall be the name of the Corporation, the founding year and the State of Incorporation.

SECTION - 2: REGISTERED TRADEMARK

The *Corporation's registered trademark* shall be established. The seal will consist of the following, the State of Texas in the foreground with an eagle enclosed in a circle bearing a ribbon in his mouth. The eagle will also bear a shield and an olive branch. The seal will be red, black and green. The inscription will include the words Dallas County Peace Officers Association in the arch of the seal. In the inner most circle the inscription will be DCPOA the Corporation's acronym. In the bottom border will have the established date of the corporation as March 1, 2004.

SECTION - 3: AUTHORITY USE

The Corporation maintains the sole and exclusive use of the corporate seal and trademark. The corporate seal and trademark will be used to designate ownership and proprietorship, when stamped, engraved, screened, etched, blown-in impressed, or otherwise produced on any item for the distribution, sale or re-sale. No person, corporation or otherwise other than the Board of Directors or by written consent of the Board of Directors may use or display the corporate seal or registered trademark of the corporation.

SECTION - 4: UNLAWFUL USE or DISPLAY

When any one person or persons, whether in his or her individual capacity, as an officer, agent, receiver of the corporation. Who *shall willfully* use or display the corporate seal and | or trademark, as a genuine label, trademark, design, device, imprint, or form of advertisement. *Use the name*, of any such person, association, or union, incorporated or unincorporated, not being authorized by the Board of Directors, of the Corporation. To use or display the same, or shall assist, aid countenance or knowingly permit the use of same, not being authorized to use same shall be subjected to membership termination and | or prosecution for infringements including pecuniary losses of the Corporation as statutory laws permit.

SECTION - 5: HOLDER of CORPORATE SEAL and TRADEMARK

The *Corporate Secretary* shall be the holder of the corporate seal and trademark.

- A. The **Corporate Secretary** shall be authorized to affix the corporate seal and | or registered trademark to all corporate documents.
- B. The Corporate Secretary **will maintain all records** of all Board of Directors authorization in the use of the corporate seal and trademark in the Corporation's principal office(s).

ARTICLE III MEMBERSHIP

COUNTY

The Sheriff and his Deputies, Constables and Deputy Constables, Arson investigators commissioned by the county, Airport Police officers **commissioned** by a county, Adjunct Police Officers of an institution of higher education or security personnel commissioned by a county school and hospital districts as Peace Officers, County Park Rangers, Investigators commissioned by the county's medical examiner, Investigators of the District | County Attorney's Office and County Correctional and Probation Officers.

MUNCIPAL

Police Officers and Marshal of an **incorporated city**, town or village, Municipal Park and Recreational Patrol Officers and Security officers, Adjunct Police Officers of an institution of higher education or security personnel commissioned by local school districts or hospital districts, as Peace Officers, Municipal jail Correctional Officers, Arson Investigators commissioned by a city as a Peace Officers, Airport Police Officers commissioned by a city that serves commercial air carriers, and Security Officers or Reserve Police Officers commissioned as Peace Officers.

SECTION - 1: CLASSES of MEMBERSHIP

The Corporation shall have four classes of membership (1) **Regular** (2) **Associate** (3) **Honorary** and (4) **Corporate**.

- A. **Regular Member** – All Members of DCPOA-DALLAS COUNTY must have a **basic Peace Officers' or Correctional Officers'** certification from the Texas Commission on Law Enforcement Officers' Standards and Education (TCLEOSE). A regular member

may be active or retired member in good standing from a TCLEOSE recognized Law Enforcement or Criminal Justice agency.

- B. **Associate Member** – Law Enforcement or Criminal Justice agency **non-sworn employees** who are not certified Peace Officers and Correctional Officers of a recognized Criminal Justice Agency.
- C. **Honorary Member** – Any individual **nominated by a Regular Member in good standing**, who is philosophically compatible with the aims and supportive of the purposes of DCPOA-DALLAS COUNTY, may be granted Honorary Membership on the unanimous vote of the Board of Directors.
- D. **Corporate Member** – Organizations or corporations **nominated by a member in good standing** that are philosophically compatible with the aims and supportive of the purposes of DCPOA-DALLAS COUNTY may be granted Corporate Membership on the unanimous vote of the Board of Directors.

SECTION - 2: MEMBERSHIP APPLICATION

Those individuals eligible for Regular Membership **must submit a DCPOA-DALLAS COUNTY Membership Application Form** and all required dues to the Chapter Secretary. A Regular Member – in good standing – must sponsor an Associate Member. The sponsoring of an Associate Member includes the submission of a DCPOA-DALLAS COUNTY Membership Application Form, all required dues and the majority vote of the Board of Directors for approval.

SECTION - 3: MEMBERSHIP RIGHTS

The following chart indicated membership rights:

Regular Member

Can Entertain Motion, Vote, be Committee Appointment, Committee Chair and Hold Office.

Associate Member

Can Entertain Motion, Vote, Committee Appointment. Cannot be Committee Chair or Hold Office.

Honorary Member

Cannot Entertain Motion, Vote, be Committee Appointment or Hold Office.

Corporate Member

Cannot Entertain Motion, Vote, be Committee Appointment or Hold Office.

SECTION - 4: MEMBER STANDING

A member in good will is those *Regular and Associate Members*, who have *paid all dues and assessment*. Actively participated in the meetings, of the membership; actively supported corporate and public activities of the corporation; and have consistently demonstrated support for corporate policies, programs and related initiatives.

A. *Membership Dues and Assessments*. The Board of Directors may *establish membership dues, fees and assessments*, from time to time, consistent with needs of the corporation and in accordance with fiduciary and membership responsibilities for ensuring the financial health and stability of the Corporation and its programs. A member in good standing is *not arrears in membership dues, fees or assessments nor has the member failed to submit any monies, receipts, property, or thing of value* to the Corporation in a timely manner.

B.

Membership Participation and Support. The Board of Directors shall be the *final arbiter* in determining a member's good standing with regard to corporate participation and support for DCPPOA-DALLAS COUNTY corporate activities.

1. *Exception*. The *minimum requirements* for any member seeking elected or appointed office – any year of the consecutive two year immediately prior to the scheduled election or appointment – shall be:

A. *Chapter President* – General Meetings (2 Excused Absences); Board Meetings (2 Excused Absences); DCPPOA Events (ALL); NBPA Conferences (Regional and National).

B. *Vice Presidents* – General Meetings (2 Excused Absences); Board Meetings (2 Excused Absences); DCPPOA Events (ALL); NBPA Conferences (Regional and National).

C. *Regional Delegates* – General Meetings (2 Excused Absences); Board Meetings (2 Excused Absences) DCPPOA Events (ALL); NBPA Conferences (Regional and National).

D. *Board Members* – General Meetings (2 Excused Absences); Board Meetings (2 Excused Absences); DCPPOA Events (ALL); NBPA Conferences (Regional or National) one annually.

E. *Station Representatives* – General Meetings (3 Excused Absences); Board Meetings (3 Excused Absences); DCPPOA Events (ALL); NBPA Conferences (Regional or National) one annually.

F. *Regular Members* – General Meetings (8 of 11); DCPPOA Events (ALL); NBPA Conferences (Regional or National) one annually.

G. *Associate Members* – General Meetings (6 of 11) NBPA Events (Regional or National) one annually.

H. *Honorary Members* – N/A.

I. *Corporate Members* – N/A.

SECTION – 5: LOSS of MEMBERSHIP:

Any member of *DCPOA DALLAS COUNTY*, who has violated the stated objectives, laws, customs, or who willfully disregards any of the requirements of these BYLAWS, or who commits any act by word or deed which may be deemed by the Board of Directors as detrimental to the corporation shall have his or her – as the case may be – membership revoked upon *two-thirds (2/3)* vote of the Board of Directors.

A. *Arrears* – Membership dues *ninety (90) days in arrears* will automatically result in loss of membership.

B. *De-Certification* – Loss of Peace Officer's certification will result in loss of membership.

C. *Criminal Conviction* – Conviction of a Class “B” *misdemeanor or higher offense* will result in suspension of membership and will result in loss of membership upon conviction and after all appeals have been exhausted.

ARTICLE IV MEETINGS of the MEMBERSHIP

SECTION – 1: GENERAL MEETINGS

The General Meeting of the Membership shall occur on the *third Saturday* of each month. No General Meeting is scheduled during the Month of December.

A. The Chapter President *may change* the date, time and place of the General meeting to ensure good membership turnout. The President is responsible for ensuring that the membership is notified of any changes in the General Meeting date, time and place.

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SECTION – 2: BOARD MEETINGS

The Chapter President will schedule monthly Board of Director's meetings *within ten (10) days* of the General Meeting to set, publish and distribute an agenda for the General Meeting.

A. The *Chapter President* has discretionary authority to call meetings of the Board of Directors at anytime to attend to the affairs of the corporation.

B. The *Chapter President* shall schedule a *Board Retreat* during the last quarter of the fiscal year to approve the succeeding year budget and to orient Board members administrative and operational policies of the Corporation.

SECTION – 3: SPECIAL MEETINGS

Special Meetings of the Membership may be called when *fifty percent – plus one (1)* of the Membership or Board of Directors signs a written request. The request should include the subject of the meeting and the identities of those members in good standing requesting the special meeting. The request must be hand-delivered to the Chapter Secretary. The Chapter Secretary will notify the Board of Directors upon certification of the required signatures. The Chapter Secretary shall publish the notice (date, time and place) of the meeting and its purpose.

ARTICLE V OFFICERS of the ASSOCIATION

SECTION – 1: BOARD OF DIRECTORS

The Board of Directors shall be vested with the legislative (policy making) and governing (enforcement) *corporate powers* of DCPOA-DALLAS COUNTY. The final authority (election or recalling directors and dissolution of the Corporation) is vested in the General Membership.

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SECTION - 2: QUALIFICATIONS

A member of the Board of Directors must have been a member in good standing for a continuous period of *two (2) years* in order to become eligible for nomination and election.

SECTION - 3: BOARD COMPOSITION DCPQA-DALLAS COUNTY

Board of Directors shall be composed of the duly elected Officers | Directors. At no time shall the Board of Directors, consist of *less than ten (10) Directors*.

SECTION - 4: MEMBERS of the Board

The elected officers of DCPQA - DALLAS COUNTY Board of Directors shall be the *ten (10) elected board seats*, the President, 1st Vice President, 2nd Vice President, Secretary, Fiscal Officer.

SECTION - 5: APPOINTED OFFICERS

The *Board of Directors may appoint* such officers - from time to time or pursuant to a delegation of power is accordance with the provisions thereof, such officers to have authority and to perform the duties prescribed, by the Board of Directors, Sergeant-at-arms, Secretary or Treasurer.

SECTION - 6: QUORUM

A quorum of the Board of Director shall exist when *fifty percent (50%) plus one (1)* members of the Board of Directors are present at a regularly scheduled meeting or special meeting.

SECTION - 7: TERM OF OFFICE

The term of office for all board members is *two (2) years*.

SECTION - 8: SUCCESSION of Terms

A Director *may succeed* himself or herself as many times as determined by the voting majority of the General Membership.

SECTION - 9: ORDER OF SUCCESSION

In the event the president is unable, to complete his or her term of office, the *order of succession* shall go to the 1st, 2nd Vice Presidents, if the two (2) Vice Presidents are unable to succeed, the Chapter Secretary shall become the President Pro-Tem and call for a Special Election for the Vacated Offices.

SECTION 10: VOTING

Each member of the Board of Directors may cast *one (1) vote*. The majority of the votes, cast will determine the acceptance or denial of an issue. Board members may not vote in absentia or by proxy.

A. *Exception* - As the presiding officer, the Board President shall only cast a vote in the event of tie vote.

SECTION - 11: DUTIES OF OFFICERS

A. *President* - Preside at all meetings of the Corporation and *shall preserve order and decorum*, shall carefully supervise the affairs of the association and labor for its usefulness and efficiency; appoint chairpersons of all committees not otherwise provided for and fill all vacancies in office cause by death or resignation unless otherwise provided for in these bylaws; sign all documents of the association and shall be the official voice of the association; perform all other business by which custom appertains to the office of president; with the assistance of the Sergeant-at-arms, the President shall enforce strict compliance with the Constitution and these Bylaws in conjunction with the Standard Code Of Parliamentary Procedure to maintain orderly meetings; remain impartial on any motions introduce at meetings of the membership; and shall vote only to break a tie-vote, shall be the alternate signature on all Corporate financial accounts and be bonded in an amount determined by the Board of Directors at Corporate expense.

B. *1st Vice President* - *In the absence* of the President, fill that office and all prescribed duties accordingly, be counted to make a quorum of the Board, may introduce, or vote on any motion at a meeting of the Board when not acting in the capacity of the President. The 1st Vice President shall chair the Way and Means Committee.

C. **2nd Vice President** – *In the absence of the President and the 1st Vice President.* Fill that office and all prescribed accordingly, be counted to make a quorum of the Board, may introduce or vote on any motion at a meeting of the Board when not acting in the capacity of the President. The 2nd Vice President shall chair the Education Committee.

D. **SECRETARY** – Shall be the custodian for **recording and maintaining** all corporate minutes and resolutions in one or more books provided for that purpose. The Secretary shall serve issue and publish all meeting notices, membership lists, and official correspondence.

E. **FISCAL OFFICER** – *Shall receive* all funds of the association accruing from membership dues, donation, gifts, bequests, contributions and by any other means received; dispose, disburse, or invest funds, of the association, under the direction of the Board of Directors; account for all receipts and disbursements; pay all bills as ordered by the Board of Directors on vouchers signed by his | her office and countersigned by the President; prepare a monthly financial report and furnish copies, for the Board and the General Meeting of the membership; ensure that all checks drafts, and notes of financial obligation are signed by his | her office and countersigned by the President. Shall be the primary signature on all corporate financial accounts and be bonded in an amount determined by the Board of Directors at corporate expense.

F. **SERGEANT at ARMS** – Shall be responsible for **enforcing order** at all meetings of the association at the direction of the President. He or she shall inspect all persons present before the opening of all meetings and ascertain their right to sit at such meetings. He or she shall take a seat near the inner door and allow no one to enter without authority.

G. **APPOINTED OFFICES** – The President **may appoint** the following lesser officers to ensure the efficient operation of the association:

1. **PARLIAMENTARIAN** – *shall attend* all meetings of the membership and make rulings – at the direction of the presiding officer – regarding correct parliamentary procedure, following The Standard Code of Parliamentary Procedure.

2. **RECORDING SECRETARY** – Shall be the **Secretary Pro-Tem** and shall assist in the recording and transcribing of the minutes, preparing correspondence, publication of corporate notices and maintain the corporate archive.

3. **COMPTROLLER** – Shall develop, **monitor and report** the corporate accounting activities and practices consistent with the General Acceptable Accounting Practices (GAAP) to the board; and make recommendations related to the segregation of duties, dedication or investments of accounts and disposition of corporate assets and the appropriateness of any expenditure.

4. **STATION REPRESENTATIVES** – Shall be the responsible DCPQA – DALLAS COUNTY **contact person** assigned to agency bureaus, divisions, sections, units and offices. These representatives shall maintain the association's bulletin boards and ensure notices of meeting, newsletters and correspondence are distributed to the membership in their respective assignments.

5. **ADVISORY COUNCIL** – Associate members appointed to assist the Board of Directors in **maintaining and fostering program development, community relations** and effective outreach in the general community and more specifically, in the black community.

6. **CHAPLAINCY** – Shall be appointed **promote and encourage** a spiritual atmosphere at all meetings of the membership.

7. **TERM of APPOINTED OFFICE** – The President has the **discretionary authority** to determine the length and scope of duties for all appointed offices. However, the Board of Directors may shorten or extend a term of office or expand or reduce duties by a majority vote.

ARTICLE VI ELECTORAL PROCESS

SECTION - 1: APPOINTMENT of the NOMINATION and ELECTION COMMITTEE

The presiding officer shall appoint a Nomination and Election Committee no later than the 3rd Saturday of September of the odd calendar year. The Nomination and Election Committee shall be comprised of *three (3) members in good standing* who are thoroughly familiar with the electoral process.

A. *Appointment Disqualifiers* – An appointee to the Nomination and Election Committee is disqualified if he or she is:

1. A member found not to be in good standing;
2. A member of an announced candidate's immediate or acknowledged extended family;
3. A candidate for office in the year in which the election is scheduled.

SECTION - 2: COMMITTEE AUTHORITY

The Nomination and Election Committee shall have all *necessity authority, to conduct the election*. Including the counting of ballots, determination of candidate qualifications, initial determination of voter qualifications and adjudication of disputes and challenges pursuant to the procedures and requirements set forth in these rules and bylaws.

SECTION - 3: DUTIES OF THE COMMITTEE

In general, the Nomination and Election Committee shall be responsible for:

1. *Determining* the polling place(s) for which the election is to occur.

2. *Select location(s)* for polling place(s) prior to the date and publish if for the General Membership.

3. *Enlisting and assigning* volunteer workers to staff polling places.

4. *Obtaining and distributing* equipment and supplies required in the polling places.

5. Selecting a location for and *equipping headquarters* for the committee.

6. Devising the form, *arranging for the production of and distributing* DCPQA – DALLAS COUNTY Candidate's Profile forms to candidates for director.

7. Convening meetings as it sees fit for the purpose of *informing* candidates of *election rules*.

8. Devising the form, *arranging for and supervising the reproduction of* ballots.

9. *Certifying the adequacy* of DCPQA – DALLAS COUNTY Candidate's Profiles submitted by candidates and making public announcement of the names of the certified candidates who qualify by timely filing of profiles.

10. Verifying that *no person has voted more than once* in any election.

11. *Tallying the votes* and certifying the results to the Board of Directors.

12. Making all other necessary and *appropriate arrangements and determinations* with respect to the nomination and election process.

13. *Sixty days before the election*, publicizing through the DCPQA – DALLAS COUNTY Newsletter, bulletin board and other approved organizational information systems, by such other means as may be available and appropriate, a call for candidates to participate in the Candidate's forum, announcing the elections are to be held, and the places where and copies of the Election Rules may be obtained.

14. *Thirty days before the election*, the Committee shall cause to be published notice, through DCPQA-DALLASCOUNTY Newsletter, bulletin board system, by such other means, as may be available and appropriate, that details in the location of the polls, the date and hours of the election, and giving the names of the eligible candidates for each office. The notice shall state that a voter should present a current DCPQA-DALLAS COUNTY membership card or other acceptable identification. The Election Committee shall not include the names of Write-in Candidates in the advertisement announcing the election.

SECTION - 4: SCHEDULING

The DCOPA - DALLAS COUNTY elections will occur on the 3rd *Saturday in the month of November* in the odd calendar year.

SECTION - 5: NOMINATIONS

Members in good standing desiring elected office may announce their *intent in writing* or in person or have their names placed in nomination at the General Meeting of the Membership in September of the odd calendar year. Nominations of person not in attendance or who has failed to announce or confirm his | her intent to seek elected office will not be honored. Nominations do not require a second. Nominations will be closed at the adjournment of the General Meeting.

SECTION - 6: CANDIDATE CERTIFICATION PROCESS

Each announced candidate for elected office must submit a completed DCPQA - DALLAS COUNTY Candidate's profile to the Nomination and Election Committee within *5 calendar days of their nomination*. The Nomination and Election Committee will certify each candidate as a member in good standing consistent with these bylaws and publish the state of candidates on DCPQA - DALLAS COUNTY bulletin boards and information systems by the *10th calendar day* following the nomination.

SECTION - 7: PRESENTATION of CANDIDATES

Upon certification, the Nomination and Election Committee shall notify the candidates that they are scheduled to participate in a DCPQA - DALLAS COUNTY *Forum at the General Meeting of the Membership on the 3rd Saturday in October* of the odd calendar year.

SECTION - 8: WRITE-IN CANDIDACY

Due to the required certification process, write-in candidates *will not be permitted*. Any votes for a *write-in candidate shall be disallowed*.

SECTION - 9: SUBSEQUENT APPOINTMENTS to the COMMITTEE

In the event a member of the Nomination and Election Committee becomes unable to serve, the *Board of Directors shall appoint a replacement*.

SECTION - 10: BOARD LIASON

The Board shall designate one Board member to serve as liaison between the Nomination and Election Committee to ensure compliance with this electoral process. Such designee may be the board President - but shall not be a candidate for election to the Board during the year in question.

SECTION - 11: POLLING HOURS

Polling hours shall be determined by the Nomination and Election Committee to ensure adequate opportunities for the General Membership to participate. The published notice of the election - through the DCPQA - DALLAS COUNTY Newsletter, its bulletin board system and by such other means as may be available and appropriate - that details the location of the polls, the date and hours of the election.

SECTION - 12: POLLING PLACES

The Nomination and Election Committee *shall determine the number and locations of polling places*. The Committee shall select a well-know site that provides public access, adequate access to disabled persons, adequate parking and clearly marked entrances.

SECTION - 13: CANDIDATE QUALIFICATIONS

- A. Each candidate must be member in good standing prior to his or her nomination. Good standing shall be determined by the Nomination and Election Committee as any member who has paid ***all dues and assessments, participated the activities of DCPQA – DALLAS COUNTY***, and adhered to the mission, objectives and policies of the organization.
1. ***Dues and Assessment:*** Any arrears shall be cause for immediate disqualification.
2. ***Participation:*** A candidate must have attended a ***minimum of 75%*** of all properly noticed meetings of the organization and demonstrated support for organizational programs, events and initiatives.
3. ***Adherence to Mission, Objectives and policies:*** A candidate has conducted his or her organizational activities consistent with established and acceptable principles, policies, procedures and performance expectations in manner that garners the respect and confidence of the membership and the public.
- B. Each potential must file a completed DCPQA – DALLAS COUNTY Candidate Profile pursuant to the requirement set forth below, for candidacy with the Nomination and Election Committee ***within five (5) calendar days*** of his or her nomination.
 1. ***DCPQA – DALLAS COUNTY Candidate profiles forms*** shall be made available at one or more locations designated by the Nomination and Election Committee. A person desiring to qualify as a candidate for election to the Board of Directors shall obtain Candidate Profiles and Certification forms from the designated places.
 2. ***The Nomination and Election Committee*** shall check the completion of the Candidate's Profile. The Nomination and Election Committee shall certify the candidate named on DCPQA – DALLAS COUNTY Candidate's Profile forms as member in good standing the within five (5) days of the

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receipt of the form but not later than the tenth day after nomination.

SECTION - 14: THE BALLOT

The total ballots produced by the Nomination and Election Committee shall be recorded. Each ballot shall carry a list, headed ***"Vote for One"***, of the names of the candidates certified by the Nomination and Election Committee as meeting candidate qualifications, with a box preceding each name. The order of listing candidate's names on the ballot shall be determined by lot.

SECTION - 15: POLLING OFFICER and STAFF

The Nomination and Election Committee shall appoint ***no fewer than two committee members or volunteers*** to staff the polling place. Such staff shall not include Board members or candidates in the election to the Board, nor members of candidates immediate or extended families.

- A. The duties of the polling staff shall include the orderly operation of the polls and balloting, ***verifying voter eligibility***, maintaining a register of persons voting, and ensuring the security of the ballots. Specifics are spelled out under ***"Polling Procedures"***.

SECTION - 16: VOTER QUALIFICATIONS

All ***Regular and Associate*** members found to be in good standing shall be eligible to vote.

- A. Except as provided below, on Election Day, each voter shall present a DCPQA – DALLAS COUNTY ***membership card, or photo identification*** with current address and age if a voter does not have such identification materials at the polling place. the voter must execute a sworn statement that he or she is a member in good standing. If a voter presents the above-required identification or executes such a sworn statement, the voter shall be permitted to cast a ballot and have his or her ballot counted vote shall be counted without unnecessary delay.

- B. No voter shall cast ***more than one*** ballot.

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SECTION – 17: POLLING PROCEDURES

The Nomination and Election Committee shall provide for *both direct in-person voting* at the polls on Election Day.

A. Direct in-person voting at the polls

1. During voting hours, each polling place *shall be* staffed by at least *two people* at all times.
2. Before being give a ballot, each voter *shall present identification* to a polling place staff member; the polling staff shall verify that the voter is a member in good standing.
3. Upon such verification, the voter *shall register* in the poll book, entering signature, residence address and (if listed) residence phone number.
4. The voter *shall be provided* with a *single ballot* and shall cast a vote by marking the ballot, folding it once and depositing it in a sealed ballot box provided for that purpose.
5. The polling staff shall deliver the *sealed ballot box(s)* to the Nomination and Election Committee immediately upon the closing of the polls.

SECTION – 18: ABSENTEE VOTING

A voter may request an absentee ballot by *applying in writing* to the *Nomination and Election Committee*. The request shall include the applicant's signature, printed name, residence address and telephone number. The request shall include a self-addressed stamped envelope. The request may be mailed or may be delivered by hand. The request must include a detailed explanation as to the reason the member *cannot attend* the polls.

- A. *Deadline for Absentee Ballot Request*: The deadline for request of an absentee ballot by mail or by hand shall be the *tenth day* before Election Day.

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- B. *Committee Response*: Upon timely receipt of an absentee request, the Nomination and Election Committee *shall verify* that the voter is qualified and if so, the Committee shall immediately mail one absentee ballot to the applicant by first class mail.

- C. *Deadline for Receipt of Absentee Ballot*: For the vote to be counted as valid the marked absentee ballot *must be received* by the Nomination and Election Committee at the delivery place designated before the polls close on the last day of the election.

- D. *The returned ballot* shall be *sealed in an envelope* bearing the voter's name and residence address clearly printed on the outside. The voter's signature shall appear across the seal of the envelope, to assist maintenance of ballot anonymity; however, failure to use the additional unmarked inner envelope shall not invalidate the ballot.

- E. *The Nomination and Election Committee* will be the *sole arbiter* regarding the validity of any absentee, voting request.

SECTION – 19: COUNTING OF BALLOTS

The *counting* of ballots *shall be done by the Election Committee* as its headquarters immediately following the conclusion of all voting and the transportation of voted ballots to the headquarters.

- A. *Candidates and members in good standing* may be present at the ballot tabulation. The nomination and Election Committee *shall determine* the number and conditions of the attendance.

SECTION – 20: ELECTION RESULTS

The candidate in each contested office receiving *fifty percent (50%)* plus one vote of valid ballots cast *shall be elected*.

- A. *Tie Vote*: In the event of a tie vote, the relevant ballots *shall be recounted* and if the tie vote is verified, *the winner shall be decided in a run-off election* scheduled and conducted within 30 days of the election.

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B. **Committee Notification:** The committee *shall informally* notify the candidates and the Board Chairperson of the uncertified election results within twenty-four hours of the close of the polls.

C. **Publication of Results:** The Nomination and Election Committee shall certify the election results, including the votes, *in writing* to the **Board Chairman** after *six days* but within ten days following Election Day. The Board Chairman *shall certify* the elected candidates to the General Membership, in writing, within *fifteen days* of receipt of certification from the Election Committee.

D. **Only a person who has, prior to the election,** been certified candidate by the Nomination and Election Committee may be certified as the winner of an election.

SECTION - 21: ELECTION COMPLAINTS

A person who has reason to believe that the Nomination and Election Committee, any of its members, or a poll worker *failed to comply* with the requirements of these election rules may file a **written complaint**, specifying the alleged non-compliance, with the Board. If no regular Board meeting is scheduled within one week after Board's receipt of any such complaint, the Board shall hold a **special meeting** to hear the complaint. The Board shall issue a written decision on the complaint within **seven days** after the hearing the complaint.

SECTION - 22: CONDUCT at the POLLING SITE

A. Distance from Polling Place: No person *shall engage* in any **electioneering or campaigning** within **150 feet** of the premises of the polling place during the time the polls are opened.

B. **Polling Place Monitors:** A candidate, or an individual, or group supporting or opposing any issues or candidate on the ballot may be represented by a polling place monitor. The Nomination and Election Committee or its representatives shall determine proximity to the actual casting of ballots. No polling place monitor shall directly or indirectly campaign for issues or candidates on the

premises of a polling place. Polling place monitors are **prohibited** from **accessing or interfering** with the rights of the membership to enter and exit the polling site and cast a secret ballot.

C. **Candidates Prohibitions:** A candidate for office *shall not* serve as a polling place monitor.

D. **Penalty:** Any persons failing to comply with these restrictions shall be reported to the Board of Directors. **Failure to stop and desist** any observed misconduct *shall* result in the loss of membership, disqualification of the candidate, forcible removal, detention and civil or criminal prosecution of the offender.

SECTION - 23: SECURITY of the Ballots

A. Ballot boxes *shall* remain in the **custody** of the Nomination and Election Committee.

B. Ballot boxes *shall* be **sealed** at the close of the polls each day and deposited in a secure facility.

C. Ballot boxes *shall* remain **sealed** until the official tabulation begins.

D. **Counting** *shall* begin after a polling place staff member delivers each ballot box to the Nomination and Election Committee at its headquarters.

E. All ballots counted, *shall be initiated* by the Nomination and Election Committee Chair and placed in a tamperproof sealed container after counting has been completed.

F. The sealed containers *shall be kept in a secure* place until **two weeks** after the election, at which time the containers are to archive with seal intact under the supervision of the Nomination and Election Committee.

G. Ballots *not used* in the election be **shredded and disposed**.

SECTION - 24: OFFICER TITLES AND RESPONSIBILITIES 10
HOLD an ELECTED OFFICE

A. PRESIDENT

1. Shall be the *Presiding Officer* at the respective meetings of the membership.
2. Shall be the *spokes-person* for the organization and the Chief Operating Officer.
3. Shall have *all powers* consistent with these by-laws and as may be assigned to him or her by the respective governing body of the Board of Directors.
4. Shall be the *alternate signature* upon all corporate financial accounts and shall be bonded in an amount determined by the Board of Directors.

B. VICE-PRESIDENTS

1. Shall act in the *absence of the Presiding Officer*, and these officers shall have such powers and duties consistent with these by-laws as may be assigned to him or her by the respective governing body of the Board of Directors.

C. SECRETARY

1. Shall be the *Custodian* of all corporate records.
2. *Maintain* all minutes of the Board of Directors meetings, General Membership Meetings and all other Committee Meetings.
3. All records shall be maintained at the *principle offices* of the Corporation in one or more books provided for that purpose.
4. All minutes shall *state the purpose of the meeting*, time, place, attendance and authority for said meeting.

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5. Shall be the *keeper* of the Corporate Seal and Registered Trademark and shall seal all official documents.

6. Shall *execute* all required documents in conjunction with the Board of Directors.

7. Shall *perform* all other duties, consistent with these by-laws incident to the office of Secretary or assigned by the Board of Directors.

8. Shall be an *alternate signature* upon all corporate accounts and shall be bonded in an amount to be determined by the Board of Directors.

D. FISCAL OFFICER

1. Shall have *charge and custody* of, and be responsible for all funds and securities of the Corporation.

2. *Have the care of*, receive and give receipt of monies due and payable to the Corporation.

3. *Deposit* all monies received in the name of the Corporation in such banks, trust companies, or other depositories as from time to time may be, designated by the Board of Directors.

4. Have charge of the *disbursement of the monies* of the Corporation in accordance with the Board of Directors.

5. Enter or cause to be entered *regularly* in books to be kept by him or her or under his or her direction for that purpose, a complete and correct account of all monies received and disbursed by him or her for the account of the Corporation. All financial records shall be kept at the principle office of the Corporation and shall be available for inspection at reasonable times for all members of the Corporation.

6. *Render* statement of his or her account to the local, regional or national governing authority at such times as may be required.

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7. *Submit* a full financial report to the membership at the annual meeting of the member of the Corporation.
8. *Exhibit* the books of account of the Corporation and all securities, vouchers, papers, and documents of the Corporation in his or her custody to any member or designee of the Board of Directors upon request.
9. *Notify* members when dues, if any, are payable and | or Delinquent.
10. In general, have such *powers and perform* such other duties, consistent with these by-laws, as are incident to the office of Fiscal Officer or any may be assigned to him or her from time to time by the Board of Directors.
11. The Board of Directors may require a Fiscal Officer to give a bond for the *faithful discharge* or his or her duties in such sum and from and with such surety as the Board of Directors may determine. The cost of such bond shall be borne by the Corporation.
12. Annual Audit of Corporation's Financial Accounts: The Fiscal Officer *will arrange* – with the Board of Director's approval, for the annual audit of the Corporation's financial accounts by an independent auditor.
13. The Fiscal Officer *will report* to Corporation's principle office after arranging the annual audit – on Board approval, review the Corporation's accounting procedures in presence of a Certified Public Accountant and provide to the Board of Directors a report regarding the effectiveness of the process. Veracity of the report, and any recommendations consistent with the prescribed financial reporting methodology appropriate for not-for-profit financial management.

SECTION – 25: INSTALLATION of OFFICERS

The installation ceremony will take place not later than December 1st of the odd calendar year. This may be accomplished either at a regularly scheduled meeting or special called meeting of the membership.

A. Oath of OFFICE

OFFICIAL: PLEASE RAISE YOUR HAND.

“DO YOU SOLEMNLY AFFIRM THAT YOU FAITHFULLY EXECUTE THE DUTIES OF THE OFFICE TO WHICH YOU HAVE BEEN ELECTED OR APPOINTED.”

RESPONDENTS: **I WILL.**

SECTION – 26: REMOVAL of DIRECTOR, BOARD MEMBER, MEMBER

Any officer of the corporation may be removed from office for any act detrimental to the interest of DCPQA – DALLAS COUNTY, upon the written recommendation of *two-third (2/3) vote* of the Board of Directors. All Board of Directors, Board Members and Members shall act with honesty and integrity at all times. In the performance of their work members shall act competently, conscientiously and responsibly. Members should respect the beliefs and opinions of other people, recognize social diversity and treat everyone fairly. The purpose of this section is to promote professional good conduct and demeanor at all times. Members are expected to conduct themselves in such a manner that the Corporation or Membership is not harmed by words or actions of an individual(s). Members shall respect the relevant rights and interests of others. Any complaints will be addressed by the Board of Directors to take the appropriate action.

SECTION – 27: REMOVAL PROCESS

Said officer shall be notified by certified mail – return receipt request – as to the charges lodged against him or her. The officer **MUST** reply within **ten (10) days of receipt** of said charges. Failure to respond will result in automatic removal. Said officer may request a hearing before the Board of Directors in an Executive Session. The hearing will schedule within 30 days.

The Hearing Panel will consist of the President, the Vice Presidents and the Secretary (non-voting member).

SECTION – 28: BOARD ATTENDANCE

Any director, who misses *two (2) consecutive*, properly noticed meetings of the Board and fails to notify the presiding officer in a timely fashion of the absence and provides acceptable cause for the absence shall be deemed not in good standing. The Board – representing a quorum – shall vote during the second missed meeting to remove the Director for cause. A resolution of removal signed by the President and Secretary will be certified mailed to the Director with return receipt requested.

A. **NOTICE:** The Board of Directors shall send all official notices to the last known address found in the Membership Database.

SECTION – 29: BOARD CONTACT DATA

All elected officers of DCPQA – DALLAS COUNTY are required to provide the Secretary a Change of Address and Telephone Notice within *ten (10) days of the change*.

ARTICLE VII COMMITTEES

SECTION – 1: EXECUTIVE COMMITTEE

The Board of Directors may *appoint* an Executive Committee that shall consist of members of the elected members to conduct the day-to-day affairs of the Corporation.

A. **The Chapter Secretary:** shall serve as the Secretary of the Executive Committee and in his | her absence the order of succession shall be the Correspondence Secretary and will not be voting member of the Executive Committee.

B. **Powers of the Executive Committee:** The Executive Committee may be em-powered by the Board of Directors with all power of the Board of Directors in the management of the business affairs of the

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Corporation. The power to adopt, amend or repeal these bylaws may not be delegated.

C. Duties and Responsibilities of the Executive Committee shall be

1. Administration of projects *approved by the Board of Directors*, including all investigation, marketing and packaging, evaluation and the operational supervision of all such projects.
2. **Establish** procedures for approving, proposed projects, including appointing fiscal agents, budgets, salaries and the implementation of personnel procedures.
3. Make **recommendations** to the full Board for the appointment and | or discharge of the employees or officers of the Corporation.
4. **The Executive committee:** may enact its own rules and operating procedures. Executive Committee procedures when enacted must be written and certified with the Chapter Secretary prior to taking official action thereon.
5. **Quorum:** The presence of not less than *fifty (50%) plus one (1)* member shall be required to constitute a quorum for the transaction of business.
6. **Vacancies:** The power to *fill vacancies* shall be reserved by the Executive Committee, unless the vacancy is the President of the Board of Directors. In such instances, vacancies shall be filled by the majority vote of the Board of Directors at a properly constituted meeting.
7. **Meetings:** Meetings *shall be open*, to members and to staff members, of subsidiary projects of the Corporation with the exception of Executive Sessions.
8. **Reports:** Written reports of the activities of the Executive Committee *shall be submitted* at each Board of Directors' meeting. An annual report shall be submitted at the

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Corporation's annual meeting, containing a report outlining all projects undertaken in the Corporation's name.

SECTION - 2: STANDING COMMITTEES

The Standing Committees of the Corporation and their respective duties shall be as follows:

- A. **Legislative Issue and Monitoring Committee.** *Shall investigate proposed legislative bills and resolutions under consideration by national, state, and local governments. The committee shall collect, analyze report and distribute pertinent data, with emphasis upon the appropriate responsive proposals and recommendations.*
- B. **Ways and Means Committee:** *Shall develop fund raising methods consistent with the purposes of the Corporation as reflected in its preamble. The committee in conjunction with the Fiscal Officer shall be responsible for the accounting of all corporate funds.*
- C. **Budget Committee:** *Shall be chaired by the Fiscal Officer and shall report the operating budget of the Corporation to the membership for approval at its annual meeting. The committee shall make determinations and recommendations for annual membership dues based upon projected program requirements for the fiscal year. Submit a recommended budget and funding levels for the fiscal year.*
- D. **Research Committee:** *Shall conduct any all research necessary to carry out programs proposed by the Board and / or Executive Committee. The Committee shall further conduct qualifying inquiry for all proposed Honorary and Corporate Members.*
- E. **Membership Committee:** *Shall recruit and qualify candidates for active membership in the Corporation. Serve as a liaison with the Chapter Secretary to update corporate membership records.*
- F. **Program Committee:** *Will develop programs to be implementation by the Corporation on a year-to-year basis. The committee will interface with the Budget Committee to establish funding priorities. The committee will further monitor the operational*

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aspects of implemented programs and periodically report the status of all programs to the Board of Directors.

- G. **Other Committee:** *The Board of Directors may create, establish, authorize, remove members or abolish the formation of any committee, board or council it deems necessary for the day-to-day operation or welfare of the Corporation.*

SECTION - 3: TERM OF OFFICE

Each member, of any, committee established pursuant to the bylaws *shall serve*, until the next annual meeting of the Board of Directors and until successor is appointed unless the committee shall be abolished, or unless such member shall be removed, or unless such member shall cease to qualify as a member thereof.

SECTION - 4: VACANCIES

Vacancies on committees *shall be filled* by the President of the Board of Directors, subject to the approval of the Board of Directors.

SECTION - 5: REPORT OF MEETINGS

The Committee Chairperson shall *give notice* of all Standing Committee meetings. Each Standing Committee shall keep regular minutes of its proceedings and shall report briefly on its activities at each Board of Directors' meeting.

ARTICLE VII NO STRIKE CLAUSE

SECTION - 1: DECLARATION

Neither DCPPOA - DALLAS COUNTY nor any of its affiliations *will ever encourage or engage* in any strikes, work slowdowns or any other effort to limit or restrict employees from working.

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ARTICLE IX AFFILIATIONS

SECTION -1: DALLAS COUNTY PEACE OFFICERS' ASSOCIATION (STATE) - DCPOA - DALLAS COUNTY

Is a charter affiliate of the nation's first *African American Peace Officer's Association*- found in 1935 in Houston, Texas.

SECTION - 2: NATIONAL BLACK POLICE ASSOCIATION (NBPA) - DCPOA - DALLAS COUNTY

Sponsors and houses the local NBPA Dallas Charter.

ARTICLE X AMENDMENTS OF CONSTITUTION and BYLAWS

SECTION -1: PROCESS

The Constitution and bylaws of DCPOA - DALLAS COUNTY may be amended by a *two-thirds (2/3) vote*. Those present at any regular or special meeting, of the membership provided that the amendment(s) being proposed were mailed to each regular member at least *thirty (30) days* prior to the vote and ratification.

ARTICLE XI PARLIAMENTARY AUTHORITY

SECTION -1: The Standard Code of Parliamentary Procedure (Revised by the American Institute of Parliamentarians)

Shall be DCPOA - DALLAS COUNTY parliamentary reference. All other conflicts *shall be resolved* by a majority vote of Board of Directors.

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ARTICLE XII MISCELLANEOUS

SECTION - 1: DCPOA - DALLAS COUNTY ANNUAL EVENTS

January

February

March Annual Scholarship and Community Awards Banquet

April NBPA Regional Education & Training Conference

May NBPA Regional Education & Training Conference

June Annual Family Fun Day

July

August Annual Back to School Rally

September Annual Scholarship Basketball Tournament

October

November Thanksgiving Baskets for Needy families

December Toys for Tots - Annual Christmas Party

SECTION -2: DCPOA - DALLAS COUNTY SPONSORED CHARITIES:

Dallas Public Schools

Community Services

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Law Enforcement and Community Service Awards:

Pinnacle Award – Presented to the individual or organization that has made great strides in the promotion of youth and initiatives which ultimately have a positive effect on the community as a whole.

Community Leadership Award – Presented to an individual or organization that has made a lasting and measurable impact on the community it serves through the promotion of equal rights, representation and economic development.

Educational Excellence – Presented to an individual or organization that has promoted the educational development of our youth and communities at large, through continued efforts to increase educational standards and opportunities.

Community Partners – Presented to the business or professional who has incorporated community based programs and economic development in the community they serve.

Billy J. Reeves Officer of the Year – Presented to the individual who is the epitome of professionalism at all times. A servant to the organization and the community as well, one who unselfishly works toward enhancing the lives of those around them.

Member of the Year – Present to the member who exemplifies dedication to DCPOA and the parent body, National Black Police Association, through the promotion of organizational goals and objectives along with active participation and support of its initiatives.

SECTION – 3: SCHOLARSHIP AWARDS

- A. *Scholarship applications* should be at all Dallas County Schools by *August 31st*, of the new calendar year.
- B. *The deadline* for all scholarship applications will be due with a post-marked date, no later than *January 5th*.
- C. *Any Student* that does not submit all information by *January 5th* will not be considered and will be eliminated for the process.
- D. *Those*, who have met the requirements, will be interviewed, by the Scholarship Committee.

SECTION – 4: SCHOLARSHIP COMMITTEE

- A. The Board of Directors will appoint members in good standing to assist the 1st Vice-President in the awarding of the '*Jesse Gill Scholarship Award*'.
- B. The 1st Vice-President will chair the Scholarship Committee.
- C. The Committee shall consist of *five (5) members in good standing* plus the 1st Vice-President.
- D. The Scholarship committee will do the following:
 1. The Scholarship committee will prepare *application packages*, which should include the following: Instructions letter and an Application.
 2. The Scholarship committee will ensure all *Dallas County Schools* are given application packages for graduating seniors.
 3. The Scholarship committee will schedule *interviews* for the qualifying applicants, who have fulfilled the requirements to be considered for the awards.
 4. Interviews will be conducted during the following time period: *January 15th through 30th* of each year.

5. The Scholarship committee will review all *submitted paperwork* and met the eligible applicants.
6. All winners will be notified no later than *February 15th* of the calendar year.
7. The Scholarship committee will maintain a *scholarship log* of all winners and attending institutions.
8. All information will be given to the *Fiscal Officer* for *distribution of funds*.
9. The Scholarship committee will provide the *winning student(s) ticket reserved for the banquet*.
10. The Scholarship committee will provide the *parent(s) or guardian tickets for the banquet*.

SECTION – 5: DCPDA SCHOLARSHIP FUNDS

- A. *The Jesse E. Gill Scholarship* will be in the amount of *(\$2,000.00) twenty-five hundred dollars*.

In 1954, *Jesse E. Gill* became the first African American hired by the Dallas County Sheriff's Department. Mr. Gill graduated from Bishop College in 1951 and served in the Korean War, from 1951 until 1953. Legendary Dallas County Sheriff Bill Decker broke Jim Crow's tradition by hiring and swearing in Mr. Gill as a Deputy Sheriff. While assigned to the Civil Section, Deputy Gill weathered the institutional isolation and ill will of his fellow Peace officers. Deputy Gill's case typing proficiencies ultimately 'won-over' his detractors. Deputy Gill left the Sheriff's Department in 1962. The Board of Dallas County Peace Officers' Association established the '*Jesse Everett Gill Scholarship*' to honor a true pioneer and benefactor.

- B. *The Wilson-Wright Scholarship* will be in the amount of *(\$1,000.00) One Thousand dollars*.

Ruby Wilson, a graduate of Lincoln High School of Dallas, Texas, enjoyed a 23 year career with Dallas County Sheriff's Department as a Deputy Sheriff until she retired in 1999 as the First Black Female deputy to do so. During the time of her employment there, she and her husband, the late Bobby Wilson, Sr. raised four children, two boys and two girls. Both girls currently enjoy Law Enforcement related careers. Early on, Ruby and Bobby instilled in their children the necessary values that would successfully carry them into their adult years. Likewise, these values were also passed on to the neighborhood as well. Not only did Ruby enjoy talking to the children of her neighborhood, area schools, and local churches, she also influenced many rookie deputies during her career. Ask anyone that she also came into contact with, and they will tell you "Oh boy! Do I remember Ruby Wilson." Ruby's Strong personality and tenacity, mixed with her compassion for others are what makes her special.

Mildred Wright was born on January 13, 1937 to Charlie and Temple Wilson. She was raised in Oak Cliff along with four other younger siblings. She graduated from Lincoln High School in 1955 and later married James Arthur Wright and had eight wonderful boys. Her husband died in 1978 and she was left alone to raise these young boys in the midst of a drug and crime infested neighborhood. She stressed the importance of good moral values while exposing them on her Lord and Savior, Jesus Christ. The Lord called two of her sons to preach while the others remained active in church. Mildred was employed by the Dallas County Sheriff's Department in 1977 and was known for her friendly attitude and genuine spirit. She was always willing to help others, no matter what problem occurred. She retired in 1997 and has enjoyed a life of traveling and spoiling her grandchildren.

- C. *Dannell G. Pemberton Scholarship* will be in the amount of *(\$500.00) Five Hundred dollars*.

The *Dannell G. Pemberton* Scholarship was established through the benevolence of Civil Rights Activist, Rev. Peter Johnson and Dallas County Peace Officers Association considers it a great honor to be entrusted with the administration of this Scholarship.

Reverend Darnell Gerard Pemberton dedicated his life to the service of others and especially focused his attention on the needs of the children in our society. Therefore, Reverend Johnson and the widow of Reverend Pemberton, Mrs. Edna Dean Pemberton, thought it was only fitting that this memorial would serve to educate our children for years to come.

Reverend Pemberton's journey began in Richmond, California where he served for over ten years as a Detective for the Richmond Police Department. During his employment, he was drawn to work for youth and community betterment. In 1978, he answered a call to the ministry and decided to relocate in Dallas, Texas and serve at the Concord Baptist Church. Reverend Pemberton served as Youth Pastor and was known for organizing activities geared to young people. His commitment to others led Reverend Pemberton to employment with the Texas Youth Commission and Child Protective Services. He and his wife worked together to co-author the "Texas Teen Curfew" legislation. He established the "Bridge over Trouble Water" program for the homeless and the "Babies Having Babies- This Must Stop" campaign.

Reverend and Mrs. Pemberton were blessed with four daughters, and expanded their family circle to include eight adopted nieces and nephews. Reverend Darnell Gerard Pemberton was called to his Heavenly home on May 5, 2005, at the age of 62, but will live on in the lives of all whom he touched.

D. *Dallas County Peace Officers Association Scholarship* will be in the amount of (\$1,000.00) One Thousand Dollars.

The Board of Directors established this scholarship to enable deserving students an opportunity to have access to *higher institutions of learning*. We are committed in giving back to the community as our Motto states: 'To promote positive policing in the community through *Education and Interaction*, of those we serve and protect.'

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SECTION - 6: SCHOLARSHIP LETTER

A. The *Scholarship Letter* to the Applicant will be as follow:

Dear Applicant:

Thank you for your interest in the Dallas County Peace Officers' Association - Dallas County Chapter Scholarship. To qualify for consideration of this scholarship you must:

1. Submit a typewritten essay of no more than 2 pages in length on your career goals and objectives and your plans for using your education, talents and person attributes to achieve them.
2. Provide three letters of recommendation from educators and community leaders, which must be mailed directly to DCPOA Scholarship Committee. These letters should not be submitted with your application, but mailed by the individual submitting recommendation. To expedite processing, please request that your name be referenced on the outside of the envelope.
3. Submit a sealed, certified transcript from your school.
4. Provide a resume indicating school, community, church activities, and service and community recognition.

Application Deadline: Applications must be postmarked by April 1st.

Send completed applications and required information to:

DCPOA - Dallas County Chapter
Attn: Scholarship Committee
0000
Dallas, Texas 0000-0000

Scholarship finalist will be contacted for a final interview with the Scholarship Committee.

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SECTION - 7: SCHOLARSHIP APPLICATION

A. The Scholarship application will consist of the following document:

SCHOLARSHIP APPLICATION

STUDENT INFORMATION

NAME _____ Last _____ First _____ Middle _____

HOME ADDRESS _____

HOME TELEPHONE NUMBER _____

AGE _____ SEX _____ DATE OF BIRTH ____/____/____

STUDENT'S SOCIAL SECURITY NUMBER ____-____-____

FATHER'S NAME _____ OCCUPATION _____

ADDRESS _____ TELEPHONE _____

MOTHER'S NAME _____ OCCUPATION _____

ADDRESS _____ TELEPHONE _____

NUMBER OF SIBLINGS DEPENDENT ON PARENTAL SUPPORT _____

ACADEMIC INFORMATION

HIGH SCHOOL NAME _____

ADDRESS _____ TELEPHONE _____

PRINCIPAL'S NAME _____ COUNSELOR _____

DATE OF GRADUATION _____ GPA _____

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COLLEGE/UNIVERSITY OF CHOICE _____

ADDRESS _____ ACCEPTED YES _____ NO _____

SECOND CHOICE _____

ADDRESS _____ ACCEPTED YES _____ NO _____

FINANCIAL INFORMATION

ARE YOU CURRENTLY EMPLOYED? YES _____ NO _____ HOURS/WEEK _____

EMPLOYER'S NAME/ADDRESS _____

HOW DO YOU PLAN TO FINANCE YOUR COLLEGE EDUCATION?

(ATTACH ADDITIONAL PAGE IF NECESSARY)

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SECTION - 8: BANQUET INVITATION LETTER

- A. The following letter will be sent to the winning applicant for invitation to the awards banquet:

Date _____

Dear Scholarship Applicant:

The Dallas County Peace Officers' Association would like to CONGRATULATE YOU for being selected as one of our 200 _____ Scholarship Recipients. You were selected from a field of outstanding High School Seniors and are to be commended for your outstanding educational achievements. We are pleased to be a part of your continued success as you proceed to the next level in your education.

You will be honored on _____ at the Dallas County Peace Officers' Association Annual Scholarship and Community Awards Banquet. This event will be held at the _____
At _____ p.m.

Please contact a Scholarship Committee member for further information. Congratulations again, and we look forward to meeting you.

Sincerely,

Dallas County Peace Officers' Association
Scholarship Committee

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ARTICLE XIII LEGAL REPRESENTATION CONTRACTS

SECTION - 1: BOARD APPROVAL

All members in good standing who require *Legal Representation* must contact a Station Representative or Board Member, before an attorney is contacted.

- A. *Any Regular or associate member*, who is in the course and scope, of their duties are covered under legal representation.

1. *Regular Member* - Must have a basic Peace or correctional officers' certification from the Texas Commission on Law Enforcement Officers' Standards and Education (TCLEOSE). A regular member may be active or retired member in good standing from a TCLEOSE recognized Law Enforcement or Criminal Justice Agency.

2. *Associate Member* - Law Enforcement or Criminal Justice Agency Non-Sworn employees who are not certified Peace Officers and Correctional Officers of a recognized Criminal Justice Agency.

SECTION - 2: LAW SUITS

- A. *CIVIL or CRIMINAL SUITS* - Must be *approved* by the *Board of Directors*, under the direction of the DCPQA - DALLAS COUNTY attorney representative.

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ARTICLE - XIV INDEMNIFICATION of DIRECTORS and OFFICERS

SECTION - 1: INDEMNIFICATION

Directors and Officers of this Corporation shall be *indemnified against any and all actions* brought against him or her pursuant to his or her carrying out the official business of the Corporation. The indemnification shall include reasonable attorney fees incurred pursuant to the defense of such claims. No Director or Officer may settle a claim wherein he or she seeks indemnification without first submitting a written request to the Board of Directors, and allowing said Directors *thirty (30) days* to respond to the request. The Corporation shall not indemnify Directors or Officers for intentional and willful misconduct determined to be grossly negligent.

ARTICLE - XV DEPOSITS, CHECKS, LOANS, CONTRACTS

SECTION - 1: DEPOSITS OF FUNDS

All funds of the Corporation not otherwise employed shall be *deposited* in such banks, trust companies or other reliable depositories as the Board of Directors from time to time may determine.

SECTION - 2: CHECKS

All checks, drafts, endorsements, Notes, Evidence of indebtedness, of the Corporation. And all endorsements, for deposits to the credit of the Corporation, shall be signed by such officers, agent or agents of the Corporation and in such manner as shall from time to time determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such *instruments shall be signed by the Fiscal Officer or Secretary* and countersigned by the Presiding Officer of the Board of Directors of the Corporation.

SECTION - 3: LOANS

No *loans* or advances shall be contracted *on behalf* of the Corporation, and no notes or evidence of indebtedness shall be issued in its name unless and except authorized by the Board of Directors. Any such authorization may be general or confined to specific instances, and may include authorization to pledge, as security for loans or advances so authorized, any and all securities and other personal property at any time held by the Corporation.

SECTION - 4: BONDING of OFFICERS and EMPLOYEES

The Fiscal Officer, and such officers and employees *handling funds* for the Corporation shall be bonded in such amounts as are determined by the Board of Directors at the expense of the Corporation.

ARTICLE XVI COMPENSATION and CONTRACTS with DIRECTORS and OFFICERS

SECTION - 1: COMPENSATION of DIRECTORS and OFFICERS

Members of the Board of Directors and other Officers shall serve *without compensation*. The Board of Directors may authorize reimbursement for reasonable expenses incurred by Directors in performance of their duties.

SECTION - 2: CONTRACTS with DIRECTORS and OFFICERS

Directors and Officers of this Corporation are *prohibited* from entering into contracts for goods and services with the Corporation.

ARTICLE XVII AMENDMENT of BYLAWS

SECTION - 1: AMENDMENT of BYLAWS

Amendments shall be made by any member in good standing and must be *submitted in writing* to the Board of Directors. The rationale for submitting the proposed amendment must be included.

SECTION - 2: NOTICE

The Board of Directors must give *thirty (30)* days notice in writing to all members that proposed amendment(s) will be put before the general body at the annual meeting of the membership. Said notice must outline the section of the bylaws to be amended and the proposed change.

SECTION - 3: VOTING REQUIREMENT

It shall requires *two-thirds (2/3)* of the members present at the annual meeting of the membership to amend the bylaws.

ARTICLE - XVIII INSPECTION OF RECORDS

SECTION - 1: INSPECTION of CORPORATE RECORDS

All records of the Corporation shall be *maintained at the principle offices* of the Corporation and shall be open for inspection upon written request of a member in good standing during normal business hours. Inspection shall be open to members only and shall include the right to make copies at the inspecting member's expense. The inspection member shall make a written request a *minimum of ten (10) days* prior to the date of the inspection to the Board of Direction, Secretary or other officer designated by the Board of Directors.

SECTION - 2: FISCAL YEAR

The fiscal year of the Corporation shall be the calendar year beginning *January 1st through December 31st*.