

ARTICLE III MEMBERSHIP

SECTION 1. CLASSES of MEMBERSHIP – The Corporation shall have five classes of membership (1) Regular; (2) Student (3) Retired (4) Honorary; and (5) Corporate.

- A. Regular Member – All Regular Members of BPA-DALLAS must have a basic peace officers’ or correctional officer’s certification from the Texas Commission on Law Enforcement Officers’ Standards and Education – TCLEOSE. Law enforcement or criminal justice agency non-sworn employees who are not certified peace officers and correctional officers of a recognized criminal justice agency. A regular member is an active member in good standing from a TCLEOSE recognized law enforcement or criminal justice agency.
- B. Student Member – college and/or high school students who have a desire to promote the goals and objectives of the association. These students will not hold a TCLEOSE certification.
- C. Retired Member – All Retired Members of BPA-DALLAS must have retired in good standing as a basic peace officer or correctional officer from a Texas Commission on Law Enforcement Officers’ Standards and Education (TCLEOSE) recognized law enforcement or criminal justice agency.
- D. Honorary Member – Any individual nominated by a Regular Member in good standing who is philosophically compatible with the aims and is supportive of the purposes of BPA-DALLAS may be granted Honorary Membership on the unanimous vote of the Board of Directors.
- E. Corporate Member – Organizations or corporations nominated by a member in good standing that are philosophically compatible with the aims and is supportive of the purposes of BPA-DALLAS 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 BPA-DALLAS Membership Application Form and all required dues to the Chapter Secretary.

SECTION 3. MEMBERSHIP APPROVAL of FORMER MEMBERS. All membership applications must be approved by the President and Vice-Presidents of the Executive Board. Former BPA-DALLAS members, who have dropped the association, may be subjective to the approval of the Executive Board when reapplying as a member.

SECTION 4. MEMBERSHIP RIGHTS - The following chart indicated membership rights:

MEMBER CLASS	ENTERTAIN MOTION	VOTE	COMMITTEE APPOINTMENT	COMMITTEE CHAIR	HOLD OFFICE
REGULAR	X	X	X	X	X
STUDENT	X			-	-
RETIRED	-	-	X		-
HONORARY	-	-	X	Co-Chair	-
CORPORATE	-	-	-	-	-

SECTION 5. MEMBER STANDING – A member in good standing will be those Regular and Associate Members who have paid all dues and assessments; whose membership have not been suspended or terminated;

- 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. However, the Board of Directors may, upon a majority vote, allow the General Membership to set, alter or 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.
- B. Assessment **may** include general assignment of members to assist in fundraising activities such as purchasing promotional items, contributing to dedicated funds; selling tickets making donations without expectation of remuneration.
- C. **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 BPA-DALLAS corporate activities.
 - 1. **Event.** Includes the Annual Banquet, the Valentines Scholarship Dance, the Christmas Toy Drive and Fundraiser, and other events that will be designated by the President in a reasonable time frame.
- D. **Requirements for Elective Office:** The minimum requirements for any member seeking elected or appointed office – shall be each candidate must be member in good standing prior to his or her nomination, any dues and Assessment arrear shall be cause for immediate disqualification.

Adherence to Mission, Objectives and Policies: A candidate has conducted his or her performance expectations in manner that garners the respect and confidence of the membership and the public, and/or organizational activities consistent with established and acceptable principles, policies and procedures.

- 1. **CHAPTER PRESIDENT:** must have a minimum of seven year on the Police Department and is a current Executive Board Member or past President of the association;
- 2. **EXECUTIVE VICE PRESIDENT:** must have a minimum of five years on the Police Department and is a current or past Executive Board Member of the association;
- 3. **SECOND VICE PRESIDENT, THIRD VICE PRESIDENT, SECRETARY, and FISCAL OFFICER:** must have a minimum of five years on the Police Department;
- 4. **SEARGEANT OF ARMS, PARLIAMENTARIAN, and DALLAS INDEPENDENT SCHOOL DISTRICT (DISD) DIRECTORS:** must have a minimum of three years on the Police Department.

SECTION 6. LOSS of MEMBERSHIP - Any member of BPA-DALLAS 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 vote of two-thirds of the Board of Directors present at any regular, general or special meeting.

- 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 offence 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 at a minimum on a quarterly basis.

- A. The Chapter President may change the frequency of schedule, date, time and place of the General Meeting to ensure good membership turnout. The President or his designee is responsible for ensuring that the membership is notified of any changes in the General Meeting date, time and place. The President shall reserve the right to call a General Meeting at anytime.

SECTION 2. BOARD MEETINGS – The Chapter President will schedule monthly Board of Director’s meetings to set, publish, and distribute an agenda for the General Meeting.

- A. The Chapter President has the 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. A quorum shall consist of those 40 percent plus (1) members of the Executive Board present at the meeting.
- C. Each year the Board of Directors will formulate goals and objectives. The goals and objectives include but are not limited to the board functions of vision, structure, accountability and advocacy. At the conclusion of the year the board shall reflect on the degree to which the goals and objectives have been accomplished by conducting a board self-evaluation and engaging in board development activities where needed.
- D. At the conclusion of each year, the Board of Directors shall evaluate its own performance in terms of generally accepted principles of successful board operation. Those principles include, but are not limited to such areas of board operations as policy development, management, activities, education, and communication with members and the community.

SECTION 3. SPECIAL MEETINGS – Special Meetings of the Membership may be called when fifty percent – plus one (1) of the Membership or the 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. The Chapter President has the discretionary authority to call special meetings of the Board of Directors at anytime to attend to the affairs of the corporation.

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 BPA-DALLAS. The final authority (election or recalling directors and dissolution of the Corporation) is vested in the General Membership.

SECTION 2. BOARD COMPOSITION – BPA-DALLAS Board of Directors shall be composed of the duly elected officers/directors. At no time shall the Board of Directors consist of less than eight (8) directors by election or appointment.

SECTION 3. EXECUTIVE BOARD MEMBERS – The Executive Officers of the Board of Directors will be the President, Executive Vice Presidents, 2nd and 3rd Vice President, the Secretary, Fiscal Officer, Sergeant at Arms, and Parliamentarian, and DISD Directors 1st, 2nd, and 3rd, and those similar there of, shall be governed by the policies set forth by the association.

SECTION 4. APPOINTED OFFICERS – The President may appoint such officers – from time to time – or pursuant to a delegation of power in accordance with the provisions thereof, such officers to have authority and to perform the duties prescribed, by the Board of Directors and the association, providing the position is vacant upon appointment.

SECTION 5. QUORUM – A quorum of the Board of Director shall exist when **forty percent (40%)** plus one (1) members of the Board of Directors are present at a regularly scheduled meeting or special meeting.

SECTION 6. TERM of OFFICE – The term of office for all board members is two (2) years unless otherwise express.

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 10. 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 **Executive Vice President, then** the 2nd to the 3rd Vice Presidents. In the event the three (3) Vice Presidents are unable to succeed the president, the Chapter Secretary shall become the Deputy President Pro-Tem and call for a Special Election for the vacated offices. The Special Election will occur within sixty (60) days for the vacated offices. If no vice-president position is occupied the finally elected President shall reserve the right to appoint to such vacated positions.

SECTION 11. 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 providing that the correct absentia and proxy forms are completed, signed, and turned in before the start of any official proceeding.

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

SECTION 12. DUTIES and RESPONSIBILITIES of OFFICERS:

- A. PRESIDENT – Preside at all meetings of the Corporation and shall preserve order and decorum; be responsible for day to day operations; set policy and procedures; 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 caused 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 introduced 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. EXECUTIVE 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. He/she will chair a minimum of one committee assigned by the President.
- C. 2nd VICE PRESIDENT – In the absence of the President and the 1st Vice 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. He/she will chair a minimum of one committee assigned by the President.
- D. 3rd VICE PRESIDENT – In the absence of the President, 1st Vice President, and 2nd Vice 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. He/she will chair a minimum of one committee assigned by the President.
- E. 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. Keep a record of the membership of this association and prepare all certificates of membership.
- F. FISCAL OFFICER – Shall receive all funds of the association accruing from membership dues, donations, 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. For any item requiring a countersignature shall be determined by board policy. In case of his/her absence, inability, refusal or neglect to do or perform the duties of his/her office, such duties may be transferred and performed by any member so directed by the President. The Fiscal Officer will perform a yearly inventory of all possessions owned by the BPA-DALLAS. The Fiscal Officer may be required to post a bond in the sum set by the Board of Directors prior to assuming the duties of his/her office, which bond may be conditioned upon true and faithful performance of the duties of the office, and shall be payable upon proof of default. The premiums for any expense shall be borne and paid out of the funds of this association.

- G. 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.
- H. PARLIAMENTARIAN – Shall attend all meetings of the membership and offer guidance – at the direction of the presiding officer - regarding correct parliamentary procedure, following The Standard Code of Parliamentary Procedure. The Parliamentarian will educate, verbally and written, all members involved in board procedures. The Parliamentarian shall never rule but shall only give an opinion and the presiding officer shall rule. He/she shall never take sides in matters before the board so that his impartiality can never be called into question. He/she shall have in his possession at each meeting a copy of the Constitution, Bylaws, Policy Manual, and the current updated version of the *Standard Code of Parliamentary Procedure*.
- I. IMMEDIATE PAST PRESIDENT – The Immediate Past President is the Board Member who most recently served as President. The Immediate Past President will be appointed by the current President as an official voting member of the Board of Directors. The Immediate Past President shall act as an advisor to assist the Association President and shall perform such duties or functions as will benefit the Association. He/she will retain the title for two years after serving as President.
- J. APPOINTED OFFICERS – The President may appoint the following to ensure the efficient operation of the association:
 - 1. 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.
 - 2. FINANCIAL SECRETARY/COMPTROLLER – Shall develop, monitor, and report the corporate accounting activities and practices consistent with the General Acceptable Accounting Practices (GAAP) to the BPA-Dallas Board of Directors; 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.
 - 3. STATION REPRESENTATIVES. Shall be the responsible BPA-DALLAS contact person assigned to agency bureaus, divisions, sections, units, and offices. These representatives shall maintain the association's bulletin boards and ensure notices of meetings, newsletters, and correspondence is distributed to the membership in their respective assignments.
 - 4. 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.

5. CHAPLAINCY. Shall be appointed to promote and encourage a spiritual atmosphere at all meetings of the membership.
6. PUBLIC RELATIONS OFFICER – Shall be responsible for the composition and delivery of press releases, organizational statements, and promotional advertisements for the association under the direction of the president.
7. NATIONAL BLACK POLICE ASSOCIATION (NBPA) NATIONAL AND REGIONAL DELEGATE(S) – shall be responsible for maintaining and coordinating information from the NBPA Southern Region. This includes but is not limited to attending board meetings, conferences, and on appointed committees. This position will be governed according to board policy.
8. HISTORIAN – Shall be responsible for coordinating and maintaining records of historical value associated with the organization. This includes identifying, formulating, designing, codifying and maintaining all records, pictures, and all other relevant information; be well versed in organization history; be versed in local, state and national history of the organization.
9. EXECUTIVE ASSISTANT to the PRESIDENT – shall assist the president with day to day operations and his/her associated administrative duties. This includes maintaining and coordinating all duties assigned by the president.
10. 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 simple majority vote. All Appointed Offices will be a two year term except as for the provision previously stated.

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 July of the **even** 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 necessary 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:

- a. Determining the polling place(s) for which the election is to occur.
- b. Select location(s) for polling place(s) prior to the date and publish it for the General Membership.
- c. Enlisting and assigning volunteer workers to staff polling places.
- d. Obtaining and distributing equipment and supplies required in the polling places.
- e. Selecting a location for and equipping headquarters for the Committee.
- f. Devising the form, arranging for the production of, and distributing BPA-DALLAS Candidate's Profile forms to candidates for director.

- g. Convening meetings as it sees fit for the purposes of informing candidates of election rules.
- h. Devising the form, arranging for, and supervising the reproduction of ballots.
- i. Certifying the adequacy of BPA-DALLAS Candidate's Profiles submitted by candidates and making public announcement of the names of the certified candidates who qualify by timely filing of profiles.
- j. Verifying that no person has voted more than once in any election.
- k. Tallying the votes and certifying the results to the Board of Directors.
- l. Making all other necessary and appropriate arrangements and determinations with respect to the nomination and election process.
- m. Sixty days before the election, publicizing through the association publication, bulletin board and other approved organizational information system and 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.
- n. Thirty days before the election, the Committee shall cause to be published notice - through the association publication, 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, and giving the names of the eligible candidates for each office. The notice shall state that a voter should present a current BPA-DALLAS membership card or other acceptable identification. The Election Committee shall not include the names of Write-In Candidates in the advertisements announcing the election.

SECTION 4. SCHEDULING. Elections for President, Executive Vice President, and Secretary and Parliamentarian should be elected in **odd** numbered years. Elections for 2nd Vice President, 3rd Vice President, Fiscal Officer, and Sergeant at Arms should be held in **even** numbered years. All other officers will be held in odd numbered years. The President shall reserve the right to place any other appointed position on the ballot for election in odd numbered years. The BPA-DALLAS elections will occur on the 3rd Saturday in the month of November.

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 calendar year; this pertains to members nominating themselves. Nominations of person not in attendance or who have 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 BPA-DALLAS Candidate's Profile to the Nomination and Election Committee within 5 calendar business days of their nomination. The Nomination and Election Committee will certify each candidate as a member in good standing standards consistent with these bylaws and publish the slate of candidates on BPA-DALLAS 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 BPA-DALLAS Candidate's Forum at the General Meeting of the Membership in October of the 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 disavowed.

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 LIAISON – The President shall designate a board liaison to serve as the liaison between the Nomination and Election Committee to ensure compliance with this electoral process. Such designee may be the Immediate Past 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 association publication, its bulletin board system and/or 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 methods, number and locations of polling places. The Committee shall select a well-known site that provides public access, adequate access to disabled persons, adequate parking, and clearly marked entrances.

SECTION 13. 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 14. POLLING OFFICERS 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 candidate's 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 15. 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 the BPA-DALLAS 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 shall be counted without unnecessary delay.
- B. No voter shall cast more than one ballot.

SECTION 16. 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. Upon such verification, the voter shall register in the poll book, entering signature, residence address, and (if listed) residence phone number.
 - 2. 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.
 - 3. The polling staff shall deliver the sealed ballot box(s) to the Nomination and Election Committee immediately upon the closing of the polls.

SECTION 17. 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 contact 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 thirtieth (30th) day before Election Day.

- 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 or a manner determined by board policy.
- 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. The absentee ballot must be in the possession of the Election Chairman before the final day closing of the polls.
- 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 18. COUNTING of BALLOTS – The counting of ballots shall be done by the Election Committee at 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 19. ELECTION RESULTS – The candidate in each contested office receiving a simple majority 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.
- 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 as a qualified candidate by the Nomination and Election Committee may be certified as the winner of an election.

SECTION 20. 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 hearing the complaint.

SECTION 21. CONDUCT AT THE POLLING SITE –

- A. Distance from Polling Place. No person shall engage in any electioneering or campaigning within 50 feet of the premises of the polling place during the time the poll is open.
- 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 accosting 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 22. 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 initialed by the Nomination and Election Committee Chair and placed in a tamper-proof 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 for an additional two (2) weeks. If no challenges are made within this time period, the ballots shall be destroyed.
- G. Ballots not used in the election shall be shredded and disposed.

SECTION 23. INSTALLATION OF OFFICERS – The installation ceremony will take place not later than the 2nd Saturday in December of the 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 RIGHT HAND.**

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

RESPONDENTS: **I WILL.**

SECTION 24. REMOVAL of DIRECTOR – Any officer, except the president, of the corporation may be removed from office for any act detrimental or contrary to the interest of BPA-DALLAS, incompetence, inattention to duties of their office, conduct unbecoming of an officer, upon the written recommendation of two-thirds vote of the Board of Directors present in a regular meeting or general meeting. The President must be removed by a two-thirds vote of the Board of Directors in Executive Session. The President may request an appeal before the Board of Directors at the first Executive Board Meeting thereafter. The Executive Board of Directors shall hear all the evidence then render a decision upholding or reversing the previous decision by a two-thirds vote. All other officers may request an appeal before the Board of Directors at the first regular or general board meeting thereafter.

SECTION 25. REMOVAL PROCESS – Said officer shall be notified by certified mail – return receipt requested – 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 be held within 30 days. The Hearing Panel will consist of the President, the Vice Presidents, and the Secretary (non-voting member).

SECTION 26. RESIGNATIONS – Any officer may resign at any time by giving written notice to the President or the Secretary of the Association. Such resignation shall take effect at the time specified therein or, if no time is so specified, shall take effect immediately; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 27. BOARD ATTENDANCE – Any director who misses two (2) consecutive and properly noticed meetings of the Board and fails to notify the presiding officer or his designee in a timely fashion of the absence and does not provide 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. The board will declare a board member's position vacant after four (4) consecutive unexcused absences from regular and/or general board meetings. The board will declare a board member's position vacant after four (4) unexcused absences from regular and/or general board meetings in one (1) calendar year. A resolution of removal signed by the President and Secretary will be sent by certified mailed to the Director or Board Member 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 28. BOARD CONTACT DATA – All elected and appointed officers of BPA-DALLAS are required to provide the Secretary a Change of Address and Telephone Notice within ten (10) days of the change.

ARTICLE VII. NO STRIKE CLAUSE

SECTION 1. DECLARATION – Neither BPA-DALLAS 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.

ARTICLE VIII. AFFILIATIONS

SECTION 1. TEXAS PEACE OFFICERS ASSOCIATION (STATE) – BPA-DALLAS is a charter affiliate of the nation's first African American peace officers' association – founded in 1935 in Houston, Texas.

SECTION 2. NATIONAL BLACK POLICE ASSOCIATION (NBPA) – BPA-DALLAS sponsors and houses the local NBPA Dallas Chapter. The association will sponsor the minimum required members for a NBPA Dallas Chapter (City of Dallas) yearly. The sponsorship shall be incumbent upon the financial stability of the local organization as determined by the BPA-Dallas Board of Directors.

SECTION 3. NATIONAL ASSOCIATION for the ADVANCEMENT OF COLORED PEOPLE – BPA-DALLAS will be a lifetime member of the NAACP.

SECTION 4. BLACK POLICE ASSOCIATION POLITICAL ACTION COMMITTEE. The BPA-Dallas will be affiliated with the Black Police Association Greater Dallas Political Action Committee.

SECTION 5. OTHER AFFILIATIONS – The Board of Directors shall determine other affiliations; short and long term.

ARTICLE IX. OPPORTUNITIES FOR DEVELOPMENT

SECTION 1. OPPORTUNITIES for DEVELOPMENT. Opportunities for Development. Board of Directors are encouraged to attend local, state, regional, and national meetings of their organizations at least twice in a two (2) year term. This section should be governed in accordance with board policy.

ARTICLE X. AMENDMENTS of CONSTITUTION and BYLAWS

SECTION 1. PROCESS – The Constitution and Bylaws of BPA-DALLAS **may be amended during a special meeting of the membership. The members in good standing shall eligible to vote** provided that notice of the amendment(s) being proposed were mailed and/or delivered to each regular member at least thirty (30) days prior to the vote and ratification. .

- A. All proposed alterations or amendments to the Constitution and/or Bylaws of the BPA-DALLAS will be made in writing.
- B. The President will have due authority to formulate a Constitution and Bylaws Committee who will be vested with the authority to make recommendations to the board of directors to correct misspellings, grammatical errors, and bring clarity to document due to past amendments or otherwise. The authority will not allow the committee nor the Board of Directors to change the meaning of any article in Constitution or Bylaws.
- C. All amendments will have an effective date and time in which the amendment will be enacted.