



Policies and Procedures Manual

Texas Citizen Police Academy Alumni Association Policies and Procedures

Accepted July 23, 2011

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**Texas CPAAA
Mission Statement**

The mission of the Texas Citizen Police Academy Alumni Association is to assist and educate the various Citizens Academy Alumni Associations within the State of Texas to better serve their communities by more effectively partnering with and supporting the law enforcement agencies in their area.

We will accomplish this through educational classes, seminars and group gatherings. The educational process will be conducted by law enforcement agencies from local, county, state and federal jurisdiction and any other organization dealing with security issues. In having the tools to be more vigilant, the local CPAAA's can be significant assets to their sponsoring law enforcement agencies while also providing valuable opportunities for civic-minded citizens to give back to their communities as volunteers.

Education in vigilant activities could encompass the topics of drugs, gangs, missing children and adults, along with other subjects as needed.

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Section A: Answering an Email Message(s)

Purpose: A timeframe to respond to the person(s) email, will be 24 hours of receipt, if only to reply “**Received**”. If the verbiage “**Action Required**” is in the subject line, an action must take place, along with a reply to the sender.

If the communication is directed to one person, that person will be listed at the beginning of the body of the message. If communication is directed to the board as a whole, name(s) will appear at the beginning of the message.

Note: Any reply to messages will be sent: **Reply All**

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Section B: Oath of Office and Certificate

Purpose: All TCPAAA Board Members will be sworn in at the time of taking an office on the board and receive a certificate.

The oath will be given by a Sworn Peace Officer and will be presented as written below. A certificate will be given to each person taking office and will be signed by the TCPAAA President and Officer giving the oath.

Oath of Office

(Repeat after me)

I, (state your name) - - Do solemnly swear - - in the presence of fellow members and friends - - to uphold the office of - - (state your office) to the best of my abilities. - - I realize it is an important responsibility, - - and I will conduct myself accordingly.

I will be a leader, and strive to make decisions - - for the betterment of the association. And when the office is vacated, - - I will share what I have learned with my successor. So help me God.

Congratulations

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Certificate

Attached

Oath of Office

FOR

TEXAS CITIZEN POLICE ACADEMY ALUMNI ASSOCIATION

I, *NAME*, DO SOLEMNLY SWEAR IN THE PRESENCE OF MY FELLOW MEMBERS AND FRIENDS TO UPHOLD THE OFFICE OF *OFFICE* TO THE BEST OF MY ABILITIES. I REALIZE IT IS AN IMPORTANT RESPONSIBILITY, AND I WILL CONDUCT MYSELF ACCORDINGLY.

I WILL BE A LEADER, AND STRIVE TO MAKE DECISIONS FOR THE BETTERMENT OF THE ASSOCIATION AND WHEN THE OFFICE IS VACATED I WILL SHARE WHAT I HAVE LEARNED WITH MY SUCCESSOR.

SO HELP ME GOD

SIGNATURE

SWORN OFFICER

TCPAAA PRESIDENT

DATED

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Section C: Meeting Minutes Submitted for Review

Purpose: To assure the meeting minutes are sent out for review and correction made in a timely manner.

The TCPAAA minutes from a meeting will be completed and sent to board members **15 days** from the last meeting date. The Board will have **5 days** to insure items discussed are correct and/or items have not been forgotten. All changes/corrections will be sent back to the Secretary for correction. The Secretary will have **5 days** to make the suggested changes/corrections and then send to the Board and the Web Master for posting. The web master will have **5 days** to post to the website. These minutes will be considered official when approved and need to be accurate and in order.

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Section D: Meeting Absences

Purpose: Action taken if Board Member(s) are absence from 2 (Two) of the scheduled board meetings.

Board members are required to attend the TCPAAA meetings scheduled. These are prescheduled meetings that occur five times a year. Three presently held in Buffalo, TX., one for the Convention Walk through (hosting CPA and/ CPA's Cities) and the Yearly Convention. The prescheduled meetings in Buffalo, TX. are always on the third Saturday of January, April and October.

No Board Member(s) can miss more than 2 (Two) of the meetings in a calendar year (Convention to Convention). If the Board Member(s) misses more than 2 (Two), his or her resignation will be required.

Note: A sign in sheet will be provided at all meetings and will be kept by the Secretary as an official document. Each Board Member will sign in.

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Section E: Meeting Dates

Purpose: Scheduled meeting dates for the TCPAAA Board and Conventions.

The meeting dates are as follows:

1. Third Saturday in January.
2. Third Saturday in April.
3. Walk Through prior to Convention. (This date will be scheduled at the April Meeting).
4. Convention (Dates will change each year).
5. Third Saturday in October.

Note: The Saturday dates for the next year will be listed by the date at the October meeting and noted in the meeting minutes.

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Appendix F: Election Ballots (Even & Odd Years) and Tally Sheet

Purpose: A standardized election ballot and tally sheet for the election of TCPAAA Officers.

The standardized sheets can be used from year to year for the election of officers. The ballot and tally sheet can be preprinted and will allow for any and all nominations from the floor.

Note: See attached sheets. (**Pages 8 – 11**)

Note: The ballots must be kept in a sealed envelope, with Convention date and Convention Host(s) name on front of envelope, following the collection and count at each Convention. This will be kept for a period of three years and when destroyed, it will be in minutes of the Board Meeting that action has been taken. This is a task assigned to the Secretary's position and duties.

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(Even Years) 20__

President

	Name	Vote
1.		
2.		
3.		
4.		
5.		
6.		

1st Vice President

	Name	Vote
1.		
2.		
3.		
4.		
5.		
6.		

3rd Vice President

	Name	Vote
1.		
2.		
3.		
4.		
5.		
6.		

Secretary

	Name	Vote
1.		
2.		
3.		
4.		
5.		
6.		

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Odd Years) 20__

2nd Vice President

	Name	Vote
1.		
2.		
3.		
4.		
5.		
6.		

4st Vice President

	Name	Vote
1.		
2.		
3.		
4.		
5.		
6.		

Treasurer

	Name	Vote
1.		
2.		
3.		
4.		
5.		
6.		

Sergeant at Arms

	Name	Vote
1.		
2.		
3.		
4.		
5.		
6.		

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Section G:

Purpose: Alternate Convention Delegate

Each voting alumni association and law enforcement agency in Texas is eligible to appoint and certify to the TCPAAA Secretary an alternate convention delegate for the sworn delegate role. This individual must be qualified as a TCPAAA member in good standing with voting privileges. This appointment will serve during the current annual convention as the agency's alternate representative. This alternate will serve as the convention delegate in the absence or the inability of the sworn delegate to serve. Alternate will support the convention with the non-sworn delegate in their role and ability to give direction and vote on business operations.

NOTE: The Alternate Convention Delegate form (**ref.: Page 13**) will be completed prior to the Annual Convention and given to the TCPAAA Secretary for record of attendance.

By Law: 8.3 Alternate Convention Delegate

Each voting alumni association and law enforcement agency in attendance will appoint and certify to the TCPAAA Secretary their alternate convention delegate as a member in good standing with the voting privileges and to serve as its alternate convention delegate to the Convention. This person will serve as the convention delegate in the absence or the inability of the convention delegate to serve and will assist the convention delegate in their role.

Continued on page 13.

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Continued from page 12.

Section G:

Alternate Convention Delegate Form

Each voting alumni association and law enforcement agency in Texas is eligible to appoint and certify to the TCPAAA Secretary an alternate convention delegate for the sworn delegate role. This individual must be qualified as a TCPAAA member in good standing with voting privileges. This appointment will serve during the current annual convention as the agency's alternate representative. This alternate will serve as the convention delegate in the absence or the inability of the sworn delegate to serve. Alternate will support the convention with the non-sworn delegate in their role and ability to give direction and vote on business operations.

Complete the Appointment Certification below:

I _____ appoint and certify, _____ as my alternate
convention delegate

for the 20__ Convention.

Date: _____

Signature: _____

Sworn Delegate

I _____ accept this appointment for the 20__ TCPAAA Convention as the Alternate
Delegate to represent the Sworn Delegate position from our association.

Date: _____

Alternate Signature: _____

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Section H: Meeting Agenda

Purpose: To assure the meeting agenda items are sent out in a timely manner.

The TCPAAA agenda items for a meeting will be requested by the Secretary **30 days** after the last meeting from the Board. The TCPAAA Board will have **5 days** to respond with any items and the time(s) required for discussion, that need added to the agenda. All Committee Chair persons will have the same responsibility to respond the agenda request with items and time(s). The Secretary will have **5 days** to compile an agenda, once the deadline has passed. The agenda will be sent to the Board and Web Master for posting **30 days** prior to the meeting.

Section I: Convention Site Selection

Purpose: The Delegates Meeting will be used to select the site for the Annual Texas Citizen Police Academy Alumni Association (TCPAAA) Convention.

Each attending CPA Alumni Association selects one (1) member to act as a delegate, and each attending law enforcement agency selects one (1) member to act as a delegate during the voting process. No Agency or Association will be allowed to vote by proxy. Delegates must be present at the voting process in order to cast a vote.

Each city bidding will be allowed thirty (30) minutes to make their respective presentations to the delegates at the Delegate Meeting. This should be ample time to allow everyone to discuss the bids with their respective delegates. Delegates will cast their votes immediately following all presentations. The Vote Tabulation Team will consist of one citizen and one law enforcement officer from the past two convention sites. The site selected will be announced at the Awards Banquet.

Site Bid Information & Requirements

Any city within Texas interested in bidding for the Texas Citizen Police Academy & Law Enforcement Annual Training Convention must **submit a proposal to the TCPAAA** Site Selection Committee by June of the current Convention Year. Bid proposal packages must include the following information:

1. Meeting Facilities

- (a) Description and location of the meeting facilities and/or convention center.
- (b) At least six (6) individual classrooms, which hold at least 50 people each.

2. Hotel

- (a) Description & location of the hotel.
- (b) Host hotel must be within five (5) walking minutes to the classrooms.
- (c) Rooms & room rates blocked for the convention.
- (d) Adequate parking.
- (e) A restaurant on site or within five (5) walking minutes from the hotel.

3. Convention Agenda

- (a) Proposed activities.
- (b) Schedule of events.

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4. Proposed Curriculum

- (a) Course content.
- (b) Class structure & content.

5. Miscellaneous Information

- (a) Contact person for bid, including address, phone, fax, or email if available.

Bid proposal packages must be received no later than June 1, of the current Convention Year.

Mail Bid Proposal Package to:

**Texas CPAAA
ATTN: Convention Site Selection
1400 Bradford Trace St.
Allen, TX 75002**

Section J: Assigned Committees

Purpose: To identify assigned committee members. The TCPAAA Officer(s) elected to that position will be responsible for completing the attached committee information sheet for their assigned committee(s). This task will be completed prior to the first TCPAAA Board Meeting after the Convention, in October. If the TCPAAA Officer(s) elects not to fill the committee position(s), this will be the decision of that officer. The function of that committee will need to be completed.

The Audit Committee will be filled by the TCPAAA President with the assistance of the Treasurer.

Note: The TCPAAA Board Position and Assigned Committee Form located page 18.

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TCPAAA Board Position & Assigned Committees

1st Vice President

Membership Committee

Name	Phone Number	Email Address
1.		
2.		
3.		

Communications Committee

Name	Phone Number	Email Address
1.		
2.		
3.		

Sponsorship Committee

Name	Phone Number	Email Address
1.		
2.		
3.		

2nd Vice President

By Laws and Standing Rules Committee

Name	Phone Number	Email Address
1.		
2.		
3.		

Nominations Committee

Name	Phone Number	Email Address
1.		
2.		
3.		

4th Vice President

Convention Committee

Name	Phone Number	Email Address
1.		
2.		
3.		

Site Selection Committee

Name	Phone Number	Email Address
1.		
2.		
3.		

Treasurer

Audit Committee

Name	Phone Number	Email Address
1.		
2.		
3.		