

LOS ANGELES WOMEN POLICE OFFICERS and ASSOCIATES (LAWPOA)



Balancing Equality in Leadership since 1925

CONSTITUTIONAL BYLAWS

October 9, 2015
Los Angeles, California

NAME, OFFICES and INCORPORATION

1. **Name:** The name of this Association is the Los Angeles Women Police Officers and Associates (LAWPOA).
2. **Offices:** The Association may have offices at such places chosen by the Board of Directors for the purposes of conducting Association business.
3. **Incorporation:** This Association is incorporated as a Tax-Exempt Non-Profit Corporation under EIN: 26-3700881, in Los Angeles, California, as: Los Angeles Women Police Officers and Associates.

ARTICLE II

TERM, DEFUNCT STATUS and DISSOLUTION ASSET DISTRIBUTION

1. **Term:** The term for which this Association is organized shall be perpetual.
2. **Defunct Status:** Should the Association enter into *Defunct Status* due to a lack of a Board of Directors or any other extenuating circumstances the assets of the Association shall be deposited into the Los Angeles Police Foundation until which time the Association returns to Active Status.
3. **Dissolution:** Upon the dissolution of the Association, the assets of the Association shall be distributed to the Los Angeles Police Foundation and/or any other charitable or educational organization, which qualify under the provisions of 501(c) (3) of the Internal Revenue Code and its regulations as they now exist or as they hereafter be amended.

ARTICLE III

PURPOSE, MISSION AND GUIDING PRINCIPLES

1. **Purpose:** To promote the status of and increase the representation of women in leadership positions in the public safety profession; create and set a professional standard of service and conduct among all members of public safety; and to bind the members in a bond of support, recognition, leadership and community service that is above and beyond the call of duty.
2. **Mission:** To support our membership in the public safety profession in the achievement of their individual and professional goals by contributing to their educational and career development by providing professional networking avenues, scholarships, training and peer mentoring.
3. **Guiding Principles:** The Board of Directors should strive to follow and/or reflect the following Guiding Principles and encourage the membership to follow suit:
 - A. Embracing Diverse Opinions
 - B. Professional Service and Conduct
 - C. Respect for Others
 - D. Embracing Human Differences
 - E. Quality Police/Community Relationships

ARTICLE IV

MEMBERSHIP

1. **Membership:** This Association shall have five classes of members: *Active Los Angeles Police Department (LAPD)*, *Active City of Los Angeles Employees*, *Active Affiliate*, *Emeritus* and *Honorary*.
 - A. **Active LAPD:** All employees of the LAPD, both sworn and civilian (non-sworn) are eligible for *Active LAPD* membership status.
 - B. **Active City of Los Angeles Employees:** All employees of the City of Los Angeles are eligible for *Active City of Los Angeles Employees* membership status.
 - C. **Active Affiliate:** An employee of any public safety agency, sworn or civilian (non-sworn), outside of the City of Los Angeles, and all others affiliated with public safety/criminal justice, including those employed as Reserve Officers and those privately employed as Special Police Officers or Security Officers, and any person who by training and experience or other professional attainments in public safety work, as determined by the Membership Committee, are eligible for *Active Affiliate* membership status.
 - D. **Emeritus:** A member of any public safety agency or any agency affiliated with a public safety agency, after retirement **in good standing**, has the privilege of *Emeritus* membership status by annual payment, due on the first of March.
 - E. **Honorary:** Persons of distinction whose vocations, goals and interests are similar to those within the public safety community, upon the recommendation of the Board of Directors at a regular meeting of the Association, may be elected to *Honorary* membership by majority vote of those present. *Honorary* members shall have all the rights and privileges of *Active* members **except holding office and voting** and shall be exempt from the payment of dues. The President of the Los Angeles Board of Police Commissioners and the Chief of Police of the Los Angeles Police Department shall have *Honorary* membership status.
2. **Eligibility:** The Board of Directors, or a designee, shall confirm the eligibility of potential members. The Association reserves the right to refuse or discontinue membership. In the event that an application is rejected, any pre-paid membership fee shall be returned to the applicant.
3. **Members in Good Standing:** All *Emeritus* and members shall be considered in good standing when their membership dues are current, have been a member for at least six months and they are in compliance with the Association's Guiding Principles.
4. **New Members:** Each new member will receive a welcome letter, a copy of the Constitutional Bylaws, a LAWPOA membership pin and challenge coin.
5. **Member Dues:** Membership dues for *Active LAPD* and *Active City of Los Angeles Employees* are payable bi-weekly or annually, payable on the first day of March. Membership dues for *Active Affiliate* and *Emeritus* members are due annually, payable on the first day of March.
6. **Member Rights:** Except as qualified by definitions of membership, the rights of a member to vote and all rights, title and interest in or to the Association shall cease upon the termination of membership. **No member shall be entitled to share in the distribution of the corporate assets upon the dissolution of the Association.**

7. **Members in Arrears of Dues:** No member shall be entitled to notice of yearly dues of the arrears of dues of the Association, nor of arrears, but is obliged to ascertain when payments are due. Members in arrears of dues may receive a courtesy letter to ascertain whether they wish to continue membership.
8. **Resignation of Membership:** Any member may resign from the Association by sending a written notice of resignation to the Administrative Assistant of the Association. It is the responsibility of the resigning *Active LAPD* or *Active City of Los Angeles Employee* member to contact the City of Los Angeles Controller's Office and cancel their automatic deduction of LAWPOA's dues.
9. **Removal of Membership:** Any member may be removed by the Board of Directors by the affirmative vote of two-thirds of the Board of Directors at any regular meeting for conduct detrimental to the interests of the Association. Any such member proposed to be removed shall be notified in writing by registered mail.

ARTICLE V

MEETINGS

1. **Robert's Rules of Order:** Robert's Rules of Order shall govern the conduct of all meetings except as may be otherwise in the Constitutional Bylaws.
 - A. The Order of Business shall be as follows:
 1. Call to Order
 2. Roll Call of Board members
 3. Reading of last meeting's minutes
 4. Correspondence
 5. Treasurer's Report
 6. Committee Reports
 7. Old Business
 8. New Business
 9. Adjournment
2. **Annual General Membership Meeting:** The Annual General Membership Meeting shall be held at such date, location and time as determined by the Board of Directors. The Annual General Membership Meeting shall include the following topics:
 - A. Introduction of the Board of Directors.
 - B. Introduction of the Constitutional Bylaws updates and ratification.
 - C. Issuance and collection of voting ballots from only members in good standing.
 - D. Update each member's contact information.
 - E. Announcement of the upcoming LAWPOA events.
3. **Notice:** Notice of the Annual General Membership Meeting stating the date, time and place shall be given to each voting member via U.S. mail and/or posted on the LAWPOA website not less than ten (10) days prior to each meeting.
4. **The Constitutional Bylaws Ratification:** For the purposes of ratification, the Constitutional Bylaws updates shall be posted on the Association's website not less than ten (10) days prior to the Annual General Membership Meeting.
5. **Quorum:** At the Annual General Membership Meeting of members of the Association, the presence of a majority of members present and eligible to vote shall constitute a quorum for all purposes except, as otherwise provided. The act of a majority of the members present at

- any meeting at which there is a quorum shall be the act of the full membership except as may be otherwise specifically provided by statute or by these Constitutional Bylaws.
6. **Voting:** At every meeting of the members, each active good standing member shall be entitled to vote. Each active member in good standing is entitled to one vote. Upon the demand of any member, the vote, upon any question raised at the meeting, shall be made by closed ballot.
 7. **Waiver of Notice:** Whenever under the provisions of these Constitutional Bylaws, the Board of Directors or any committee thereof is authorized to take any action after notice to the members of the Association has been made or the prescribed period of time has already lapsed. At any time before or after such action is completed, such requirements may be waived in writing by the person or persons entitled to such notice or entitled to participate in the action to be taken or by his/her authorized representative.

ARTICLE VI

BOARD OF DIRECTORS

1. **Government:** Subject to the direction of the members of this Association at their Annual General Membership Meetings, the business and property of the Association shall be managed and controlled by the Board of Directors who shall implement the general policy of this Association. The LAWPOA Standing Rules shall constitute the policies and procedures for all business meetings and shall govern all matters not herein covered.
2. **Members:** The members of the Board of Directors shall consist of:
 - A. Elected members with a vote: President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary, Treasurer, Sergeant at Arms and;
 - B. All elected members of the Board of Directors shall be *Active LAPD* members.
3. **Election, Term of Office and Qualifications:** The Officers of the Board of Directors shall be:
 - A. President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary, Treasurer and Sergeant at Arms shall be elected according to Election Procedures.
 - B. The elected Officer and/or nominee must be a member in good standing.
 - C. The President may only serve two (2) consecutive terms and shall serve a minimum of two (2) consecutive years for each term.
 - D. These members shall be called Officers.
 - E. Nominations may only be made and accepted by *Active* members.
 - F. All Officers shall be elected every **two (2)** years by the membership. The President shall be elected each alternate year.
 - G. Except for the position of President, there is no limit as to the number of terms an Officer may hold. Terms are governed by the election process.
4. **Voting:** Only those members of the Board of Directors who were elected to office, those appointed to elected positions and the Chair of Board of Trustees, have a vote at the Board of Directors Meetings. At all Board of Directors Meetings, *a quorum shall be necessary and sufficient for the transaction of business.*
5. **Interim Voting:** Where committees are unable or unauthorized to decide or forward recommendations for action and during interim periods between scheduled Board of Directors Meetings, Association business may be conducted through mail or electronic means to all voting members of the Board of Directors. A two-thirds majority of the voting

- members of the Board of Directors shall decide outcomes. Notice shall be given for a response time, which must accommodate vacations and days off.
6. **Resignation:** Any member of the Board of Directors may resign at any time by giving thirty (30) days written notice of such resignation to the President and the Board of Directors. The 30 days may be waived during exigent circumstances.
 7. **Removal:** Any member of the Board of Directors may be removed from office by the affirmative vote of two-thirds of the Officers of the Board of Directors present at any Board of Directors Meeting or emergency meeting called for that purpose, for nonfeasance, non-compliance of Board Standing Rules, lack of attendance, or for any other conduct detrimental to the interests of the Association. Any member of the Board of Directors proposed to be removed shall be entitled to at least thirty (30) days notice in writing of the meeting of the members at which the removal is to be voted upon and shall be entitled to appear and be heard by the members. Should the Officer considered for removal fail to be present at this meeting voting will be conducted and the member shall receive written notice of the Board of Directors' decision.
 8. **Vacancies:** Any vacancy for the Office occurring on the Board of Directors may be filled immediately by Presidential appointment. The appointed member must have the same qualifications for the office as laid out in the election procedures. The person appointed shall hold office and serve until the next meeting of the Board of Directors, at which time the officers may affirm the appointment or elect a replacement, who shall serve until the next election.
 9. **Standing Committees:** Except as specifically provided by these Constitutional Bylaws, the committees shall be appointed by the President for the duration of their term and perform such duties as written in policy and procedure.

The President shall be a member ex officio of all committees except the Elections Committees. The Standing Committees of this Association shall be:

- A. Ways and Means
 - B. Constitutional Bylaws
 - C. Membership
 - D. Budget and Finance
 - E. Nominations/Recognition
 - F. Elections (during election years only)
 - G. Training
10. **Meetings:** The Board of Directors shall physically meet monthly for the purpose of conducting Association business. The Board of Directors shall meet for the purpose of Association appointments, and the transaction of other business as deemed by the President or other operational necessity.
 11. **Notice of Meetings:** Notice of all Board of Directors Meetings shall be given via electronic mail and/or posted on the LAWPOA website at least three (3) days before the meeting to each member.
 12. **Special Meetings:** Special meetings may be called by the President or 1st Vice-President. A Special Meeting is defined as a single purpose meeting.
 13. **Chair:** At all meetings of the Board of Directors, the President or Vice-Presidents, or in their absence a Chair chosen by the Officers present, shall preside.

14. **Quorum:** At all meetings of the Board of Directors, a quorum shall be necessary and sufficient for the transaction of business.
15. **Powers:** All the corporate powers, except such as are otherwise provided for in these Constitutional Bylaws and in the laws of the State of California, USA, shall be and are hereby vested in and shall be exercised by the Board of Directors. The Board of Directors may by general resolution delegate to committees of the members, or to Officers of the Association, such powers as they may see fit.
16. **Minutes:** The Board of Directors shall record a synopsis of all Board of Directors and Annual General Membership Meetings in writing to be retained as a historical representation of all Association business discussed and/or voted upon. Those minutes shall be verified and approved by the Board of Directors. A copy of the minutes shall be retained by the Secretary and available upon written request to any Association member. All written and/or electronically recorded meetings shall be retained in the Association's archives for six (6) years and subsequently destroyed by the Sergeant at Arms.
17. **Duties and Responsibilities of the Board of Directors:**
 - A. **All Members:** The duties and responsibilities of all members of the Board of Directors are:
 1. Promote the purpose, mission and guiding principles of LAWPOA.
 2. Work to increase membership.
 3. Maintain Active membership with dues paid for the current year.
 4. **Attend all** Board of Directors and the Annual Membership Meeting, except for excused absences or other bona fide reasons submitted to the President in advance of meetings.
 5. Submit written committee updates, after action reports and financial statements when applicable, to the Board of Directors as soon as practicable.
 6. Facilitate requests and concerns of members and others to the Board of Directors.
 7. As authorized by the Board of Directors may enter into any written or verbal contract(s) or execute and deliver any instrument in the name of and on behalf of LAWPOA.
 8. When leaving office, turn over all records and/or issued credit card(s) and checks pertaining to that elected or appointed office to the President.
 9. All Board members shall submit reimbursable expenses with receipts to the Treasurer.
 10. Shall Co-Chair at least one Standing Committee.
 11. Appointed by the President and ratified by the Board of Directors: Public Safety Director, Chaplain, Historian, Webmaster/Social Media Administrator, and Administrative Assistant.
 12. The Board of Directors shall determine the dues for membership.
 - B. **President:**
 1. Preside at all business meetings of the Board of Directors under the LAWPOA Standing Rules.
 2. Schedule the Annual General Membership or Special Meetings of the members, with the approval of the Board of Directors. Notify the Administrative Assistant of the date, time and place, for notification to all participants.
 3. Ensure that each Standing Committee has a Co-Chair and appoint Special Committees as needed.

4. Act as member ex officio of all committees, except the Elections Committee.
 5. Sign all contracts or agreements authorized by the Board of Directors and other documents, including checks, conference documentation of attendance, minutes, financial reports, Constitutional Bylaws revisions, appreciation letters/documents, and official correspondence.
 6. Shall be designated as an authorized co-signer on LAWPOA's checking account.
 7. Respond to written and verbal requests for information or action, either personal or by delegation. All responses shall be forwarded to the Board of Directors for their input.
 8. Represent LAWPOA by speaking for the Association and forming liaison with other public safety and affiliate organizations with common goals.
 9. Submitting articles to the LAWPOA Webmaster/Social Media Administrator, as requested.
 10. Oversee the Annual Awards/Scholarships Event and Installation Ceremony.
- C. **Vice-Presidents: 1st, 2nd and 3rd**:
1. At the request of the President, or in the event of the President's absence or nonfeasance, the 1st Vice-President or Vice-Presidents *in descending order*, shall perform the duties and exercise the powers of the President.
 2. 1ST Vice-President shall be designated as an authorized co-signer on LAWPOA's checking account.
 3. Assist the President as directed for the following committees:
 - Ways and Means:
 - Planning of fundraising and social events
 - Constitutional Bylaws:
 - Research and present recommended amendments to the Constitutional Bylaws of the Association
 - Training:
 - Coordinate the LAWPOA Professional Training and Development Symposium
 - Coordinate the monthly training workshops
 - Nominations/Recognition:
 - Organize nominations and propose selections for annual scholarships to be distributed as budgeted for that year. Create, distribute and advertise the Annual Awards/Scholarships Event criteria to members. Receive nominations and select (1) sworn and (1) civilian (non-sworn) member to be recognized at the Annual Awards/Scholarships Event.
 4. Assist the President in the performance of duties, as requested.
- D. **Secretary**:
1. Shall prepare the agenda for each Board of Directors Meeting and the Annual General Membership Meeting.
 2. Shall record and maintain custody of all recorded minutes taken at Board of Directors and Annual General Membership Meetings. Minutes must include all matters on motions, in which a vote was taken, Committees' reports/updates, significant matters discussed, and any tabled items.

3. Transcribe the minutes within seven (7) calendar days and send an electronic copy to all Board of Directors for their review. Final approval of the minutes will be made by the Board of Directors at their next scheduled monthly meeting.
4. Respond to correspondence as requested by the President and/or the Board of Directors as appropriate. Provide copies of materials as appropriate and as requested by the Board of Directors.
5. Assure that records and files are available at meetings as needed or requested for reference.
6. Order, prepare and send any correspondence, flowers, wreaths, plaques or any promotional gifts to *Active* and retiring members as needed.
7. Shall chair the Membership Committee. Actively recruit for new members at all Department sponsored and designated private events and provide membership materials necessary to make presentations. Provide updated reports of membership efforts to the Board of Directors.
8. Shall be designated as an authorized co-signer on LAWPOA's checking account.

E. **Treasurer:**

1. Maintain custody of all funds including petty cash, property, and securities of LAWPOA, subject to rules imposed by the Board of Directors.
2. Submit records for audit to a Certified Public Accountant annually prior to the preparation of tax returns and immediately after leaving office.
3. Render a Financial Report and yearly tax documents at the end of each calendar year to the Board of Directors. Once approved, forward the report to the City of Los Angeles Controller's Office. Retain a copy for LAWPOA recordkeeping.
4. Endorse for collections, checks, notes, and other obligations, and deposit in bank for credit to LAWPOA. Checks and/or cash will be deposited within five (5) calendar days of receipt.
5. Sign receipts, vouchers, checks, bills of exchange, and promissory notes issued by LAWPOA.
6. Shall be designated as an authorized co-signer on LAWPOA's checking account.
7. Make payments as necessary on behalf of LAWPOA with the approval of the Board of Directors.
8. Present monthly a financial report on the full and accurate accounting of all money received and obligations paid and provide the account(s) balance.
9. Exhibit financial records upon request to the Board of Directors, Officers, or members.
10. Shall chair the Budget and Finance Committee and be responsible for preparation of the annual budget, which will be presented to the Board of Directors for approval.

F. **Sergeant at Arms:**

1. Responsible for the setup of Board of Directors meetings, training workshops, social events, fundraisers, the Annual General Membership and the LAWPOA Professional Training and Development Symposium.
2. Before the start of each Board meeting and training workshop, the Sergeant at Arms should meet guests or visitors and introduce them to each Board member and provide applications to potential new members.

3. Acts as doorkeeper and security; assure order during each meeting or event and take action when required to restore order.
 4. Needs to be assertive, yet courteous, in maintaining order.
 5. May be assigned to coordinate the ceremonial Honor Guard for the LAWPOA Professional Training and Development Symposium.
 6. Follows any directions given by the presiding Officer.
 7. Shall be responsible for the destruction of all written and/or electronically recorded meetings that have been retained in the Association's archives for six (6) years.
18. **Duties and Responsibilities for Appointed Members:** All non-elected Board of Directors shall be appointed by the President with the approval of the Board of Directors. Their duties are set forth as determined by the Board of Directors for each term.
- A. **Public Safety Director:**
 1. The Public Safety Director is a member in good standing who is either an Active City of Los Angeles Employee or Active Affiliate.
 2. Promote the purpose, mission and guiding principles of LAWPOA.
 3. Serve as an advisory body to the Board of Directors.
 4. May attend Board of Directors meetings.
 5. Liaison with Active City of Los Angeles Employees or Active Affiliates.
 6. Work to increase membership.
 7. Maintain Active City of Los Angeles Employee or Active Affiliate membership with dues paid for the current year.
 - B. **Historian:**
 1. Maintain the archives of LAWPOA in a central location to be determined by the Board of Directors.
 2. Compile and/or present pertinent materials of interest to the Association as requested.
 3. Prepare displays and correspondence of historical value or of interest to the membership.
 4. Assist the Board of Directors as requested.
 - C. **Chaplain:**
 1. Be the spiritual advisor of LAWPOA members.
 2. Prepare and present prayers at special events, as requested.
 3. Send letters of condolence to members and their families on behalf of the Board of Directors.
 4. Assist the Board of Directors as requested.

ARTICLE VII

BOARD OF TRUSTEES

1. **Purpose and Responsibilities:** The Association recognizes the value of the combined resource and experience of past Presidents and prior Board of Directors. The Board of Trustees is entrusted with safeguarding the purposes and objectives of this Association. The Board of Trustees may serve as an advisory body to the Board of Directors. The Board of Trustees may consider and advise on matters of policy, procedures, finance, and other matters relating to the Association. The Board of Trustees should actively recruit

and enlist those who qualify to join their ranks. The Chair of the Board of Trustees may deliver recommendations to the Board of Directors.

2. **Members and Qualifications:** There shall be a Board of Trustees whose members are comprised of past Presidents and past Board of Directors, which includes Active LAPD members and/or LAPD Emeritus. All members shall be a dues paying member of the Association. Past members in good standing of the Board of Directors may be members of the LAWPOA Board of Trustees. The Chair of the Board of Trustees shall be elected by the Board of Trustees.
3. **Terms of Office:** Membership may become effective upon the expiration of active terms as Officers on the Board of Directors if the member is in good standing. Members may remain on the Board of Trustees for an indefinite term. The Board of Trustees shall elect the Chair of the Board of Trustees to serve for a two-year term.
4. **Resignations:** Any member of the Board of Trustees may resign at any time with a written notice to the Chair of the Board of Trustees and Board of Directors.
5. **Meetings:** The Board of Trustees shall hold at least one annual meeting and may attend any Board of Directors meetings. Special Meetings may be called at the request of the Chair of the Board of Trustees. All Board of Trustee members must be notified, in writing, at least thirty (30) days in advance of a meeting. The Chair of the Board of Trustees is a voting member of the Board of Directors.

ARTICLE VIII

CONTRACTS

A contract shall be a written and/or verbal agreement between LAWPOA and any financial institution or person providing services to LAWPOA.

1. **Administrative Assistant:** The Administrative Assistant is a paid contract position. The person is nominated and approved by the Board of Directors. The duties and responsibilities of the Administrative Assistant are outlined in their contractual agreement.
2. **Webmaster/Social Media Administrator:** Webmaster/Social Media Administrator is a paid contract position. The person is nominated and approved by the Board of Directors. The duties and responsibilities of the Webmaster/Social Media Administrator are outlined in their contractual agreement.

ARTICLE IX

FINANCES

1. **Fiscal Year:** The fiscal year of the Association shall be the CALENDAR YEAR.
2. **Financial Documents:** The Financial Report shall include the summary of all financial activity and expenses rendered by the Association for the CALENDAR YEAR. This yearly financial statement shall be made available to all Board of Directors and to any member upon request.

ARTICLE X

PROHIBITION OF ASSOCIATION EARNINGS

No member, Board of Director, Officer, or employee of or member of a committee or a person connected with the Association, or any private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Association, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Association in affecting any of its purposes as shall be fixed by the Board of Directors. No such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Association, whether voluntary or involuntary. Upon the dissolution of LAWPOA, the assets of the Association, after all debts have been satisfied, remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered, and paid over in such amounts as exclusively to the Los Angeles Police Foundation, which would then qualify under the provisions of Section 501(c) (3) of the Internal Revenue Code and its Regulations, as now exist or as they may hereafter be amended. The Los Angeles Police Foundation is a charitable educational organization.

ARTICLE XI

AMENDMENTS TO THE CONSTITUTIONAL BYLAWS

1. Any member of the Association may submit an amendment to the Board of Directors through the Constitutional Bylaws Committee. The amendment will be presented for vote at an Annual General Membership Meeting. The approved amendment will be published in the most recent official LAWPOA publication, such as the LAWPOA website, newsletter or via electronic mail, due to the membership.
2. The Constitutional Bylaws may be amended or repealed at the Annual General Membership Meeting of Association members by a two-thirds majority vote of members present is required for ratification.
3. Recommendations for amendments must be entered into the minutes of the meeting at which they were discussed.
4. When voting is to occur at an Annual General Membership Meeting, proposed changes must be posted on LAWPOA'S website at least ten (10) calendar days prior to the meeting, which is required for ratification of the Constitutional Bylaws.

ARTICLE XII

EXEMPT ACTIVITIES

Notwithstanding any other provisions of this Constitutional Bylaws, no member, Board of Director, Officer, employee, or representative of this Association not permitted to be taken or carried on by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code and its Regulations, as they now exist or as they may hereafter be amended, or by an organization to which contributions are deductible under Section 176 (c) (2) of such Code and Regulations as they now exist or as they may hereafter be amended.

ARTICLE XIII

PRESIDENTIAL STANDING COMMITTEES: APPOINTMENTS

The President shall make the following appointments for each of the following committees:

1. **Budget and Finance Committee**: Appoints two (2) members to assist the Treasurer in the examination of all financial records of the Association and submit a yearly report at the end of each fiscal year. Propose a yearly budget at the beginning of each fiscal year.
2. **Elections Committee**: (Board of Directors election years only) Organize nominations for Board of Directors during election year. Organize nominations for ballot posting and membership voting. Receive sealed votes. Prepare ballots for tallying. Assist with selection notifications.

ARTICLE XIV

STANDING RULES

1. Standing Rules with the approval of the Board of Directors provide for the day-by-day operation of LAWPOA. Procedures that are not covered by LAWPOA's Constitutional Bylaws, but are a general policy or way of operating for LAWPOA belong in the Standing Rules. Standing Rules are in addition to the Constitutional Bylaws, but must not contradict the Constitutional Bylaws.
2. For purposes of the Association, Standing Rules shall include date, time and place of meetings, dues schedules and committee assignments.
3. The Board of Directors shall physically meet the second Wednesday of each month for the purpose of conducting Association business.
4. Standing Rules proposal(s) shall be presented in writing to the Secretary prior to voting and can be adopted by majority vote at any Board of Directors and/or Annual General Membership Meeting.
5. The Elections Committee will be composed of those not involved in the election process for that corresponding election year. During the election year of the President and 1st Vice-President, the Elections Committee will be composed of non-candidate Board members and/or other LAWPOA members as needed.
6. Dues and Fees Schedule:
 - A. Active LAPD and City of Los Angeles Employees ONLY: Dues are payable by payroll deduction of \$3.00 per pay period or annually, payable on the first of March.
 - B. Active Affiliate Annual Dues: \$78.00 U.S, payable of the first of March.
 - C. Emeritus member: \$25.00 per year, payable on the first of March.
 - D. Honorary member: Waived
 - E. The cost of returned (insufficient funds) checks shall be paid by the LAWPOA member or applicant.
7. All monetary donations, including exchange of services, time, resources and miscellaneous items should not exceed \$250.00 in value and shall require Board of Directors approval.

ARTICLE XV

TRAINING

With the approval of the Board of Directors and as guided by the established yearly budget, LAWPOA will sponsor training up to \$250.00 per request that will enhance the professional career goals of members who have been in good standing for **at least six months**. The training subsidy will be released to the member within two weeks upon presentation of paid receipts, a copy of the training agenda and completion of a short article written by the member indicating whether the training was a meaningful experience to the Chair of the Training Committee.

The Board of Directors may waive the prepayment rule, due to hardship. A member requesting a prepayment of training subsidy due to hardship shall submit request in writing to the Board of Directors for approval. Once approved, the prepayment waiver shall be communicated to the Treasurer as soon as possible. If the training was not completed within thirty (30) calendar days of the event, it shall be the responsibility of the recipient to reimburse said funds to the Board of Directors.

Constitutional Bylaws: The Constitutional Bylaws can be obtained by asking any Board of Directors member for a copy, or on the LAWPOA website (www.lawpoa.org).