

**CHICANO POLICE
OFFICERS
ASSOCIATION**

**CHARTER
CONSTITUTION AND BY-LAWS**

**Governing the Association
with Amendments to and including 2006**

**President
C. Argueta**

**Vice President
V. Jojola**

**Secretary
F. Flores**

**Treasurer
L. Griego**

**Historian
D. Brock**

**Sergeant at Arms
V. Harrison**

**Trustee
T. Gallegos**

**Trustee
T. Mollander**

**Trustee
B. Paiz**

**Chicano Police Officers Association
P.O. Box 75249
Albuquerque, NM 87194**

...We stand for Equality, Opportunity, and Justice for all...
...porque ante Dios todos somos iguales...

CHARTER OF THE CHICANO POLICE OFFICERS ASSOCIATION

As resolved by the membership:

That this organization was formally established in June 1973; with the By-laws formally adopted by resolution on December 17, 1986; as amended by the General Membership on May 24, 1989, March 30, 1994, and February 23, 2006.

Name

Section 1. That all persons now associated under the name of the **Chicano Police Officers Association**, together with all other such persons as may hereafter become associated with them, and their successors are constituted a body corporate and politic by the name Chicano Police Officers Association. Said Association may be referred to as the C.P.O.A.

Purpose

Section 2. The purposes for which the Association is formed are the following:

- (a.) To strive for dedication, commitment, and professionalism within all ranks of police officers.
- (b.) To achieve equal opportunity in the recruitment, selection, promotion, assignment, transfer, evaluation, discipline, and other areas within the Police Department.
- (c.) To seek higher educational opportunities for all law enforcement officers.
- (d.) To assure active participation and responsibility in decision making and policy generation with the Police Department.
- (e.) To expand our knowledge of the law enforcement profession.
- (f.) To actively support the recruitment of personnel for police work in such a manner as to insure a diverse workforce which is representative of the entire community we serve.
- (g.) To encourage racial and ethnic harmony within the Police Department as within the community we serve, to ensure that the constitutional rights of members of the Department and the community are protected, and that racism and discrimination are eliminated.
- (h.) To encourage recruitment of more local members of our community into the police officer profession.
- (i.) To seek broad public support from all segments of our community for the police officer profession.
- (j.) To expand our knowledge of the various cultures and

- heritage of other people and to educate other members of the police profession on our own culture.
- (k.) To have an active committee to become involved in political issues, including financial assistance, endorsements, and other issues which benefit the organization.

Character

Section 3. Said Association shall have perpetual succession.

Section 4. Said Association may locate and establish subordinate chapters, branches, divisions thereof, composed of members of said association, and when so established, shall be governed and managed by such laws and by-laws, rules, regulations as said association shall determine.

Section 5. Said Association may affiliate itself with any other organization either directly or indirectly, and may align itself with other organizations on specific issues or for a specific goal.

Section 6. All by-laws, regulations, and rules of said Association in force at the time of the adoption of this Act shall remain in force and effect until amended or repealed.

Section 7. Said Association shall make no laws, by-laws, rules, or regulations inconsistent with the laws of this State.

CHICANO POLICE OFFICERS ASSOCIATION
CONSTITUTION AND BY-LAWS

Chapter I

The following is hereby established as the Constitution of the Chicano Police Officers Association:

Membership

Section 1. Any salaried, full time employed police officer of the Albuquerque Police Department shall be eligible for membership.

Section 2. There shall be three classes of membership:

- (a.) Active
- (b.) Associate
- (c.) Honorary

Section 3. Active membership shall be comprised of salaried full-time employed police officers of the Albuquerque Police Department and who are currently paying dues by city payroll deduction.

Section 4. Associate membership shall be persons who wish to be established in Section 3 or Section 5. Associate members must be persons who have similar goals or ideals as the Association and must be truly concerned about problems confronting police officers. Associate members may be community persons who are known and endorsed by an active member. Associate members shall have a vote but not be able to hold office. They may have a voice at meetings of the membership and the Board.

Section 5. Honorary membership shall be comprised of two groups of any retired CPOA association members.

(a.) Paid Honorary members are dues paying members who may vote but may not hold office.

(b.) Non-paying Honorary members do not pay dues and may have a voice at the meetings, but not vote or hold office.

Section 6. Any active member who resigns or is dismissed from the Albuquerque Police Department must relinquish their active membership and may continue as an Associate member providing all dues are paid and kept current.

Chapter II

Establishment

Section 7. A Board of Government is established to be known by the name and style of the “Executive Board of the Chicano Police Officers Association.”

Section 8. A quorum of the Executive Board is hereby vested with full power and authority to make, alter, and repeal all laws, rules, regulations, fir the government, management, discipline, and control of the Chicano Police Officers Association, or any chapter or division thereof and the members of the same where the Chicano Police Officers Association is now or may hereafter be established, and to enforce the laws, rules, regulations enacted by said Executive Board or any regulation or order made by the Executive Board.

Meetings – Special Board

Section 9. The Executive Board shall meet at least quarterly and may be convened at any time for cause by the President. Members of the Board may request a special meeting to address an urgent issue. The special board meeting shall consist of members of the Executive Board and members who may voice an opinion in reference to the issue at hand but only Executive Board members may vote.

Who Compose the Executive Board

Section 10. (a.) The Executive Board shall be composed of the following members, all of whom must be in good standing:

1. The President.
2. The Vice President.
3. The Treasurer.
4. The Secretary.
5. The Trustees (3).
6. The Sergeant at Arms.
7. The Historian.
8. The Immediate Past President (non-voting member).

(b.) Vacancies created by the inability of representatives to attend the Executive Board shall be filled by the majority vote of the Executive Board and serve until the next annual election.

Election Time

Section 11. The election of the Executive Board members shall be the first order of business in the November meeting. Officers shall hold office until their successors are elected and qualify.

Nomination and Election of Officers

Section 12. All nominations for office shall be made in the October meeting of the election year unless otherwise changed by two-thirds vote of the membership.

Section 13. All candidates must be Active members in good standing.

(a.) A member in good standing is a member who has paid dues or is on payroll deduction and is not currently revoked or suspended.

Section 14. The President shall appoint three (3) members to serve as an Election Committee and they shall conduct the election. Nominated members may not serve on the Committee.

Section 15. No member may be nominated for more than one office.

Section 16. Voting shall be on written ballots and the ballots shall be destroyed after the election has been certified. Only Active, and Paid Associate members PRESENT may vote. The election place, date, and time shall be announced to the membership at least one month prior to the actual day of voting. The voting will take place between 0800 and 1700 hours on said date.

Election Term

Section 17. The election term shall be for a one-year period and shall run from January 1, through December 31.

Good of the Order – Removal of an Officer

Section 18. Any Board Member who has two consecutive unexcused absences may be removed from office by a majority vote of the Executive Board. Any removal may be appealed.

President to Preside

Section 19. The President shall be Chief Executive Officer of the CPOA. The President shall preside over all meetings of the Board and the Membership and shall be ex-officio a member of all committees of said Association and said Board and shall enforce the rules and regulations of the Association.

Meetings – General Membership

Section 20. The CPOA general membership shall meet at least monthly and may be convened at any time for cause by the President.

Order of Business

Section 21. The following shall form a part of the Order of Business and Procedure at regular general membership meetings of the Association:

1. Call to Order.
2. Quorum Report – Sergeant at Arms.
3. Roll Call of Officers.
4. Reading/Acceptance of previous Minutes.
5. Report of Officers.
6. Vice President.
7. Treasurer.
8. Secretary.
9. Trustee reports.
10. Sergeant at Arms.
11. Unfinished business.
12. New business.
13. Good of the Order.
14. Adjournment.

Section 22. During the meetings any topic of interest may be discussed providing Robert's Rules of Order are adhered to and proper motions and second is obtained.

Section 23. The President shall provide an agenda to the Secretary and Trustees who shall notify the Membership.

Section 24. All motions must pas consistent with Robert's Rules by a majority bore of the members present at any meeting.

Association Funds

Section 25. (a.) All monies obtained from any source, by or through any persons or persons, acting for or in the name of the Association or under its direction or authority, shall be considered Association funds and shall be forthwith delivered to the Treasurer, who shall give an official receipt therefore and who shall report at the close of each meeting the amounts received and from what source.

(b.) Any Board Member incurring expenses during the performance of duties shall be reimbursed for those expenses provided legitimate receipts are presented to the Treasurer.

(c.) The Board may authorize up to \$150.00 for any one disbursement upon a majority vote of the

Executive Board only if a quorum is met. Any amount above \$150.00 must be approved by majority vote of the membership at a regularly scheduled general membership meeting.

Section 26. All requests for Association funds must be made by a member in good standing. All requests must be made in person by the requesting individual unless the request is being made on behalf of a non-member of the Association. Written or verbal requests will be heard first at the Executive Board meeting and then scheduled for the general membership meeting if time allows. No request will be heard and voted upon in the general membership meeting unless the requesting representative is present.

Section 27. The Association may properly approve, provide, and render mutual aid or assistance to its sick, disabled, and needy members and their families up to \$150.00. The Association may properly approve up to \$250.00 for needy members to help defray costs associated with a death in the family. Non-member aid shall be assessed by a case-by-case basis and not to exceed \$150.00.

Amount of Fees

Section 28. Dues payable by each member shall be levied annually or by payroll deduction in an amount as fixed by the Association. The dues for all Active, Associate, and Honorary-paid hereafter admitted shall be the same. Present dues are \$3.00 per pay period payroll deduction or \$78.00 annually.

Section 29. Dues may be increased by a majority vote of the general membership however each member on payroll deduction must be individually contacted and authorize a new wage assignment statement which shall be submitted to City payroll.

CHAPTER III

Section 30. The President Shall:

Preside over meetings. Preside at all meetings of the Association and shall enforce the rules and regulations of the Association and shall be Executive Officer of the Association and its Board.

Appoint Committees. Appoint committees in and for the Association whose appointment is not regularly provided for by the laws of the Association and shall be a member ex-officio of all committees.

Read Vouchers/Bills. Read all vouchers/bills received at the general membership meeting prior to delivering to the Treasurer for payment.

Special Meeting. Call special meetings as deemed necessary for the conduct of Association business.

Spokesperson. Be the chief spokesperson for the Association.

Tie Breaker. Not vote on any business matter except as a tie breaker.

Fiduciary Responsibility. Be responsible through the Board for all monies and property owned by the Association.

Section 31. The Vice President shall preside in the absence or inability of the President and execute all the duties of said President and shall perform other duties as the Association may impose.

Section 32. The Secretary shall:

Records. Keep a true record of the business of the Association.

Meetings. Keep records of all Board and general membership meetings and shall notify the membership of all meetings.

Roster. Maintain a current roster of all Association members.

Correspondence. Conduct correspondence as necessary.

Other duties. Perform other duties as assigned.

Section 33. The Treasurer shall:

Custodian of Funds. Be the custodian of all funds of the council obtained from any source, by or through any person or persons, acting in the name of the association or under its direction or authority.

Receive Monies, etc. Receive monies and ensure they are forthwith deposited to the credit of the Association in an approved bank or other secure institution subject to the approval of the Executive Board or majority vote of the membership.

Pay Orders Drawn. Pay all orders drawn by the Treasurer which are approved by the Association. Payment of all orders shall be by check and verified by a legitimate receipt.

Keep Accounts. Keep separate accounts of the monies placed in the Treasurer's hands by the Association of the Officers thereof that shall plainly show at all times the amount of the monies in the general expense fund of the Association and the dates of receiving and disbursing the same; such accounts to be kept in accordance with established accounting procedures.

The Association's President, Vice President, and Treasurer shall control the Association credit cards.

Report. Provide a written report to the Executive Board of all accounts and transactions and provide a verbal report to the general membership.

Roster. Keep a current roster of all members, their addresses, and telephone numbers.

Section 34. The Trustees shall be responsible for auditing the books and shall assist the President as may be necessary.

Section 35. The Sergeant at Arms shall maintain a sign-in roster and maintain order during the meeting.

Section 36. The Historian shall maintain and document all the activities of the Association.

Section 37. The Immediate Past-President shall be available to assist the President.

CHAPTER IV

MISCELLANEOUS

Misconduct of Members and Officers

Section 38. Any member of the Association who after trial, excepting where it is provided no trial shall be had, shall be found guilty of the conduct specified shall be fined, suspended, or revoked as set forth herein, to wit:

Misappropriation of Funds

1. Misappropriation of any funds of the Association; suspension/revocation.

Failure to Pay Dues

2. After 60 days in arrears; suspension. After 90 days in arrears; revocation. The member shall be notified in writing of the arrears and each step of the suspension and revocation shall be in writing.

Insubordination

3. Willful insubordination, contempt, or disobedience of the lawful business of the Association; suspension.

Authority

4. Any member who acts without authority or not in the best interests of the CPOA may be charged.

Termination of Dues

5. Upon being suspended or revoked it shall be the duty of the member to terminate payroll deduction of dues.

Appeals/Hearings

6. All appeals must be in writing.
7. Witnesses may be called to testify.
8. The member must be notified in writing.
9. The member may appeal to the Board and membership.
10. All decisions by the membership are final.
11. Appeals will be heard as soon as possible.

Parliamentary Procedure

Section 39. Except as provided in the Constitution and by-laws, the latest edition of Robert's Rules of Order shall govern the conduct of all meetings of the CPOA.

Requests for Funding

Section 40. Requests for charitable causes will be reviewed on a case-by-case basis before the membership and the amount of the contribution shall not exceed \$250.00.

If requested to, the Association can on a case-by-case basis, review legal matters for criminal, administration, or civil actions for a CPOA member and/or outside group. If the Association agrees to assist the aggrieved member with legal expenses, the amount shall not exceed \$500.00. This does not preclude the Association to speak on behalf of an aggrieved member and/or outside group.

Amendments

Section 41. Any member of the CPOA may propose an amendment to the Constitution and by-laws. The proposal must be in writing and must be submitted 30 days prior to the next regular meeting. The Board must review the amendment and notify membership prior to the next meeting. The proposed amendment will then be voted upon by the general membership at the general membership meeting.

Protocol

Section 42. The Association will not back any member on any issue if the member has not followed appropriate steps/protocol to resolve the issue prior to bringing it before the Association.

Positions on Issues

Section 43. Before the Association develops a position and issues a statement on a controversial matter, the topic will be tabled for at least 30 days to allow for review of the issue and to allow the membership an opportunity for input.

Requests for Funding

Section 44. Any member requesting funds from the Association must be a member in good standing for six (6) months prior to the request.

By-Law Recommendation

Chapter II Section 27 Association Funds

The Association may properly approve, provide, and render mutual aid or assistance to its sick, disabled, and needy members and their families up to \$150.00. The Association may properly approve up to \$250.00 for needy members to help defray costs associated with a death in the family. Non-member aid shall be assessed by a case-by-case basis and not to exceed \$150.00.

Add at end of section:

For the purpose of this section “family” will be defined as husband/wife or domestic partner, children, parents, and grandparents.

Chapter IV Section 40 Requests for Funding

Requests for charitable causes will be reviewed on a case-by-case basis before the membership and the amount of the contribution shall not exceed \$250.00.

Add to end:

A donation request can be made either in memo or letterform directly by the organization(s) seeking funding or by a member sponsoring the requesting entity. Any activity or organization will be eligible to receive only one donation per calendar year.

Chapter IV Section 45 (New) Education/Training Assistance

The CPOA will provide assistance to dues paying members in good standing for the expenses incurred in police related training/seminars or classes taken at an accredited university, community college, vocational school or trade school.

Guidelines:

1. Only members in good-standing will be eligible to request education/training funds. To be eligible one must be a member for a minimum of 6 months.
2. Each funding request will be limited to \$150.00 and 1 per member, per calendar year.
3. All requests will be submitted in memo form and presented to the membership for a vote at a monthly membership meeting.
4. The request is limited to tuition, registration fees, educational materials, and travel expenses.

Chapter IV Section 47 (New) Promotional Assistance

Guidelines

1. The CPOA will hold study sessions for the sergeant's written exam for members prior to the announced test date.
2. The association will provide assessment center training for members who advance to the sergeant's assessment center testing.
3. For the lieutenant's written test no study session will be scheduled prior to the test. A member qualifying for the lieutenant's process should already possess the skills and study experience to adequately prepare for the written test.
4. The association will provide assessment center training for members who advance to the lieutenant's assessment center testing.
5. The CPOA president will coordinate the promotional assistance program provided by the association.
6. The CPOA will pay for the expenses incurred in putting together a promotional assistance program upon approval by a membership vote at a monthly meeting.
7. To be eligible for promotional assistance members should be in good-standing one must be a member for a minimum of 6 months.