

Branson Citizens Police Academy Alumni Association

BYLAWS Amended November 2025

Article I: NAME & FISCAL YEAR.

The name of this non-profit organization shall be THE BRANSON CITIZENS POLICE ACADEMY ALUMNI ASSOCIATION also known as BCPAAA and herein after referred to as “BCPAAA” or the “Association.”

The fiscal year of the BCPAAA shall be the period of January 1 through December 31 of each year.

Article II: MISSION STATEMENT

The Mission of the BCPAAA, an IRS 501(c)(3) non-profit organization consisting of graduates of the Branson Citizens Police Academy, shall be as follows:

1. Support and assist the Branson Police Department in promoting public support of the Branson Police Department.
2. Support future Branson Citizens Police Academy classes to develop continued contact with the graduates.
3. Participate in activities that contribute to the well-being of the police department and the community.
4. Provide financial support of the annual police department awards banquet.
5. Create and maintain a “Benevolent Fund” to provide financial assistance to police department employees in emergency situations.
6. Provide other assistance to the police department as requested.

Article III: MEMBERSHIP

SECTION 1: QUALIFICATION & REVOCATION

Membership shall be open to any graduate of the Branson Citizens Police Academy.

The Board, after an appropriate hearing and an affirmative majority vote of the Alumni members, may censor, suspend, or terminate a member for cause.

SECTION 2: NON-INTERVENTION & CAMPAIGNING

BCPAAA shall be a “Non-Intervention Association.” BCPAAA members, who are not commissioned peace officers of a law enforcement agency, shall not represent themselves as such. BCPAAA policy regarding law enforcement activity shall be to observe and report any offense to the law enforcement agency with jurisdiction over the offense. Any action taken by a member shall be construed as an

unofficial act of BCPAAA. Each member shall agree to indemnify, release, and hold harmless the Association, its elected or appointed officials, officers, or members of the results of any action taken on their own initiative.

BCPAAA members shall not engage in political activities. Political activity is defined, for purposes of these Bylaws, as actively promoting or campaigning as a group, or as individuals appearing to represent the Association for or against any issue, candidate or other matter that has been formally brought forth to the public for vote by federal, state, city, or any political subdivision thereof. This provision shall not serve to restrict or encumber any member from exercising his/her right to promote or campaign for or against issues or candidates of his/her choice, with the understanding that such activity shall not be engaged in a manner which in any way implies or appears to reflect the Association's support, or lack thereof, for any such issue or candidate.

SECTION 3: DUES

Annual dues shall be \$20 (twenty dollars) payable by the 31st of December of each year. Dues may be changed over time by vote of the membership.

A member in good standing shall be a person who pays dues. Any member who has not paid annual dues by the February meeting of each year shall be dropped from Membership status.

Article IV: BOARD OF DIRECTORS

SECTION 1: DUTIES

The BCPAAA Board of Directors shall consist of the following five members: President, Vice President, Secretary, Treasurer, and Communications Coordinator.

The Board of Directors shall review all plans and proposed activities of the Association, shall evaluate priorities, analyze activities, develop budgets, and submit their recommendations to the general membership for approval.

Checks: The President, Vice President, Secretary, and Treasurer shall be empowered to sign checks on behalf of the Association. Two signatures shall be required for authorization of each check.

Duties of the President: The President shall preside over and develop agendas for all meetings of the Association. The President shall be the spokesperson for the Association. The President shall present views of the Association to the Police Department Liaison requiring alumni representation, and perform such other duties as the office may require. The President, with Board approval, may establish positions and appoint members to fill these positions. The President shall ensure that all reports required by governmental agencies are filed in a timely manner.

Duties of the Vice President: The Vice President shall preside in the absence of the President assuming all his/her powers and duties and any/all other duties as assigned by the President.

Duties of the Secretary: The Secretary shall keep an accurate record of the minutes of all general membership and Board meetings of all matters deemed important by the Association. Minutes shall be distributed electronically to the Board and members within 30 days of a meeting. The Secretary shall keep a file of approved minutes and reports, and a roster of members (including contact information). The Secretary shall send out all notices of General, Board and Special meetings. The Secretary shall notify persons and committees affected by action taken by the Board. The Secretary shall keep copies

of letters sent and received. The Secretary shall turn over to the successor all records, books, and files belonging to the Association.

Duties of the Treasurer: The Treasurer shall be responsible for all funds of the Association. The funds of BCPAAA shall be maintained in a banking institution designated by the Board. The Treasurer shall keep accurate records of receipts & disbursements and be prepared at all times to report on the condition of the Treasury. The Treasurer shall present a regular financial report to the General membership at the regular monthly meetings. The Treasurer shall have the authority to pay all recurring expenses; all other expenses must be approved by the Board. The Treasurer or Board member may accept, on behalf of this Association, any contribution or gift deemed appropriate and useful. The Treasurer will file the annual IRS Form 990 Information Non-Profit Return to the IRS. The Treasurer shall at the expiration of the term of office, present a full accounting of the receipts and expenditures during said term in office, and turn over to the successor all records, books, and monies belonging to the Association.

Duties of the Communications Coordinator: The Communications Coordinator shall be responsible for publicity and media announcements. The approval process will be submitted to the Liaison Officer for processing through the City of Branson established procedures. The Communications Coordinator shall support the Secretary in communicating with the membership.

Duties of the Liaison Officer: The Branson Police Liaison Officer shall coordinate all Association business with the Police Department and provide advice and guidance to the Board and General Membership. The Police Liaison may appoint another member of the Police Department to act in his or her absence.

SECTION 2: TERMS, VACANCIES, and APPEALS

Board members shall serve for a term not to exceed two years. Board members may run for reelection.

Notwithstanding existing term limitations, the terms for the 2025 Board members shall expire at the end of February 2026.

The terms for the positions of President, Vice President, and Treasurer shall expire at the end of February in the odd-numbered years.

The terms for the position of Secretary and Communications Coordinator shall expire at the end of February in the even-numbered years.

Elections to fill expiring Board of Directors positions shall be held annually at the January monthly membership meeting. Candidates for all offices must be members in good standing at the time of election and for the duration of their term. The officers shall be approved by a vote of the members present at the meeting when elections are held. The election shall be by a ballot and the candidate receiving the highest number of votes shall be elected to the respective office. In the event of a tie, the winner shall be determined by the existing Board. If only one candidate is running for a position, approval may be conducted via a voice vote of the members.

In order to maintain an elected position, a Board member must not miss four consecutive general meetings and must adequately perform the duties of their position. If a Board member fails to meet this requirement without good cause presented to, and accepted by the Board, the Board member shall be removed from their elected position.

A Presidential vacancy shall be filled by a majority vote of the members in attendance at the next regularly scheduled meeting following the meeting advising of the vacancy. All other vacancies on the

Board shall be filled by a majority vote of the remaining members of the Board. A person so appointed shall hold office for the unexpired term of the vacating board member.

The Officers shall receive no compensation for their services as Board Members or Officers other than reimbursement of funds expended on behalf of the Association as approved by the Board. Members may be reimbursed funds expended on behalf of the Association as approved by the Board.

A former Board member may appeal the revocation of their term to the general membership by submitting a written request to the Secretary. This request will be submitted at the next regularly scheduled general meeting. After discussion before the Association Members, such matter shall be resolved by majority vote of Association Members present.

Article V: CHIEF OF POLICE

The Chief of the Branson Police Department shall have exclusive approval authority for any activity sponsored by the Association. This shall include any activity that could directly or indirectly be interpreted by the general public as an activity sanctioned by Branson Police Department or the City of Branson Government. The Chief of Police shall appoint a Police Liaison Officer to serve in an advisory position.

Article VI: MEETINGS, QUORUMS, & VOTING

SECTION 1: REGULAR MEETINGS

Regular meetings of the general membership of the Association shall be held monthly at a location determined by the Board.

SECTION 2: BOARD MEETINGS

The Board of Directors may meet or confer as necessary without notification to the membership. Board meetings shall be limited to agenda planning, discussion of committee action, review of proposals, discussion of recommendations, or conducting ongoing routine Association business, which has been previously approved or does not require approval of the full Membership.

SECTION 3: QUORUMS

A quorum to conduct business at any general membership meeting shall consist of at least nine members of which at least two shall be Board members. A quorum to conduct business at Board meetings shall be three Board members. If less than nine members attend the general membership meeting, then seventy-five percent (75%) of the members at the meeting must agree to continue but "business" is strictly limited to those items on the agenda. For purposes of this section, "Business" means those items that require a vote of the membership.

SECTION 4. VOTING

Voting on issues shall be decided by a simple majority of members present at the meeting. Members who cannot attend a meeting may cast their vote on a scheduled agenda item by contacting the association President or Secretary. If the item is amended at the meeting or if the member attends the meeting, their proxy vote is cancelled.

Article VII: COMMITTEES

Committees and task forces shall be established at the discretion of the Board to meet BCPAAA needs. A Chairman shall be appointed by the Board for each committee. The Committee Chairman shall report to the President. A Committee Chairman or member may be removed by the Board at any time.

Article VIII: AMENDMENTS TO BYLAWS

These bylaws may be altered, amended, or repealed. When there is a need for the bylaws to be altered, amended, or repealed, a Bylaw Committee shall be appointed by the Board to make the suggested changes. The Bylaw Committee will then present the proposed changes to the Board before presenting the proposed changes to the General Membership at the next Alumni Meeting. At least one week notice, in writing or electronically, shall be given to all Association Members of an intention to alter, amend, or repeal these bylaws. Amended bylaws may be adopted by a simple majority vote of the Association Members present at the meeting during which the proposed changes are presented.

Article IX: DISSOLUTION

Upon termination or dissolution of THE BRANSON CITIZENS POLICE ACADEMY ALUMNI ASSOCIATION, any assets lawfully available for distribution shall be distributed according to the Articles of Incorporation which states: "Remaining assets to be distributed to the Branson Police Department to support their mission in protecting & educating the public".

APPROVALS

These Bylaws were approved by a majority vote of members present at the regular monthly meeting held on November 18, 2025.

BCPAAA President: _____
Sherry Grisham, BCPAAA President Date

Branson Police Chief: _____
Eric Schmitt, Chief Date
Branson Police Department