

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**



Adopted September 20, 2021

**Amended Bylaws of the
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These amended Bylaws of the Montgomery County Sheriff Citizen's Academy Alumni Association, Inc. were duly and properly adopted on the 20th day of September, 2021, A.D., at the September General Meeting of the members of the Montgomery County Sheriff Citizen's Academy Alumni Association, Inc. on the 20th day of September, 2021, A.D. pursuant of the provisions of Article XIII of the Association Bylaws. These amended Bylaws of the Montgomery County Sheriff Citizen's Academy Alumni Association, Inc. replace and supersede in their entirety any Bylaws of said Association previously adopted and enacted on in the past. These amended bylaws shall be effective as of the 20th day of September, 2021, A.D., immediately at the conclusion of said General Meeting of the members, and shall read and be as follows:

Article I – Name and Location

The name of the Corporation is Montgomery County Sheriff Citizen's Academy Alumni Association, Inc., also referred to as the "Association". The Association is also known as MCSCAAA. Montgomery County Sheriff Citizen's Academy Alumni Association, Inc. is and shall remain a Texas Non-Profit Corporation, pursuant to the provisions of the Texas Non-Profit Corporation Act. The principal office of the Corporation shall be located at Montgomery County Sheriff's Office, 1 Criminal Justice Drive, Conroe, Texas 77301, in Montgomery County, Texas, but meetings of members and Executive Board officers may be held at such places within the County of Montgomery or the State of Texas, as may be designated by the Executive Board. The Association may have such other offices, either in Montgomery County, Texas, or elsewhere, as the Executive Board may, in its discretion, so determine.

Article II – Purpose

2.1 - The purpose of the Association is to bring together the graduates of the Montgomery County Sheriff Citizen's Academy, to enhance relations between the community and the Montgomery County Sheriff's Office through continuing education, and to provide other assistance to the Montgomery County Sheriff's Office whenever possible.

2.2 - The Association is a non-intervention Association. Members who are not commissioned officers of any law enforcement agency shall not represent themselves as such. The policy of the Association regarding any law enforcement activities is to observe and report any offenses to the appropriate law enforcement agency with jurisdiction over the offense. Any action taken by a member shall not be

**Amended Bylaws of the
Montgomery County Sheriff Citizen’s Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

construed as an official act of the Association or any law enforcement agency. Each member, by completion of their membership application, agrees to indemnify, release and hold harmless Montgomery County, its elected or appointed officials, the Montgomery County Sheriff’s Office, Montgomery County Sheriff’s Office law enforcement officers, the Association (MCSCAAA), its Executive Board, officers and members, for any results of any action taken on their own initiative.

2.3 - The Association shall not actively promote or campaign as a group, or as individuals representing the Association for or against any issue, candidate or other matter that has been formally brought to the public for vote by any city, county, state, or federal political entity. This provision does not restrict any member from exercising their right to promote or campaign for or against issues or candidates of their 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.

Article III – Membership

3.1 Membership Classifications

3.1.A – Active Membership shall be available to any person who is a graduate of the Montgomery County Sheriff Citizen’s Academy or another Citizens Police Academy from another recognized law enforcement agency, and who is in **Good Standing** with the Association. Active Members shall have full voting privileges and are eligible to hold office. Graduates from another Citizen’s Police Academy may become an Active Member by providing proof of graduation acceptable to the Association, and are subject to a background check. These members are encouraged, but not required, to attend the Montgomery County Sheriff Citizen’s Academy. Any disputes, concerning a “recognized” Police Citizen’s Academy, shall be forwarded to the Executive Board for resolution. For clarity, any member who is not in **Good Standing** with the Association is simply known as a “Member” rather than an Active Member, and shall not have voting privileges and is not eligible to hold office.

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

3.1.B – Membership for Married Couples and/or Family Members shall be available to any married couple and/or family member who are graduates of the Montgomery County Sheriff Citizen's Academy or another Citizen's Police Academy from another law enforcement agency, and who are in **Good Standing** with the Association. These members shall each have one (1) vote and shall be eligible to hold office. Graduates from another Citizen's Police Academy must meet the requirements of Section 3.1.A.

3.1.C – Honorary Membership shall be available to any person or business nominated by an Active Member and approved by a majority of the Active Members present at any Meeting (General Meeting, Annual Meeting or Special Meeting) considering this nomination. Honorary Members may have a designated representative attend all meetings and events on their behalf for a period of one year. Honorary Members shall not have voting privileges and are not eligible to hold office. Attendance at any Citizen's Police Academy is not required of an Honorary Member.

3.1.D – Sponsor Membership shall be available to business groups, non-profits and individuals that support the Associations activities. Attendance at any Citizen's Police Academy is not required of a Sponsor Member. Sponsor Members do not have voting privileges, or eligibility to hold office.

3.1.E - Lifetime Membership shall be available to any Active Member. Lifetime Members must remain in **Good Standing** to retain their membership privileges of voting and holding office.

3.2 No person shall be denied membership in the Association because of race, religion, sex, ethnic background, age or disability. The minimum age for membership is 18.

3.3 A member in **Good Standing** shall be any member who, in January of each year, meets the following criteria:

1. Has paid their annual dues (Exception: not applicable to Life Members as they are paid-in-full for life).

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

2. Has attended at least four (4) Alumni Association Meetings (General Meetings, Annual Meeting or Special Meetings) in the previous calendar year.

3. Has attended at least two (2) Activity Events (such as Operation Blue Elf, Lighting of the Doves, MCSO Academy graduations, MCSO Promotions and Awards ceremonies, Feeding the Officers, Shattered Lives, and other such organized Events) in the previous calendar year.

4. Has documented through activity timesheets submitted monthly to the Association a minimum of 25 hours of involvement in Association activities (Meetings, Events, time volunteered to MCSO, etc.) in the previous calendar year.

- The purpose of the classification of **Good Standing** is to encourage members to be regularly involved in Association activities throughout each year, recognize those individuals that have regular involvement in Association activities, ensure that the activities of the Association reflect the desires of those members that are regularly involved, and maintain the ability to document the contributions of members towards the Purpose of the Association.
- For purposes of this section, members may record 2-1/2 hours of activity on their monthly timesheet for attendance at an Annual Meeting, General Meeting or Special Meeting of the Association. For attendance at other Association events or time volunteered to MCSO, members may record the actual hours of involvement plus their drive time on their timesheet.
- With regard to new graduates of the Montgomery County Sheriff Citizen's Academy, new graduates of the Academy who join the Alumni Association upon graduation will be given immediate status of **Good Standing** by virtue of their hours of activity during the Academy classes. They must then have paid their annual dues, attended at least four (4) Meetings, attended at least two (2) Activity Events, and must have recorded a minimum of 25 hours of involvement in Association activities (all as described in Paragraph 3.3.4) over the following twelve (12) months to retain their **Good Standing** status for the following cycle.
- The Association President shall appoint a member at the beginning of each calendar year to serve as the **Good Standing Coordinator**. The duties of the **Good Standing Coordinator** shall be to collect monthly activity timesheets from Association members, record the Meetings

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

attended and annual hours of involvement for each member, provide quarterly updates on involvement for all members, and other associated duties as directed by the President.

- Members in **Good Standing** will be issued a special ID Card by the Association, which will remain in effect as long as the member remains in **Good Standing**. This ID Card must be presented by the member in order to vote on any matter before the Association. Any member that loses their **Good Standing** status due to lack of involvement in Association activities shall return their ID Card immediately.
- For purposes of this section, members who have attended at least two General Meetings or two other Association Events since January 1st, 2019 shall be classified upon adoption of this Bylaw Amendment with **Good Standing** status through December 31st, 2020. To retain **Good Standing** status beginning January 1st, 2021, members must have met the requirements of **Good Standing** status outlined herein during 2020.

The amount for annual dues shall be set by a majority vote of the Active Members present in any Meeting considering the matter. Dues are payable at the January General Meeting of each year. Prorated dues shall be applicable to new members joining after the first General Meeting in January of each year.

3.4 Persons who have been convicted of a Felony are not eligible for membership.

3.5 Persons convicted of a Class A or B misdemeanor are generally not eligible for membership.

- Violent misdemeanor convictions are not eligible.
- Nonviolent misdemeanor convictions will be judged by the Executive Board on a case-by-case basis depending on the type of offense and the date of occurrence.
- A person cannot have been convicted of a Class A or B offense within five (5) years of the date of application. Probation shall be considered a conviction.

3.6 Persons who were precluded membership based upon conviction as specified in Paragraph 3.5 may submit a request for membership following the fifth anniversary of their conviction.

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

3.7 Former members absent from the Association for one year or longer may be approved by the Executive Board to rejoin and may be reinstated only after completion of the same background check as a new applicant.

3.8 Any member may resign at any time by filing a written or oral resignation with the Executive Board Secretary. The Executive Board may reinstate a former member to membership who resigned in good standing.

3.9 An Executive Board Officer may resign at any time by filing a written or oral resignation with the Executive Board.

3.10 Any paid dues shall be forfeited if a member is deemed ineligible, is removed for just cause, or resigns.

Article IV – Membership Disqualification

4.1 At the discretion of the Executive Board, any member of the Association may be suspended or disqualified and removed from the Association for any reason that is in conflict with the Purpose of the Association, including the following reasons:

4.1.A Conviction of a Felony (this will result in immediate removal from the Association).

4.1.B Conviction of a Class A or B misdemeanor (as defined in paragraph 3.5).

4.1.C Willful violations of any policy or procedure of the Montgomery County Sheriff's Office or the lawful directive of an active law enforcement officer.

4.1.D Willful violation of any Association policy or procedure.

4.1.E Active association with any person:

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

- who is a gang member.
- who is under investigation by Law Enforcement for a Class A or B Misdemeanor or Felony crime.
- who has an active warrant for a Class A or B Misdemeanor or a Felony crime.
- who has been duly convicted of a Class A or B Misdemeanor or Felony crime.
- who is incarcerated for a crime.

4.1.F Any deliberate act that is unethical or brings discredit to the Association, Montgomery County Sheriff Citizen's Academy, or the Montgomery County Sheriff's Office.

4.1.G Members are required to report any conviction within thirty days after their conviction. Failure to inform the Executive Board of such conviction shall result in immediate removal from the Association.

4.2 Disqualification requests must be made in writing to the President. The letter shall list the reason(s) for the proposed disqualification. Disqualification shall be decided by a majority vote of the Executive Board Officers, with the President voting. Written notice of the disqualification vote shall be provided to the affected member by the Association.

4.3 When any member is in default of payment of dues for a period of three (3) months from the beginning of the calendar year, he/she shall be removed from the Association and membership terminated. The Treasurer shall send written notification to any member in default. Membership shall be reinstated upon payment of annual dues.

4.4 The Executive Board Officers may by a majority vote suspend or terminate any member for cause, provided said member shall have been given at least ten (10) days prior notice in writing and be allowed to attend said Executive Board meeting to show cause why said member should not be suspended or terminated. The Executive Board has the sole discretion to determine what constitutes "cause".

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

4.5 Any member arrested for any violation other than a Class C traffic offense shall be automatically suspended from membership pending disposition of the charges and review by the Executive Board. Suspended members shall not attend any meetings or events, shall have no voting rights, and shall be removed from all mailing lists.

4.6 Members must advise the Executive Board within ten (10) days of their release from arrest for any violation other than a Class C traffic offense. Failure to comply could result in disqualification and removal.

4.7 Should any member be terminated or suspended for any reason, the member may appeal to the Executive Board. Unless the Executive Board shall determine the removal was unjust, said suspension or termination shall be final. Any appeal of termination or suspension shall be made in writing to the Executive Board within ten (10) days of the date of notification of the termination or suspension.

4.8 Any member suspended for said cause may run for an Executive Board position or hold an Executive Board position again after a period of two (2) years from the end of their suspension.

4.9 A former member terminated based upon a conviction as specified in Paragraph 3.5, may submit a request for membership following the fifth anniversary of their conviction.

Article V – Executive Board, Officers: Duties and Terms

5.1 The Officers of the Association shall be: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Sergeant-At-Arms. The immediate Past President, Historian and Association Liaison Officer are members of the Executive Board. To be eligible to serve as an Officer, individuals must be an **Active Member** of the Association for a period of twelve (12) months prior to being nominated or appointed to the Executive Board.

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

5.2 The Officers shall be elected by a majority vote of the **Active Members** present at the Annual Meeting, and the nominees for each position shall be announced at least thirty (30) days in advance of the meeting. Each Officer's term shall be for two (2) years. Officers are eligible to serve an unlimited number of terms; however, no Officer may serve more than three (3) consecutive full terms without a break of at least one (1) term. Officers will begin their terms at the next General Meeting after elections are held.

5.3 The office of President, Secretary and 2nd Vice President shall be elected on odd numbered years. The office of 1st Vice President, Treasurer and Sergeant-At-Arms shall be elected on even numbered years.

5.4 The President shall be the Chief Executive Officer of the Association and shall in general supervise all the business and affairs of the Association. The President shall preside at all membership and Executive Board meetings. The President shall have power to convene Special Meetings of the membership and Executive Board. In general, the President shall perform all duties incidental to the office and such other duties as may be prescribed by the Executive Board. The President can vote as any other **Active Member** when the vote is by written ballot. In all other cases the President can, but is not obliged to, vote whenever the President's vote will affect the result, i.e. the President can vote either to cause or to block the attainment of the necessary majority.

5.5 The 1st Vice President shall serve in the President's office when necessary, and when so acting, shall have all the powers of and be subject to all restrictions upon the President. The 1st Vice President shall monitor the activities of all committees and be able to report on any committee if a committee chairman is not available. The 1st Vice President is responsible for member recruiting and retention. The 1st Vice President shall perform all duties incidental to the office and other duties assigned by the President or Executive Board.

5.6 The 2nd Vice President shall serve in the President's office when necessary during the absence of the President and the 1st Vice President. The 2nd Vice President is responsible for fundraising, special events and donor recognition. The 2nd Vice President shall perform all duties incidental to the office and other duties as assigned by the President or Executive Board.

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

5.7 The Secretary shall be responsible for keeping and reporting the minutes of all meetings. It shall be the duty of the Secretary to file any certificates or non-financial reports required by law, submit to the membership as appropriate any communication addressed to the office of the Secretary, and to give and serve all notices to the membership. The Secretary shall attend to all correspondence of the Association and exercise all duties incidental to the office or as assigned by the President and Executive Board.

5.8 The Treasurer shall maintain accurate accounts of all funds of the Association received or disbursed. In addition, The Treasurer shall maintain a record of the members in good standing and file all tax and financial reports required by law. It shall be the duty of the Treasurer to provide at all General Meetings a written account of the finances of the Association. The Treasurer shall be responsible for all financial business of the Association and perform all duties incidental to the office of Treasurer.

5.9 The Sergeant-At-Arms shall be responsible for the orderly conduct of each meeting. The Association will use as a general guideline for the conduct of its meetings the latest edition of the original *1915 Edition Robert's Rules of Order, Newly Revised Edition*. The Sergeant-At-Arms shall ensure that all meetings are conducted under those general guidelines, and perform all duties incidental to the office and such other duties as assigned by the President or the Executive Board.

5.10 The Executive Board members shall be held accountable for the performance of their duties as outlined in *Article V*.

Article VI – Executive Board

6.1 The Executive Board shall manage the affairs of the Association and shall consist of the current Officers as provided for in *Article V, Section 5.1*, plus the immediate Past President, Historian and Association Liaison Officer. The immediate Past President, Historian and Association Liaison Officer are non-voting Executive Board members.

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

6.2 A quorum for the purposes of the Executive Board shall consist of at least four (4) voting Executive Board members.

6.3 The Executive Board shall have the power to designate and appoint all committees, and task forces, and fill vacancies of any elected office, and to terminate members as necessary.

6.4 The Immediate Past President is a member of the Executive Board and is to provide guidance and counsel to the Executive Board as needed. The Immediate Past President is a non-voting member of the Executive Board.

6.5 The Historian shall be a member of the Executive Board and shall be appointed and serve at the pleasure of the Executive Board with no term limits. The Historian shall collect and maintain photographs and document historical events of the Association. The Historian is a non-voting member of the Executive Board.

6.6 The Association Liaison Officer shall be a member of the Executive Board who serves at the pleasure of the Sheriff. The Liaison Officer shall function as an advisor and is a non-voting member of the Executive Board. The Liaison Officer is responsible for communicating Montgomery County Sheriff's Office policy and business to the Executive Board and for ensuring compliance with the goals and objects of the Montgomery County Sheriff's Office and the Montgomery County Sheriff Citizen's Academy.

6.7 In the event of a dispute or discrepancy between the Liaison Officer and the Executive Board, a written appeal may be made to the Sheriff. If the appeal is made by the Association, the President shall submit the appeal to the Sheriff with a copy to the Liaison Officer. If the appeal is made by the Liaison Officer, that Officer shall submit the appeal to the Sheriff with a copy to the Executive Board.

Article VII – Disqualification of Executive Board Officers

7.1 All provisions of *Article IV - Membership Disqualification* pertain to Executive Board members.

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

7.2 Any Executive Board Officer who misses four (4) consecutive General Meetings without a reason which is acceptable to the Executive Board, shall be immediately removed from his/her position. Any Executive Board Officer who misses four (4) General Meetings in one (1) year without a reason which is acceptable to the Executive Board, shall not be eligible for re-election to an additional term.

7.3 Any Executive Board Officer suspended from the Executive Board for just cause, may run for an Executive Board position or hold an Executive Board position again after a period of two (2) years from the end of their suspension.

7.4 In the event the President of the Executive Board is removed from office, is unable to serve, or voluntarily resigns, the 1st Vice President shall immediately become President, the 2nd Vice President shall become the 1st Vice President, and a new 2nd Vice President shall be appointed by the Executive Board.

7.5 In the event the 1st Vice President is removed from office, is unable to serve, or voluntarily resigns, the 2nd Vice President shall immediately become the 1st Vice President and the Executive Board shall appoint a 2nd Vice President from the general membership to serve out the remainder of the Executive Board member's term. The newly appointed 2nd Vice President shall be eligible for election as provided for in *Article V*, if he/she has not served two (2) consecutive elected terms just prior to their appointment.

7.6 In the event the 2nd Vice President, Secretary, Treasurer or Sergeant-At-Arms is removed from office, is unable to serve, or voluntarily resigns, the Executive Board shall appoint a replacement from the general membership to serve out the remainder of that Executive Board member's term. The appointed member shall be eligible for election as provided for in *Article V*, if he/she has not served two (2) consecutive elected terms just prior to their appointment.

7.7 Should the Executive Board determine that an Executive Board Officer is derelict in the performance of his/her duties, such Executive Board Officer shall be advised of the issue and given an opportunity to correct the problem. If the problem is not considered by the Executive Board to have been corrected within sixty (60) days, the Executive Board shall vote whether to dismiss such Officer from the Executive Board. The

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

Association Liaison Officer shall count the ballots, and if a majority of the Executive Board Officers are in favor of dismissal, such Officer shall be dismissed from the Executive Board.

Article VIII – Association Meetings

8.1 Meeting Classifications

8.1.A – Annual Meeting. The Association shall operate on a Fiscal Year basis and the Annual Meeting will be held in July of each year, or an alternate month selected by the Executive Board, at the time and place as indicated in a written notice to members to be sent at least one month in advance of the meeting. Said meeting will be held for the purpose of election of Officers, presentation of the annual financial report, President's report and any other business that may be brought before the membership.

8.1.B – General Meeting. General Meetings shall be held monthly, with the exception of the month of December during which no General Meeting will be held. All members are encouraged to attend General Meetings. The date, time, and place of General Meetings shall be determined by the Executive Board and published to the general membership.

8.1.C – Special Meetings. Special Meetings may be called when deemed necessary by a majority of the members of the Executive Board. All members are encouraged to attend Special Meetings. Notice shall be given to the membership not less than seventy-two (72) hours prior to such Special Meetings.

8.2 For purposes of conducting the business of the Association, the majority vote from the **Active Members** present at any meeting shall be the determining factor on any matters before the Association.

8.3 Each **Active Member** present and in good standing shall have one (1) vote in matters before the membership at any meeting. **Active Members** shall be allowed to extend their Proxy to another **Active Member** to vote on their behalf, via a written and signed Proxy form provided by the Association and available by request from the Secretary.

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

8.4 The Association shall be governed by common accord. Any disputes shall be handled using as a general guideline the latest edition of the original *1915 Robert's Rules of Order, Newly Revised Edition*.

Article IX – Advisory Board

9.1 The purpose of an Advisory Board is to provide guidance and counsel to the Executive Board as need dictates.

9.2 Members of the Advisory Board will be the Sheriff and/or those members appointed by the Sheriff to serve on the Board.

Article X – Committees and/or Task Forces

10.1 The Executive Board may designate the establishment of one or more Committees or Task Forces and determine the duties and authority of any such Committee or Task Force.

10.2 Committees and/or Task Forces may be dissolved by a majority vote of the Executive Board.

10.3 Task Forces are established by the Executive Board to work on a single defined task or temporary activity and are terminated upon completion of the task.

Article XI – Financial

11.1 The fiscal year is to begin July 1st of each year. The President shall appoint an Audit Committee of qualified volunteers at the Annual Meeting. The Audit Committee shall perform an internal audit of the Association's financial records for the preceding fiscal year and report the results to the membership no later than three (3) months later. Executive Board members are not eligible to serve on the Audit Committee.

11.2 All funds received by the Association, whether membership dues, donations, grants, fundraisers or any other legal sources, shall be distributed to the Montgomery County Sheriff's Office, the Montgomery County

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

Sheriff Citizen's Academy, recognized law enforcement agencies, military organization to benefit military personnel, qualifying community organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), and used for the operations and functions for the Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.

11.3 Any funds remaining at the end of the fiscal year shall be carried over into the next fiscal year.

Article XII- Other Policies

12.1 Conflict of Interest Policy. This policy is referenced in the Association Policy and Guidelines Manual.

12.2 Whistleblower Protection Policy. This policy is referenced in the Association Policy and Guidelines Manual.

12.3 Document Destruction Policy. This policy is referenced in the Association Policy and Guidelines Manual.

Article XIII – Amendments

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority vote of the **Active Members** in attendance at any meeting. At least thirty (30) days' notice in writing shall be given to all **Active Members** of an intention to modify or repeal these Bylaws.

Article XIV – Dissolution

In the event the Association is dissolved without prior limitations or disposition of funds, the remaining funds after payment of any indebtedness, shall be given to a 501(C)(3) charitable organization.

**Amended Bylaws of the
Montgomery County Sheriff Citizen’s Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

Article XV – Miscellaneous Provisions

15.1 Governing Law. The Bylaws of the Corporation shall be governed by and construed in accordance with the laws of the State of Texas.

15.2 Severability. If any Bylaw provision is held to be invalid, illegal or not enforceable in any respect, the invalidity, illegality or not enforceability shall not affect any other provisions and the Bylaws shall be construed as if the invalid, illegal or not enforceable provision had not been included in the Bylaws.

The undersigned certifies that she is the Secretary of the Montgomery County Sheriff Citizen’s Academy Alumni Association, Inc. and that the foregoing Amended Bylaws were duly adopted as the Amended Bylaws of the Corporation at the general meeting of the members held on September 20, 2021.

Original Bylaws: February 21, 2005

Amended Date: February 21, 2011

Amended Date: April 16, 2012

Amended Date: September 17, 2012

Amended Date: July 20, 2015

Amended Date: February 20, 2017

Amended Date: January 20, 2020

Amended Date: September 20, 2021

Brenda Wilson

Brenda Wilson, Secretary

These Bylaws, as amended September 20, 2021, are hereby adopted by the Montgomery County Sheriff Citizen’s Academy Alumni Association, Inc.

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

OFFICERS:

Debra Welch Lee

Debra Welch Lee – President

R. B. Rector

Ronnie Rector – 1st Vice President

Gary Jones

Gary Jones – 2nd Vice President

Brenda Wilson

Brenda Wilson – Secretary

Dana Hopper

Dana Hopper – Treasurer

David Handy

David Handy – Sergeant-At-Arms

**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**

EXECUTIVE BOARD MEMBERS:

Rita Crosby

Rita Crosby – Historian

Steve Squier

Specialist Steven Squier – Liaison Officer