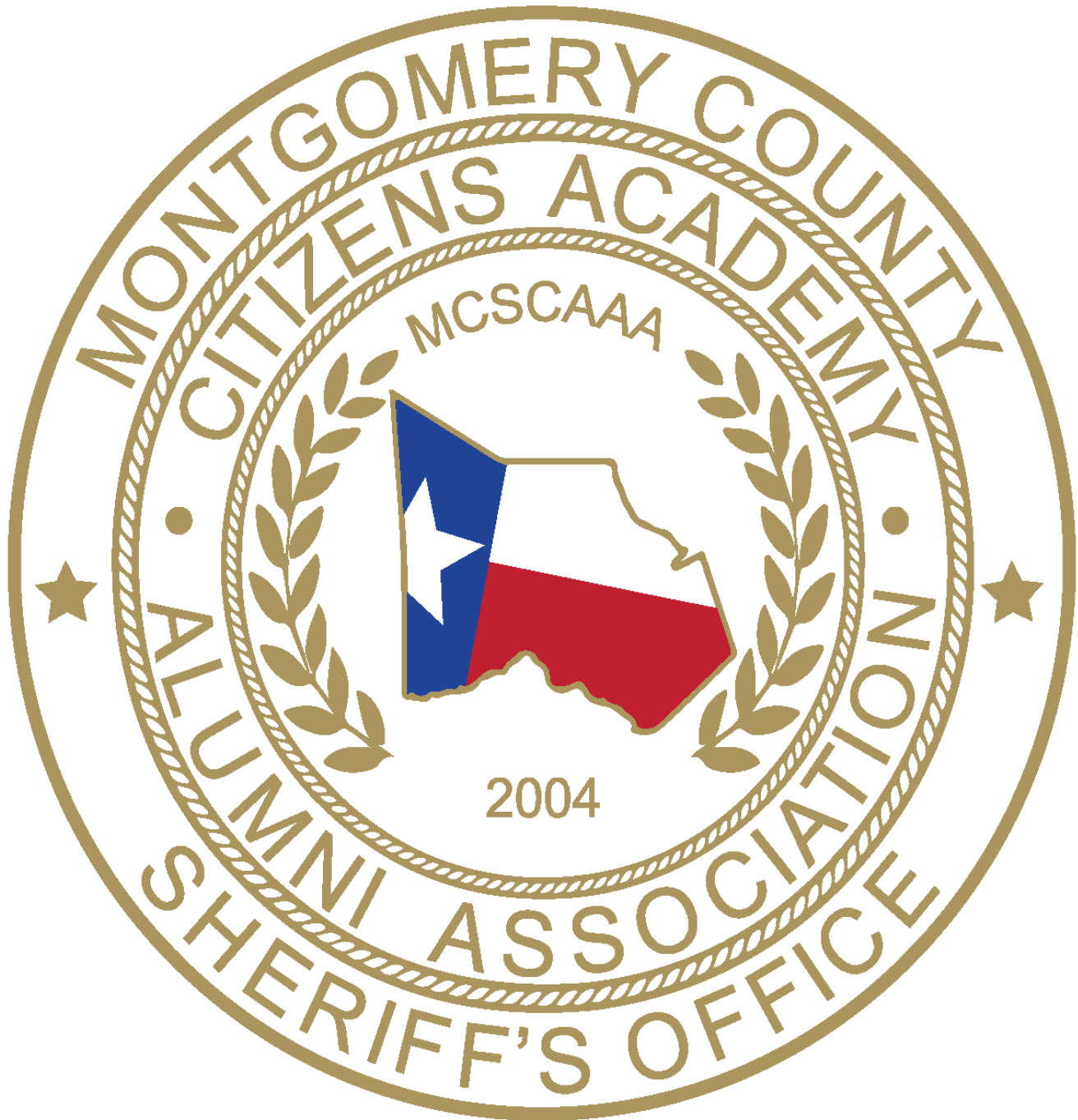


**Amended Bylaws of the
Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.
(A Texas Non-Profit Corporation)
Montgomery County, Texas**



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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 15th day of September, 2025, A.D., at the September General Meeting of the members of the Montgomery County Sheriff Citizen's Academy Alumni Association, Inc. on the 15th day of September, 2025, 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 in the past. These amended bylaws shall be effective as of the 15th day of September, 2025, 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 support the men and women of the Montgomery County Sheriff's Office, by bringing 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.

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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 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. and who is in **Good Standing** with the Association. Active Members shall have full voting privileges and are eligible to hold office. For clarity, any member who is not in **Good Standing** with the Association in accordance with section 3.3 below is simply known as a "Member" rather than an Active Member and shall not have voting privileges and is not eligible to hold office. Members previously accepted after graduation from another Citizens Police Academy class from another recognized law enforcement agency will retain their rights as members in the MCSCAAA.

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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, and who are in **Good Standing** with the Association. These members shall each have one (1) vote and shall be eligible to hold office.

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. Honorary Members must have a completed background check to attend any Citizen's Police Academy classes and are not eligible to attend Citizen Police Academy Conferences.

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. Sponsor Members must have a completed background check to attend any Citizen's Police Academy classes and are not eligible to attend Citizen Police Academy Conferences.

3.1.E - Lifetime Membership shall be available to any Active Member after completion of the Montgomery County Sheriff Citizen's Academy class. 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.

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3.3 A member in **Good Standing** shall be any member who, in January of each year, submits their annual MCSCAAA Enrollment Form and meets the requirements for Participating In Elections as outlined in OPP #10 – Procedure For Conducting Annual Elections.

- 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 meet the requirements for Participating In Elections that are outlined in OPP #10 – Procedure For Conducting Annual Elections over the following twelve (12) months to retain their **Good Standing** status for the following cycle.
- 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. MCSCAAA Membership ID cards remain the property of the Association and will be forfeited and returned at the discretion of the Executive Board following disciplinary action.

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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 For the purpose of maintaining an accurate record of membership in MCSCAAA, and for the required annual MCSO background checks, Members are required to submit an MCSCAAA Enrollment Form at the beginning of each calendar year, in accordance with **OPP #12 - Procedure For Collection Of Annual Dues And Annual Enrollment Forms.**

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

3.6 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.

3.7 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.

3.8 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.

3.9 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.

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

3.11 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:

- 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.

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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 or submission of an annual MCSCAAA Enrollment Form for a period of 60 days from the beginning of the calendar year, he/she shall be removed from the Association and membership terminated. The Executive Board shall send written notification to any member in default. Membership shall be reinstated upon payment of annual dues and submission of the annual MCSCAAA Enrollment Form.

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".

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.

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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

See **Operational Policies and Procedures (OPP) No. 1 – MCSCAAA Officers and Executive Board Responsibilities and Duties**

Article VI – Annual Elections

See **OPP No. 10 – Procedure for Conducting Annual Election**

Article VII – Wearing Apparel Policy

See **OPP No. 6 – MCSCAAA Wearing Apparel Policy**

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

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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.

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.

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

11.2 Audit Committee – see **OPP No. 5 – Procedure For Conducting Annual Internal Financial Audit Or Review.**

11.3 Purchasing Materials and Services – See **OPP No. 2 – Purchasing Materials and Services**

11.4 Tax Filing – See **OPP No. 7 – Procedure for Filing Tax Form 990-N**

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Article XII- Other Policies

- 12.1** Whistleblower Protection Policy. See **OPP No. 14 – Whistleblower Protection Policy**
- 12.2** Conflict of Interest Policy. See **OPP No. 15 – Conflict of Interest Policy**
- 12.3** Document Destruction Policy. See **OPP No. 16 – Document Destruction Policy**
- 12.4** Procedure for Administration of AVP - See **OPP No. 4 – Procedure For Administration Of MCSCAAA Alumni Volunteer Page (AVP)**
- 12.5** Procedure For Member “Sit-Along With Dispatch” Program - See **OPP No. 11 – Procedure For Member “Sit-Along With Dispatch” Program**

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.

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.

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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 15, 2025.

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

Amended Date: April 15, 2024

Amended Date: January 27, 2025

Amended Date: September 15, 2025

Kathe Focke

Kathe Focke, Secretary

These Bylaws, as amended September 15, 2025, are hereby adopted by the Montgomery County Sheriff Citizen's Academy Alumni Association, Inc.

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OFFICERS & EXECUTIVE BOARD MEMBERS:

Pat Shannon

Pat Shannon – President

Gary Jones

Gary Jones – 1st Vice President

Cheryl Schubert

Cheryl Schubert – 2nd Vice President

Kathe Focke

Kathe Focke – Secretary

Juli Schmoker

Juliana Schmoker – Treasurer

Phil Niewald

Phil Niewald – Sergeant-At-Arms

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EXECUTIVE BOARD MEMBERS:

Rita Crosby

Rita Crosby – Historian

Debbie Lee

Debbie Lee – Immediate Past President

Steve Squier

MCSO Sergeant Steve Squier – Liaison Officer