

**2022 National Latino Peace  
Officers Association By-Laws**



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## **Article 1: PREAMBLE**

We, the National Latino Peace Officers Association, realize that we can contribute to the law enforcement process in our nation and establish ourselves as an Association to assist, support, and motivate change for the betterment of all citizens. We are aware that the people served by the criminal justice system are varied ethnically and culturally; therefore, the system must be responsive to all community members. The National Latino Peace Officers Association, working cooperatively with law enforcement and the community, will endeavor to recruit, select and retain people of Latino origin for employment in the criminal justice system. The National Latino Peace Officers Association will make every effort to serve the community and improve the quality of life for all citizens.

## **Article 2: MISSION**

The mission of the Association is to eliminate prejudice and discrimination in the criminal justice system; specifically in law enforcement, and create a fraternal/professional association that provides support, advocacy, and personal and professional development to its members; to prevent and reduce juvenile delinquency; lessen community tension in Latino Communities through awareness and role modeling, offer bilingual assistance to the public, and bridge the gap between the community and the police.

## **Article 3: RESOLUTION**

3.1 The NLPOA philosophy regarding youth and education is to reinforce the important contributions that our cultural diversity provides to this great nation.

3.2 The National Latino Peace Officers Association adopts as its motto:

*"HONORING FAMILY, EDUCATION & COMMUNITY THROUGH SERVICE & MENTORSHIP"*

3.3 This national motto shall be reflected in all writings, literature, and stationary of the Association.

3.4 The national logo is of ancient Indian origin. It represents the Indian heritage of all Latinos that unites us. The seven-point star surrounding the figure stands for law enforcement, reminding members that we are twice bound to work together - by blood and profession.

## **Article 4: POLICY**

4.1 The National Latino Peace Officers Association Executive Board of Directors is vested with all legislative, judicial, and executive powers granted under its constitution, by-laws, standard operating procedures manual, resolutions, policies, and customs.

4.2 The By-Laws will govern the Association's procedures in accordance with the national constitution and national by-laws.

**4.3 All state and local chapter by-Laws shall be established in accordance with the National Constitution, By-Laws and SOPs, resolutions, policies, and customs. It shall be subordinate to the National Board.**

## **Article 5: STATUS**

The National Association is a nonprofit Public Benefit Association and is not organized for the private gain of any individual. It is organized under California Penal Code Section 146(c) as a Law Enforcement Association. The Association will not discriminate against any individual because of race, color, or religion.

## **Article 6: NAME**

**6.1 The name of the Association is The NATIONAL LATINO PEACE OFFICERS ASSOCIATION (NLPOA), founded in 1972. Effective January 1, 1997, all state and local chapters will be formally listed as:**

*"The National Latino Peace Officers Association NAME OF Chapter"*

**6.2 All stationery/envelopes, flyers, and brochures shall reflect the same name.**

**6.3 Those chapters incorporated in their respective States or have been designated a nonprofit organization by the Internal Revenue Service or U.S. Postal Service shall retain their original name, with the addition of D.B.A (Doing Business As) "The National Latino Peace Officers Association- Chapter."**

## **Article 7: PERPETUAL ADDRESS**

**7.1 The National Headquarters address shall remain the same regardless of the Presidency and National Board of Director's changes due to an election. Such resident agent's office address shall remain in the State of California as the Articles of Incorporation and Resident Agent were established in the State of California. This will include the phone number and email.**

**7.2 Local chapters shall maintain a permanent address, such as a Post Office Box, that remains the perpetual address. Should a chapter be suspended, decertified, or ordered to cease/desist, the NLPOA will appoint a member to serve as a Trustee to assume responsibility for that P.O. Box address. All addresses and signature cards shall be on file with the National Secretary.**

**7.3 The State Chapter is the only chapter permitted to change the P.O. Box address when a new State President is elected. This will facilitate communication in the city where the State President resides.**

## **Article 8: AMENDMENTS TO BY-LAWS**

**8.1 The National Board of Directors may amend or alter the National by-laws by approval of the proposed amendment by a majority vote of the Board of Directors or by a majority of the general members in attendance at the annual training conference under the National by-laws.**

**8.2 Any proposed amendment or repeal of a section or portion to the National By-laws must be submitted to the By-laws Committee, through the NLPOA Headquarters, for proper numbering and registration for distribution to the National Board of Directors for consideration.**

**8.3 Approval of the proposed amendment shall become effective immediately upon certification by the National Board. The National Secretary shall maintain the certified votes.**

**8.4 If necessary, such amendment(s) or repeals or page changes to the National By-Laws will be routed to each member of the National Executive Board of Directors, Chapter Presidents, and National Standing Committee Chairs, within ten working days after such action, by the By-Laws Committee.**

**8.5 The President shall appoint a By-Law Committee Chair who shall serve as the National By-Law Committee Chair, with approval of the National Board, for a period of two years. Removal will require National Board Approval.**

**8.6 The National By-Laws Committee shall review every State and local chapter's By-Laws to ensure appropriateness and compliance with the National BY-LAW S under ARTICLE VII National BY-LAW S.**

**8.7 The National By-Laws Committee shall create By-Laws for new chapters requesting provisional status.**

**8.8 All state and local chapters will submit a copy of their By-Laws to the By-Laws Committee for review and approval by the National Board before enacting changes to the By-Laws. This will ensure adherence to National Board Policies and Procedures.**



## **Article 9: AMENDMENTS TO SOPS**

**9.1 The National Board of Directors may amend a standard, section, or portion of the Standard Operating Procedures Manual (SOP) as needed by approval of the proposed amendment by a majority of the National Board of Directors when a quorum has been established (or) by a majority of the GENERAL members in attendance at the Annual Training Conference pursuant to the National By-Laws.**

**9.2 Any proposed amendment or repeal of a section or portion to the SOP must be submitted to the By-Laws Committee, through the NLPOA Headquarters, for proper numbering and registration for distribution to the National Board of Directors for consideration.**

**9.3 Such approval of the proposed amendment shall become effective immediately upon certification by a majority of the National Board.**

**9.4 Such amendment(s) or repeals or page changes to the SOP manual will be routed to each member of the National Board of Directors, Chapter Presidents, and National Standing Committee Chairs within 60 working days after such action by the By-Laws Committee.**

**9.5 The President shall appoint the Standing Operating Procedures Chair for a period of two years and by approval of a majority of the National Board.**

**9.6 The National By-Laws and the National Standard Operating Procedures Committee will be responsible for maintaining, updating, and distributing the Rules and Regulations established by the NLPOA to all concerned parties.**

## **Article 10: NATIONAL MEETINGS**

**10.1 No later than February of each year, the National Conference Planning Committee shall provide the National Training Conference /Convention & Spring Meeting schedule, noting dates, times, and location, to the National Board of Directors, local presidents, and members.**

**10.2 All official business conducted in the name of the National Latino Peace Officers Association shall comply with the latest edition of Robert's Rules of Order, Constitution, By-Laws, and Standard Operating Procedures.**

**10.3 The meeting structure will consist of:**

- Call to order, Invocation, Pledge of Allegiance, Roll Call, and Introduction of**
- Guests.**

- **Approval of Minutes.**
- **Secretary Report.**
- **Treasurer report**
- **President and Vice President's Report**
- **Reports from Committees/Sub-Committees or others.**
- **Unfinished Business**
- **New Business**
- **Consideration of items for future meetings**
- **Adjournment**

**10.4 The National Secretary shall post tentative agendas for all National Meetings on the national website and email each member of the National Board of Directors and local Presidents a minimum of fourteen days before the scheduled meeting.**

**10.5 The National Training Conference/Convention Planning Committee will be responsible for negotiations with professional planning companies. The National Training Conference/Convention Planning Committee will be allowed to include, in an advisory capacity, any person deemed necessary to effectively create the conference schedule, program, budget, and timelines.**

**10.6 The National Training Conference /Convention Planning Committee shall consider the local Chapter's economic concerns and submit its recommendations to the National Board for approval.**

**10.7 All persons entering the convention floor must be duly registered and must, at all times, visibly wear the issued name tag.**

**10.8 During the NLPOA National Training Conference/Convention, any NLPOA Member in good standing, after acknowledgment by the National President (Chair), may address an issue that is presently before the floor of the convention. All speakers, when necessary, must move to one of the available microphones and identify themselves by names and Chapter. Remarks must be professional and must address the issue at hand.**

**10.9 If a member wishes to address the convention on an issue not on the agenda, they must request permission from the Chair requesting the issue to be added to the agenda and wait for proper acknowledgment to address such issue.**

**10.10 When a member addresses an issue, they must be treated with respect and courtesy, regardless of agreement or disagreement with the speaker's stance. Refusal to allow a speaker to speak without interruption will result in the removal of the interrupter. Loud and repeated demonstrations on the floor will not be tolerated.**



**10.11** If a chapter disputes an issue during the meeting, the National Board shall provide the chapter with an area outside the convention hall for small group discussions. The National Board will allocate a 15-minute discussion period to refute the issue. Such discussions will not be allowed inside the convention hall. Such practice is disturbing not only to the speaker but also to those who wish to listen. If a larger area is needed to conduct a caucus or discussion, the person wishing for such an area should contact the National Conference Planning Committee Chair.

**10.12** Alcoholic beverages are not allowed in the convention hall during any official meeting of the General Assembly. Additionally, participants in any training meetings will not consume any alcoholic beverages during such meetings.

## **Article 11: NATIONAL ELECTIONS**

**11.1** Elections to the National Board of Directors shall be held every two years at the National Convention. Elected positions will be subject to the same two years unless otherwise removed by a majority of the National Board.

**11.2** Special elections at the state or local level may be sanctioned upon petition.

**11.3** The President shall appoint the election Chair and Committee, with Board approval, no less than sixty (60) days prior to elections. The committee shall consist of three members. No more than one member from any State shall be appointed to the committee.

**11.4** The Nominating Committee Chair shall be appointed by the President and approved by the Board of Directors.

**11.5** The Nominating Committee shall ensure that information is published on the national website and email candidates interested and eligible to run for elected office.

**11.6** Election announcements and nominations for National Office shall be announced at the meeting prior to the National Convention and at the convention. Election announcements at the State and chapter level shall be opened at least two meetings before the election and at the election meeting.

**11.7** Only members in good standing and who have been members for three months shall be entitled to make nominations. Final nominations shall be made from the convention floor, and candidates shall be present on the floor to accept the nomination.

## **Article 12: VOTING**

**12.1 Only general members in good standing who have been paid members for at least three (3) months before the election shall be entitled to vote. Proxy votes are not allowed, and the members or delegates must be present on the convention floor.**

**12.2 Each National Board of Directors is entitled to one vote with the exception of the General Counsel. The General Counsel must remain neutral in all matters.**

**12.3 Each State President or their designated delegate is entitled to one vote, including those states that only have one chapter.**

**12.4 Each Chapter President or their designated representative is entitled to one vote.**

**12.5 Each chapter is entitled to one delegate vote for every twenty-five members in good standing. To constitute good standing, all members must have their names on file with the National Treasurer by March 15 of the election year.**

**12.6 Before nominating or voting, the designated delegate must be identified to the Nominating Committee.**

**12.7 Good standing is defined as members whose dues have been paid. Names have been provided to the National Treasurer and listed on the chapter roster to the National Treasurer by March 15 of the calendar year.**

**12.8 The Nominating Committee shall hold elections through a secret ballot. The Nominating Committee will provide each eligible voter with an envelope containing the appropriate number of ballots. The results of the secret ballot will not be released outside of the purvey of the Nominating Committee. The number of votes will not be released to the General Assembly.**

**12.9 The Nominating Committee shall collect and tabulate the secret ballots and report the results to the General Assembly. The National Secretary will certify the election and make a permanent record thereof of such election.**

**12.10 Installation of the National Elected Executive Board shall be held at the National Convention Installation Banquet.**

## **Article 13: OATH OF OFFICE**

**All National, State, and Local Board Members will be installed and sworn into office. The following NLPOA Oath of Office will be used for this purpose;**

*"I, (name of board member)  
Affirm that I will support the Mission of the National Latino Peace Officers  
Association.  
I will perform my duties with care To protect the public trust  
To obey all governing documents, state and federal laws And ensure that the  
organization's resources  
Are used to benefit our community."*

## **Article 14: EXECUTIVE BOARD OF DIRECTORS**

**14.1** The National Executive Board of Directors shall consist of those persons elected to serve on the Board at the National Convention as outlined in the National By-Laws. The President may appoint additional members with the Executive Boards' approval. Unless so authorized by the National Board of Directors, no officer, agent, or another person shall have any power to bind the National Association by a contract or render it liable for any purpose.

**14.2** The National, State, and Local Board of Directors shall maintain the highest standards and conduct. The Board of Directors shall act under the requirements and procedures outlined in the constitution, By-Laws, and Standard Operating Procedures.

**14.3** The management of the Association shall be vested in the Executive National Board of Directors. The general power of the Executive National Board of Directors is to manage the Association's administration and business affairs. The Executive National Board of Directors is charged with carrying out the mission, goals, and objectives of the Association.

**14.4** The Executive National Board of Directors shall execute the constitution, By-Laws, resolutions, policies, procedures, and customs of the National Latino Peace Officers Association.

**14.5** A State or local chapter may not assume the authority to speak or act for the National Latino Peace Officers Association in matters of national scope involving the National Latino Peace Officers Association policies unless authorized by the National Board of Directors.

**14.6** In no instance may a state or local chapter bind the National Latino Peace Officers Association in any matter, except with the consent of the NLPOA Board of Directors.

**14.7 The number of members of the Executive National Board of Directors may be increased or decreased from time to time by amendment to the By-Laws. Still, no decrease shall affect shortening the term of any incumbent Director, but the number of Directors shall never be less than five (5).**

**14.8 National, State, or local officers, elected or appointed, may resign from office upon submission of a written letter indicating the effective date of resignation. Resignation, while in good standing, does not affect local chapter membership.**

## **Article 15: DUTIES OF THE EXECUTIVE BOARD OF DIRECTORS**

**15.1 The National President shall be responsible for providing leadership and direction to the Board of Directors and its members. They shall set forth the annual goals and objectives that comply with the established By-Laws. The President and Vice President shall be an active or honorably retired Law Enforcement/Peace Officer as defined by the By-Laws. Definition of a Law Enforcement or Peace Officer: shall be defined by the State or Federal Statute within the State where a member resides.**

**15.2 The National President shall preside at all national board meetings. They shall represent the Association at all public and official functions. They shall be responsible for referring all matters requiring Committee action to the pertinent Committee Chair.**

**15.3 With the approval of the Executive Board of Directors, the National President may authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the State Association. This authority is confined to specific instances.**

**15.4 With the approval of the Executive Board of Directors, the National President shall appoint the Standing Committees Chairpersons.**

**15.5 Upon the expiration of their term of office, the National President shall be recognized as the Immediate Past National President. As the Immediate Past National President, they shall serve as members of the National Executive Board of Directors under the National By-Laws.**

**15.6 The Immediate Past National President shall assist in the smooth transition of the new National President and Board of Directors.**

**15.7 The Vice-President shall assist the National President in any manner requested by the President. In the absence of the National President, the Vice President with the longest tenure in the Association shall act on the President's behalf at board meetings, public, and official gatherings, under the National By-Laws.**

**15.8 With the approval of the Executive Board of Directors, the Western Vice-President shall chair the Membership Committee.**

**15.9 The National Treasurer shall be responsible for the financial management of the Association and shall keep all financial records and books accessible and current under the National By-Laws.**

**15.10 The National Treasurer shall file a monthly financial statement and share the statement with the National Board.**

**15.11 The National Treasurer shall submit an annual financial statement to the General Membership at the Annual Convention.**

**15.12 The National Treasurer shall maintain a current, complete, and accurate record of all members of the Association who are in good standing and forward said information to the National and State Presidents.**

**15.13 The National Treasurer shall file with the Secretary of State a list of the newly elected Board of Directors sixty (60) days after the National Election or when there is a change in the Executive Board and pay such fees as required.**

**15.14 The National Secretary shall keep a written record of attendance and minutes at all meetings.**

**15.15 The National Secretary shall be responsible for presenting written minutes of the previous national meeting for approval at the next national meeting.**

**15.16 The National Secretary shall file the list of newly elected State and Local Board of Directors with the National Latino Peace Officers Association by January 15 of each year**

**15.17 With the approval of the Executive Board of Directors, the National Secretary shall serve on the Community Liaison Committee.**

**15.18 A Parliamentarian shall assist the President in conducting all National Meetings in an orderly manner and in compliance with the National By-Laws and Robert's Rules of Order.**

**15.19** With the approval of the Executive Board of Directors, the National Historian shall serve as the National By-Laws Committee Chair.

**15.20** The National Historian shall compile and maintain a history of the activities in which this Association participates.

**15.21** The National Historian shall serve as a repository for all State and local chapter records.

**15.22** The National Historian shall also serve as the Custodian of Records and maintain all central files.

**15.23** The National El Puente Editor shall be responsible for the development, publication, and distribution of the official newspaper of the Association.

**15.24** With the approval of the Executive Board of Directors, the National El Puente Editor shall serve as the National Publicity and Communications Committee Chair.

**15.25** The State Presidents, or their designated representatives, shall be general members of the Board of Directors.

**15.26** Each State President or their designated representative shall serve as a member of one of the following National Standing Committees:

- **Scholarship Committee**
- **Planning Committee**
- **Legislative Committee**
- **Recruiting Committee**
- **Financial Review Committee**
- **The Ways And Means Committee.**

## **Article 16: COMMITTEES**

**16.1** National Standing Committees may be established to assist with the operations, goals, and objectives of the Association. According to the National By-Laws, a National Board of Directors must be a member of any National Standing Committees.

**16.2** The following National Standing Committees will be established following the National Elections:

- **Publicity And Communications Committee**
- **Membership Committee**
- **Ways and Means Committee**
- **Financial Review Committee**



- **Community Liaison Committee**
- **By-Laws Committee**
- **Recruiting Committee**
- **Legislative Committee**
- **Planning Committee**
- **Scholarship Committee**
- **Standard Operating Procedures Committee**
- **Civil Rights/Affirmative Action Committee**
- **National Conference Planning Committee**

**16.3 With the approval of the Executive Board of Directors, the National President shall appoint the Standing Committees Chairpersons.**

**16.4 Regular and Associate Members can serve on committees or as chairpersons from within any existing paid membership category. However, they must be in good standing, regardless of the type of membership they may hold.**

**16.5 Each Committee Chairperson shall submit an oral or written report at the National meetings. At the end of each calendar year, each Chairperson shall submit a formal report to the National Board of Directors.**

**16.6 Ad-Hoc committees may be established as necessary and charged with performing a specific function. Ad-Hoc Committees shall dissolve upon completion of their specified assignment and the submission of a formal report to the National Board of Directors.**

**16.7 All committees established and chairpersons appointed by the National President serve at the pleasure of the appointing authority. Such Committees, through their Chairperson, shall submit findings and recommendations. However, they serve only in an advisory capacity and not as policymakers.**

## **Article 17: PUBLICITY & COMMUNICATIONS COMMITTEE**

**The Publicity and Communications Committee disseminates information regarding the field of law enforcement. This committee also relays pertinent information to the general membership.**

## **Article 18: MEMBERSHIP COMMITTEE**

**18.1 Under the National By-Laws, the Membership Committee shall be responsible for recruiting members. Those members belong to an identified State or Local Chapter; their membership dues and status will be noted and forwarded to each state and local chapter.**

**18.2 The Vice President with the second-longest tenure with the Association shall serve as the Membership Committee Chair.**

**18.3 The dues, rank, and type of membership of those members that belong to an identified State or local Chapter will be noted and forwarded to the National Treasurer.**

**18.4 In the absence of the State President, the Membership Committee Chair will be present at a Provisional Chapter's first meeting to conduct the meeting.**

**18.5 The Membership Committee Chair will provide technical assistance for starting a new chapter. Such assistance will continue until the provisional Chapter is accepted as an officially recognized chapter by the National Board of Directors. The Membership Committee will prepare and create a National Brochure for recruitment and use by all National, State, and Local members for public outreach.**

## **Article 19: WAYS AND MEANS COMMITTEE**

**19.1 The Ways And Means Committee shall be chaired by a State President and appointed by the National President**

**19.2 The Ways and Means Committee shall seek adequate financial resources to operate the National Association in a financially sound manner.**

**19.3 The Ways and Means Committee Chair shall review and approve joint national and local fundraising events. Should a joint event be held, the ratio of profits is negotiable.**

## **Article 20: FINANCIAL REVIEW COMMITTEE**

**20.1 The National President shall appoint a State President to serve as the Chair of the Financial Review Committee.**

**20.2 The Financial Review Committee shall audit the National Association's financial records. Such audit shall include the use of a Certified Public Accountant. Such audit shall be submitted annually by April 15<sup>th</sup> to the National Board.**

**20.3 The Financial Review Committee shall examine the expenditures of the National Association, make recommendations on fiscal policies, and make a report to the General Assembly at the annual meeting.**

**20.4 The Financial Review Committee shall review each State and local chapter's fiscal practice policies to ensure compliance with sound financial practices. SHOULD WE DELEGATE THIS TO THE STATES????**

**20.5 The Financial Review Committee shall serve as the Review Team should a State or local Chapter be decertified, suspended, or disbanded by the National Executive Board of Directors.**

**20.6 The Financial Review Committee shall develop a financial budget in cooperation with the National President. (DO WE DO THIS?)**

## **Article 21: COMMUNITY LIAISON COMMITTEE**

**21.1 With the approval of the Executive Board of Directors, the National Secretary shall serve as the Community Liaison Committee Chair.**

**21.2 The Community Liaison Committee is responsible for establishing communications with community groups at the National, State, and local levels.**

**21.3 The Community Liaison Committee is responsible for establishing communications with other law enforcement associations.**

## **Article 22: RECRUITING COMMITTEE**

**22.1 The National Recruiting Committee shall establish strategies for recruiting Latinos into Law Enforcement under the National By-Laws. DIVISIVE LANGUAGE**

**22.2 With the approval of the Executive Board of Directors, the National President shall appoint a State President as the Recruiting Committee Chairperson.**

**22.3 The Recruiting Committee shall maintain regular contact with the American Civil Liberties Union and the Legal Defense Foundations to keep up to date on legal issues affecting law enforcement and minorities and keep the Civil Rights/Affirmative Action Committee informed of issues of importance.**

## **Article 23: LEGISLATIVE COMMITTEE**

**23.1** The Legislative Committee keeps the membership informed of related activities and issues affecting the Association under the National By-Laws.

**23.2** With the approval of the Executive Board of Directors, the National President shall appoint a State President as the Legislative Committee Chair.

**23.3** The Legislative Committee shall make legislative recommendations for the NLPOA to pursue.

## **Article 24: PLANNING COMMITTEE**

**24.1** The Planning Committee shall assess the Association's needs and recommend short and long-term goals.

**24.2** With the approval of the Executive Board of Directors, the National President shall appoint a State President as the Planning Committee Chair.

## **Article 25: SCHOLARSHIP COMMITTEE**

**25.1** The Scholarship Committee shall establish guidelines for the National Latino Peace Officers Association Scholarship Program,

**25.2** The National Latino Peace Officers Association scholarship shall be called the "John Parraz Scholarship Fund." Two dollars of every member's national dues will go directly to the JOHN PARRAZ SCHOLARSHIP FUND.

**25.3** With the approval of the Executive Board of Directors, the National President shall appoint a State President as the Scholarship Committee Chair.

## **Article 26: STATE CHAPTERS**

**26.1** On behalf of the National Latino Peace Officers Association, the State Chapter shall serve as the umbrella association for the local chapters in the designated State.

**26.2** The State Board of Directors shall consist of two groups of members:

- **STATE OFFICERS:**
  - 1. State President**
  - 2. Vice President**

### **3. Secretary & Treasurer or a combination thereof;**

- **Chapter Presidents.**

**26.3 The State Officers will be elected from amongst those eligible members in the respective states, and who are in good standing with the Association and their local chapters.**

**26.4 State elections shall be held every two years and run simultaneously with the National elections.**

**26.5 The State President, or their designated representative, shall serve on the National Latino Peace Officers Association Board of Directors.**

**26.6 In those states where only one chapter exists, that chapter shall include, as an elected official and a member of the local Board of Directors, the position of State President until a second chapter is created. Under this situation, the chapter President runs the local chapter, and the State President runs state affairs. The Chapter President and State President each receive one vote in national meetings.**

**26.7 State chapters and local chapters in good standing are permitted to use the National letterhead.**

## **Article 27: CHARTERS**

**27.1 Through its State Board of Directors, the National Board of Directors shall be responsible for organizing new local chapters in their state/regions, as recommended and approved by the National Association.**

**27.2 The National LPOA is the sole deciding entity that can authorize charters at the State and local levels. On behalf of the National LPOA, state chapters will ensure that a local chapter requesting a charter shall have the National LPOA By-Laws and the Standard Operating Procedures in its possession. Such criteria will be obtained from the By-Laws Committee.**

**27.3 The number of counties determines the number of charters in each state. However, where the population warrants, more than one chapter may be formed within one county/city, with a recommendation by the State Board of Directors and approval by the National LPOA Board of Directors.**

**27.4 The requesting individuals will have established a paid membership of five eligible members to establish a local chapter. Requesting individuals must form an interim board of directors to operate the chapter. The Board will consist of a President, Vice President, Secretary, and Treasurer.**

**27.5 To operate a chapter, the interim board members must be in good standing with the National Association. All names, addresses, and membership dues must be sent to the National Treasurer before the Chapter can begin operation. Once this information is received, the chapter will receive authorization to use the National Logo. The requesting Local Chapter will have in its possession Chapter By-Laws that are subordinate to the National and State LPOA Bylaws. Such requesting individuals will be granted provisional status for a period not to exceed nine months, and such status may be terminated prior to the nine months.**

**27.6 The State President is the National Officer responsible for developing chapters within their respective states. The State President will ensure that all concerns of State Chapters are represented at national meetings.**

**27.7 A local chapter must be formed as an Incorporated organization. The motion shall make such request for formal acceptance of the State President at a National Board Meeting.**

**27.8 The National Board of Directors may review the eligibility status of a local chapter at any time and, as may be appropriate, recommend a change in a local chapter's status or recommend that a local chapter be placed on probationary status, decertified, or charter revocation, with cause and with reasonable notification. Chapters that have failed to attend two consecutive state meetings and the required national meeting without being excused are subject to these sanctions.**

**27.9 Before accepting a local chapter, all its members' names, addresses, and dues must be submitted to the National Treasurer.**

**27.10 An Unincorporated Association is defined as a local chapter that is formally chartered but has not been incorporated in its respective state or has not received Nonprofit status by the Internal Revenue Service or the United States Postal Service. All unincorporated chapters must be in the process of incorporation, and this status is reserved for existing chapters that were not incorporated prior to the date of this SOP revision.**

**27.11 An Incorporated Chapter is a chapter that has filed an Article Of Incorporation in its respected state and has received Nonprofit status by the Internal Revenue Service or the United States Postal Service.**

**27.12 The National Board of Directors may review the eligibility status of a state or local chapter at any time and, as may be appropriate, recommend a change in a Local chapter's status or recommend that a state or local chapter's Board of Directors status, be suspended, placed on probationary status be decertified or revoked.**



**27.13** The inactive status of a charter shall require written notice by the National Legal Counsel, informing the Local Board of Directors that they are no longer authorized to conduct business in the name of or on behalf of the National or Local Latino Peace Officers Association in any name used in conjunction with the charter previously issued by the National LPOA. NLPOA may take action necessary to inform the community of the Chapter's inactive status.

**27.14** When such action occurs, the property and respective monies obtained in the name of the National or Local Latino Peace Officers Association shall become the property of the National Association.

**27.15** A chapter's status remains inactive until it is reactivated. All properties and assets will be returned to those members reactivating the chapter charter.

**27.16** To reactivate a charter, the same procedures apply as in the listed sections.

**27.17** Such charters reactivation may cause the local chapter to be reactivated under a new or different Local Board of Directors.

## **Article 28: BOARD OF DIRECTORS VACANCIES**

**28.1** The State Vice-President shall serve as the State President in the event of disability, recall from office, or resignation of the President.

**28.2** In the event of disability, recall from office, or resignation from other state positions, such positions shall be filled by the Association members, with confirmation by the State Board of Directors.

## **Article 29: MEMBERSHIP STANDARDS**

**29.1** Recruitment of members is accomplished through:

- 1.** personal contact with law enforcement officers;
- 2.** "word of mouth;
- 3.** contact with all local law enforcement agencies;
- 4.** contact with local related agencies;
- 5.** community participation;
- 6.** contact with the public schools and colleges;
- 7.** contact with civic organizations;
- 8.** and media releases.

**29.2** All members shall support the mission and goals of the Association. Members shall also adhere to the By-Laws' policies and procedures set forth.

**29.3 Meeting Attendance** is mandatory for all State Officers. Any officer that anticipates being absent from a scheduled meeting shall notify the President, Secretary, or Treasurer of the reason(s) for the anticipated absence.

**29.4 Sexual harassment** is a form of misconduct that undermines the integrity and goals of the National Latino Peace Officers Association. All individuals must be allowed to participate in an environment free from unsolicited and unwelcome sexual overtures. The National Latino Peace Officers Association's policy on this issue is in complete accord with federal law, and any form of sexual harassment is prohibited. Disciplinary action will be taken promptly against any member who engages in sexual harassment.

## **Article 30: MEMBERSHIP TERMINATION**

**30.1** Members in good standing may transfer their membership to another chapter, provided that they have the approval of the Board of Directors of the local chapter to which they request the transfer.

**30.2** A member may resign from the Association by submitting a written letter to the local chapter's secretary.

**30.3** Local chapters that do not pay their national dues face chapter suspension or charter de-certification by the National Latino Peace Officers Association. Reinstatement is available in the same calendar year by paying current and past dues owed.

**30.4** A state president, local chapter, a member, or members who, after due process, are proven to have been involved in illegal or inappropriate premeditated conduct and activities that conflict with the Mission, Goals, objectives, directives, policies, and the general welfare of the Association, shall be subject to disciplinary action by the National Latino Peace Officers Association.

**30.5** A member may forfeit their membership through nonpayment of dues during the calendar year. Reinstatement is available in the same calendar year by paying current and past dues owed.

## **Article 31: QUORUM**

**31.1 Board of Directors Meetings:** Simple majority of fifty percent (50%) plus one.

**31.2 General Membership Meetings:** The majority of the members present and voting.

## **Article 32: FINANCES**

**32.1 More than one-third of the income will be generated from contributions, membership fees, corporate support, and gross receipts from fundraising activities. To comply with Section 509 (a) (2) Internal Revenue Code, the Association will not receive more than one-third of its support from gross investment income. This IRS statute ensures that nonprofits do not profit from investments but receive most of their funding from membership fees, corporate support, and gross receipts from fund raising activities.)**

**32.2 The Association shall abide by the National Latino Peace Officers Association policy and criteria regarding the use of solicitors for fundraising. Contracts with potential solicitors will require approval of the National and State Latino Peace Officers Association. The National and State Presidents must also sign the contracts.**

**32.3 All monies of the Association shall be placed in an appropriately established federally insured bank account.**

**32.4 Disbursement of funds shall be made by check signed by the President and Treasurer. In the absence of the President or the Treasurer, checks will be signed by another duly authorized member of the Board of Directors for duly authorized expenditures. Checks require two signatures.**

**32.5 An employer identification number shall be obtained from the Internal Revenue Service and shall be maintained during the existence of the Association.**

**32.6 In conjunction with the Financial Review Committee, the Board of Directors shall develop an annual budget at the beginning of the calendar year. The budget shall include necessary expenses and proposed projects with projected expenses. It should also include collectible income (dues) and projected fundraising income.**

**32.7 The Executive Board will ensure funds are always available to operate the Association, including money to fund the following for the present and following year.**

- **Office rent and expenses.**
- **Reimbursement for required travel.**
- **Money for the John Parraz Scholarship Fund.**

**32.8 An officer or member shall incur no expenses unless said expenses have been authorized by a majority of the Executive Board of Directors. If the expense has been incurred prior to approval, the expense shall not be reimbursed.**

**32.9 The President of the Executive Board has the authority to spend up to seven hundred dollars, quarterly as funds are available, in managing the business functions of the Association with a majority approval of the board. However, immediately after said expenses are incurred, the President shall make a written report to all Executive Board members and submit receipts and documentation to the National Treasurer. No expenses shall be reimbursed without board approval and submission of receipts on the Associations Reimbursement Request form.**

**32.10 Elected Board Members will receive reimbursements for travel expenses and expenditures consistent with the promotion of the Association. However, expenses will not be guaranteed but are subject to the amount of monies available and the approval for such expenditures by the Executive Board. Appointed Board Members and State Presidents may receive reimbursements only upon approval of the Executive Board.**

**32.11 The Treasurer shall prepare a financial report for review and approval (by the members) at the following quarterly meeting.**

**32.12 The Treasurer shall submit a yearly financial statement for an accounting calendar year ending December 31.**

**32.13 The Treasurer (if not re-elected) shall surrender all financial statements, check/savings accounts, keys, deposits, and any financial records of the Association by January 15, of the following calendar year.**

**32.14 The Treasurer (if newly elected) shall ensure that all accounts, checking, savings, deposits, bank cards, signature cards, financial statements, membership rosters, etc., of the Association are transferred into the correct signers' names by January 20, of each calendar year.**

**32.15 The Treasurer shall ensure that yearly fees are paid to the National Latino Peace Officers Association for member fees, liability insurance, etc. On behalf of the Association, the Treasurer shall comply with the Internal Revenue Service requirements.**

## **Article 33: DUES**

**33.1 The amount that is assessed is "Membership dues." That amount varies depending on the anticipated expenses to operate the National, State, and Local Chapters annually.**

**33.2 Each Chapter Treasurer shall submit new members' information with the yearly dues by March 15.**

**33.3 Members who have achieved the status of Lifetime, Honorary, and students do not pay State dues.**

**33.4 Corporate members become such when they sponsor major events. The National Board of Directors will determine dues.**

**33.5 Each chapter shall pay annual national dues directly to the national Treasurer by March 15<sup>th</sup> of each calendar year. The amount is determined by the National Latino Peace Officers Association Board of Directors.**

**33.6 Dues received from new members after March 15 shall be sent directly to the National Treasurer. All members' names must be on file with the National Treasurer to be in good standing with the National Association.**

## **Article 34: MEMBER BENEFITS**

**Benefits received by members include:**

- **Membership Advocacy;**
- **Professional development through training, workshops, and seminars;**
- **Participation in Juvenile Delinquency Prevention and Intervention programs sponsored, developed, or operated by the Corporation;**
- **Participation in upward mobility seminars/workshops to enhance communication and leadership skills;**
- **Participation in Community Relations by serving as a liaison between law enforcement and the Latino community and a group death benefit.**

## **Article 35: MEMBERSHIP ADVOCACY**

**35.1 Members can request assistance with the employer or employment-related problems. This includes, but is not limited to, discrimination, upward mobility, hiring practices, training, and any other areas deemed appropriate by the Board of Directors. The Association will not become involved in labor disputes or termination from employment unless discrimination or racial issues are involved.**

**35.2 Members will initiate this process by submitting a written request for advice and assistance.**

**35.3 The Board of Directors shall consider and respond in one of the following ways:**

- Decide to support the member and specify the type of support and assistance the Association will provide;
- Refer the member to an attorney, another association, a government entity, or a private agency with the resources to address the problem;
- Reject the request through a written response that explains such a decision.

**35.4** If denied, the member should submit a written appeal to the President of the National Latino Peace Officers Association. The letter should include the specific nature of the problem and a copy of the Association's decision. A copy of the appeal should be sent to the Association.

**35.5** The National Latino Peace Officers Association Board of Directors can reverse the decision and request that the Association conducts a further investigation.

## **Article 36: CONTRACTOR STATUS**

**36.1** Should the Association secure the professional services of a contractor, the contractor and their agents and employees are independent contractors performing professional services for the Association and are not employees of the Association. The contractor and their agents and employees shall not accrue leave, retirement, insurance, bonding, or any other benefits afforded to members of the Association due to any agreement entered into.

**36.2** The contractor shall enter into all agreements with the Association through a Technical and Professional Services Contract Brief.

## **Article 37: POLITICAL ACTIVITY**

**37.1** The National Latino Peace Officers Association shall not engage in any political activity. The Association shall not participate in nor intervene (including the publication or distribution of statements) in any political campaign on behalf of or in opposition to any candidate for public office. Doing so violates the Nonprofit Corporation Laws and will subject any State or Local Chapter to disciplinary action.

**37.2** The purpose of the NLPOA-Advocacy is twofold; to endorse political candidates that deliver diversity in government, offer community enrichment, and provide legislation that promote social wellbeing, provide the best practices for law enforcement, delivers diversity in government, and offers community enrichment.



**37.3 Issue advocacy includes activity relevant to the purpose of the NLPOA-advocacy , such as legislation, initiatives, parole, clemency, pardons, participation in amicus briefs, legislation action, and regulatory action.**

**37.4 No substantial part of the activities of the Association shall include the carrying on of propaganda or otherwise attempt to influence legislation.**

## **Article 38: COPYRIGHT**

**38.1 All materials developed or acquired by Board Members, Officers, and other identified classes of members and contractors under the umbrella, direction, approval, or auspices of the National Latino Peace Officers Association, shall become the property of the Association. Such property shall be delivered to the State or National Association no later than twenty (20) days from termination or separation.**

**38.2 Nothing produced in whole or in part by Board Members, Officers, other identified classes of members, and contractors, shall be subject to an application for copyright by or on behalf of Board Members, Officers, other identified classes of members, and contractors.**

## **Article 39: AMENDMENTS**

**39.1 The power to alter, amend, or repeal the Association's By-Laws or adopt new By-Laws shall be vested in the general membership and the National Board of Directors.**

**39.2 The By-Laws may be amended, altered, or repealed, or new By-Laws adopted by a majority vote of the National Board of Directors present when a quorum has been established or by the majority of the general membership in attendance at the Annual Training Conference.**

## **Article 40: RECORDS AND AUDIT**

**40.1 The Treasurer shall maintain detailed records which indicate the date and nature of product or services rendered or purchased.**

**40.2 The States and local Association's records shall be subject to review by the National Association.**

**40.3 The National Association shall have the right to audit billings before and after payment. Payments previously made shall not foreclose the right of the State Association to recover excessive illegal payments.**

**40.4 The Board shall make designation and frequency of an audit of Directors and at the request of the Local, State, or National Latino Peace Officers Association.**

## **Article 41: FLAT BADGE AND IDENTIFICATION**

**41.1 The President of the National Latino Peace Officers Association shall have the power to commission the fabrication of a flat badge and accompanying identification. Such flat badge shall be die struck from Sun tone (gold colored) metal in the shape of a seven-point star and be similar in design and color to the NLPOA logo.**

**41.2 Accompanying identification shall be designed as directed by the National President. It shall include signature lines for both the National President and State President and the state where the identification is issued.**

**41.3 No flat badge or identification shall be issued to any member without the express authorization of the National President and State President for the state in the identification is to be issued. Such badge and identification shall be surrendered upon demand by either the National President or applicable State President.**

## **Article 42: PROTOCOL AT NLPOA EVENTS**

**This protocol will enhance and promote the image of the Association and acknowledge our Associations leadership at events. Therefore, the following format shall be followed at all formal National Latino Peace Officers Association events when the below-named individuals are present:**

### **42.1 NATIONAL FUNCTION INTRODUCTIONS**

- **National President**
- **National Executive Board and immediate Past President**
- **State Presidents**
- **State Executive Board**
- **Chapter Presidents**
- **Chapter Board hosting the event**

## **Article 43: DISSOLUTION**

Upon dissolution of the National Association or the winding up of its affairs, the assets of the Association shall be distributed to religious, charitable, scientific, literary, or education organizations, which are described in Section 501(c) (3) of the Internal Revenue Code, to which contributions are deductible under Section 170(a) of the Internal Revenue Code.

## **Article 44: AFFILIATE MEMBERSHIP**

**44.1** Affiliate membership may be granted by an Association that has been duly and lawfully incorporated, according to the statutes of their respective state. Affiliate membership is also extended to law enforcement associations comprised of multiple areas as one Association.

**44.2** To obtain affiliation, the Board of Officers of each organization desiring affiliation shall apply, via a letter signed by their executive Board, to the State NLPOA President for recommendation to the National Board for approval. Acceptance of affiliate member status shall be the sole discretion of the National Board.

**44.3** Affiliate membership shall be group membership. Each member of the affiliate member organization shall be considered upon application for membership in the National Latino Peace Officers Association individually.

**44.4** Each affiliate organization shall be recognized as an affiliate member of the National Latino Peace Officers Association while retaining its own organizational title.

**44.5** An affiliate member in good standing shall:

- **Conduct at least one membership meeting annually**
- **Submit annual dues**
- **Encourage representation for the affiliate organization at the annual NLPOA conference**
- **Submit an annual written report of activities and the current status of the organization to the National Board prior to the annual meeting and;**
- **Submit the name and the address of each member, non-members, and law enforcement administrator on their mailing list, to the National Board as requested.**

**44.6** The affiliate would have one (1) vote by a delegate. This is optional and at the discretion of the NLPOA National board or the NLPOA Membership.

**44.7 The President of each affiliate organization shall be a dues paying member of the National Latino Peace Officers Association.**

**44.8 The President of each affiliate organization shall receive from the NLPOA:**

- **Copies of the By-Laws;**
- **Stand Operating Orders;**
- **All official publications of the NLPOA (i.e., El Puente, National Newsletter), and other pertinent material;**
- **A certificate of affiliation,**
- **Transcripts and materials available at the annual training seminar; and**
- **Assistance or advocacy on request from their respective state chapter or members of the National Board in implementing or coordinating the affairs of the affiliate organization.**

## **Article 45: CODE OF ETHICS**

**Members of NATIONAL LATINO PEACE OFFICERS ASSOCIATION shall subscribe to, and seek to live by, the principles of:**

***HONESTY: knowing that honesty is a necessary attribute of good character and effective leadership.***

***SERVICE: being aware of the fact that true happiness comes only through helpful service to others.***

***INDUSTRIOUSNESS: knowing that real progress can be achieved only if the mind is alert to comprehend and the hands ready to perform individual and community tasks.***

***HUMILITY: being convinced that true humbleness of spirit is the only proper attitude to maintain in their relations with their associates.***

***JUSTICE: believing that it is only right and proper to be just and fair in their dealings with their fellowman; to condemn no one without giving him a chance to defend himself; to consider all factors before forming an opinion of another's motives, or before passing judgment on his actions.***

***COOPERATION: realizing that they must work closely and harmoniously with others in this day of highly organized social and economic endeavor.***

***RESPONSIBILITY: always assuming full responsibility for their actions, and accepting opportunities to fulfill their social, economic, and moral obligations.***

***CHARITABLENESS: being over tolerant, generous, and considerate in their relationships with others; and courteous, gentle, and kind in their attitudes and actions toward their fellowmen.***

