



CONSTITUTION AND BY-LAWS
FOR THE
HARTFORD POLICE HISPANIC ASSOCIATION

FOUNDED
CHARTERED
REVISED
REVISED
REVISED

MAY 1983
APRIL 1984
JUNE 1995
AUGUST 2001
NOVEMBER 2009 (By Officer William Rivera)

ARTICLE I

NAME AND ADDRESS

The name of this Association shall be the Hartford Police-Hispanic Officers Association, Hartford, Connecticut 06120.

ARTICLE II

PURPOSE AND GOALS OF THE ASSOCIATION

To promote and develop a friendly and fraternal relationship among the members of this Association, Police Department and the City of Hartford. Maintain and improve the relationship between the Association and the people we serve in the City of Hartford. Organize, volunteer and participate in public or private functions that promote, develop or contribute in charitable activities. Cultivate and preserve the culture and identify of Puerto Ricans, Latinos and members of Hispanic Origin. Promote pride, integrity and a high standard of professionalism.

ARTICLE III

MEMBERSHIP

1. The membership of the Association shall consist of sworn Hartford Police Officers (Charter Member), and Civilians (Affiliated Member's). Both must pay monthly dues on time and in full to the Association.
2. Only sworn active members are eligible to hold a position on the Executive and Advisory Board. Affiliated Members do not have a right to vote regarding the Association elections, but are permitted to vote on all other matters brought to the floor at regular meetings.
3. The Association is open to all persons regardless of race, religion, creed, color, sexual preference or natural origin.
4. Any member dismissed from the Hartford Police Department shall not, under any circumstances be eligible to hold Office in the Association. If a member is on the Executive or Advisory Board at the time of an incident, this member shall become ineligible to hold a position. When a member who has been dropped from the Association pursuant to this section, is reinstated in the Hartford Police Department, member shall regain Charter Member status.
5. No Charter or Affiliated member arrested and convicted of a crime shall be eligible for membership. The President shall report the findings to the membership at the next general meeting.
6. Any Charter or Affiliated Member who has been a member in good standing and paid dues for twenty consecutive years, shall be deemed "Lifetime Member," and shall not pay any further dues after their twentieth year. A member under this Article and Section shall be considered Honorary Member and shall have the rights and benefits as an active member.

ARTICLE IV

HONORARY AWARDS

1. Any Charter, Affiliated or Non Member can obtain "Honorary Recognition," by virtue of their dedication, commitment, professionalism, and outstanding service to the Association, Police Department or Community. It shall be the responsibility of the members to submit recommendations in writing, to the Association of individuals they propose to be considered for "Honorary Recognition." It shall be the responsibility of the Executive Board to review all recommendations and make a determination to approve or deny request.

OFFICER OF THE YEAR

2. The Executive Board of this Association with the conformity of the Advisory Board and general membership shall have the responsibility of selecting a Charter member to be recognized and awarded the distinguish honor of being Hartford Police – Hispanic Association "Officer of the Year." Process for selecting shall commence January 1st through December 1st of each year. The President shall hold an Executive and Advisory Board meeting to select and announce the member chosen. Award shall be presented to the member at the Christmas party for the Association.
3. All Charter members shall be eligible to receive this award regardless of their position in the Association or Police Department. Member must have an active Charter status of one full calendar year as of January 1st through December 1st to be eligible for an award. No Affiliated member is eligible for this award.
4. It shall be the responsibility of the Executive, Advisory Board and the membership to provide in writing and submit information regarding a member worthy of recognition. Such acknowledgement shall be based on exemplary, extraordinary, meritorious or notable accomplishment. Member who takes the initiative to attend meetings, organize, volunteer or assist in public or private activities.

ARTICLE V

MEETINGS

1. The regular meetings shall be held once a month as such time and place as the President selects. Secretary shall post notices for meetings. Five members present shall constitute a quorum for the transaction of the General Business. The business of the Association shall be taken up in the following manner:
 - A. Roll Call of Officers
 - B. Reading of Minutes of previous meeting
 - C. Reading Communications, bills, etc.
 - D. Reports of Committees
 - E. Unfinished Business / New Business
 - F. Open Floor for Discussion
 - G. Motion to Adjourn

ARTICLE VI

DUES

1. Each member of the Association is personally responsible for the prompt payment of their dues to maintain a good standing in the Association. Dues for Charter Members are due on a monthly basis deducted from payroll. Affiliated members may choose a payment plan of paying dues on a monthly, quarterly, semi-annually or in full at the time of their enrollment. Dues shall be set by the Charter member by a majority vote.

ARTICLE VII

FUNDS

1. The funds of this Association shall be deposited in a Commercial Bank or Credit Union in the City of Hartford and shall be referred and certified as Hartford Police – Hispanic Officers Association, Tax Identification # XXXXXXXX-XX Savings and Checking account shall consist of any and all money received by the Association.

APPROPRIATION OF FUNDS

- A. Any motion or written request for a donation or purchase of any item over \$100.00 from or by the Association shall be submitted in writing to the president.
- B. The President shall notify the Vice President – Chairman, of the Advisory Board. Approval or rejection shall be determined by the Chairman / Advisory Board. Subject matter to be acted upon within ten (10) business days, if feasible.
- C. The President shall be permitted at his / her discretion (\$100.00) per month for expenditures pertaining to the Association. Treasurer shall monitor expenditures and deny same if inappropriate.
- D. No money shall be appropriated for any purpose, except as herein provided. Petty items of expenditures as may be incurred in the transaction of the routine business of the Association are hereby exempt, however, proper bills must be presented for such expenditures, and reported to the General Membership at the next General Meeting following payment of said bills.
- E. The Association shall not lend any of the Association's money under any circumstances.
- F. Any member can request to see the annual Financial Reports of the Association.

ARTICLE VIII

SUSPENSION, DISMISSAL AND REINSTATEMENT

1. Member who fails to pay dues three times during the duration of one year shall be suspended for one year from the Association.

REINSTATEMENT

2. A member of the association who either resigned from the Association or was dropped for membership because of non-payment of dues, or for any other cause, may be reinstate by the majority vote from the Executive and Advisory Board.
3. No member who is reinstated can run for office until being active member in good standing for one year from date of reinstatement to the Association.

4. The Treasurer shall advise the President of members notified for delinquency and violation of payments due. If a member fails to bring payments up to date and continues to be delinquent the Treasurer will notify the Secretary and the Secretary shall drop the membership of the individual.

ARTICLE IX

ELECTION OF OFFICERS

1. The Officers of the Association shall be elected at the regular meeting held in the month of November and shall hold office for two (2) years. Members of the Advisory Board shall hold office for (2) years. Whenever a vacancy occurs it shall be filled by the President.
2. Nominations for office shall be made from the floor at the regular meeting in the month of October by any charter member in good standings and such nomination must be seconded. A member not present may be nominated.
3. At the October meeting the President shall appoint an Election Committee consisting of two members not running or holding office. Ballots shall be prepared by the Election Committee. The Secretary shall make notification, to each candidate for office giving notice of said nominations. The nominations shall be delivered seven days after the October meeting, and no later than fourteen days prior to the November election. If not voting in person all ballots shall be submitted to the Hartford Police – Hispanic Officers Association mail box located at the Hartford Police Department. Voting and Ballots shall be accepted 7:00 AM until 9:00 PM on voting date. It shall be the responsibility of the voting committee to select a location.
4. No member shall be eligible to hold office until he/she has been a member in good standing for one (1) year. The officers as elected shall be installed January 1st following November's Election.
5. In the event of a vacancy in the Office of President, the Vice-President shall automatically succeed to the Presidency. Vacancies occurring in any other Office shall be filled by the President for the remainder of the term.

CHARGES AND VIOLATION

1. Any member may be suspended or impeached from office. Members may file complaint(s) for any misconduct.
2. Complaints must be brought forth in writing to the President clearly indicating the misconduct. In the event that the complaints are being filed against the President than the Vice President shall be responsible to investigate and have a hearing regarding the complaint. If the President and the Vice President are being charged or all the other Executive Board Members then the Senior Officer of the Advisory Board shall have control and responsibility of proceedings until such hearing and findings have been concluded.
3. If a member is found guilty of misconduct violations, the following penalties may be imposed:
 - A. Written warning (may only be issued once).
 - B. Suspension from Association.
 - C. Dropped from Association.

ARTICLE X

DUTIES OF OFFICERS AND COMMITTEES

1. The **President** shall preside at all meetings preserve good order while conducting them. President shall comply with all the provisions of the Constitution and by-laws. President shall appoint all Committees and members. President may remove any member or Committees so appointed and designate successor. The President shall have the right to appoint any member of the Executive or Advisory Board in the event of a vacancy. It shall be the responsibility of the President and Advisory Board to assure that the Officers of this Association performs the duties herein charged to them and uphold the Constitution and by-laws. President shall have the deciding vote to break a tie President shall see to it that all funds of the Association are deposited as provided in Article VII; that withdrawals from the Savings and Checking accounts are made only upon the signatures of the President and Treasurer of the Association.
2. The **Vice President** shall comply with all orders of the President and during the absence or disability of the President, shall perform and be responsible for the performance of all duties herein charged to the President of the Association. The Vice President shall act as permanent Chairman of the Advisory Board and preside at its meetings. Vice President shall call meetings of the Advisory Board as needed. Vice President shall call meetings of the Advisory Board as needed. Vice President is responsible for the duties of the Advisory Board. The Vice President shall be authorized to sign checks only when the President is not available.
3. The **Secretary** shall be the Chief Clerical Officer. The Secretary shall read all communications, bills, reports, petitions, and applications for membership at regular meeting and make necessary record in the minute book of the Association. The Secretary shall conduct all administrative responsibilities, as the President shall determine. The Secretary shall be responsible for all written documentation pertaining to and submitted to the Association. The Secretary shall keep a record of the names and Addresses of all members of the Association. The Association books and records shall be available for examination and inspection by a member. Immediately prior to the expiration of the office the Secretary shall deliver to the Successor all books, papers, records and all other property of the Association in their possession.
4. The **Treasurer** shall receive all monies from sources, obtaining a receipt for the same, announce the financial report at each meeting, keep a correct record of all money received and expended, deposit all money received and expenditures. Deposit all money in the Association's accounts, pay all bills and expend funds as signed by the President or Advisory Board and provide financial statements. All taxes, auditing and financial status of the Association shall be conducted by the Treasurer.
5. The **Sergeants-At-Arms** will be appointed by the President to assist in maintaining order at all meetings and shall perform all other duties as may be assigned to them by the President.
6. The **Advisory Board** shall meet as needed. The Advisory Board shall have the responsibility of being an advocacy guidance and consultant to the President and assist in the representation of the Association. The Advisory Board shall vote on all proposal, donation or purchases over \$100.00. All considerations must be submitted in writing to the Chairman who shall have the responsibility to inform members of the Association. The Chairman shall notify of response to proposals. No vote is needed for functions, dances or any other event in which the money being allocated is for the benefit of the entire membership of the Association. The Advisory Board shall consist of:

- A. The Vice President (As Permanent Chairman)
- B. Six (6) members of the Association, not holding office, to be elected every two years.

STANDING COMMITTEE

1. Committees shall be appointed by the President and Chaired by the Vice President or his designee.

ARTICLE XI

ADMENDMENT, REVISION OR REPEAL OF CONSITUTION OR BY-LAWS

1. The Association may, only by due process, alter, amend or repeal and provision of this Constitution and by-laws. The Constitution and by-laws, or any provisions thereof, shall be amended in the following manner:
 - A. All proposed Amendments must be presented in writing, and must be signed by five (5) members in good standing. It shall be referred to the Executive and Advisory Board. At the next meeting of the Association the proposer will have the opportunity to address proposed amendment. Should the membership approve of such proposed Amendment said, proposed Amendment shall then be new language to be implemented at the meeting.
 - B. An accepted Amendment to the Constitution and by-laws shall take effect immediately, unless otherwise stated.
 - C. The Hartford Police Hispanic Officers Association and the Constitution and the Constitution and by-laws contained herein are only and solely for the purpose of the Association.