

**CONSTITUTION & BY-LAWS
of the
COLORADO POLICE
PROTECTIVE ASSOCIATION**

Revised September 9, 2005

ARTICLE I

NAME AND MISSION

SECTION 1. This organization shall be known as the Colorado Police Protective Association.

SECTION 2. This organization shall also be known as the Police Protective Association of Colorado.

SECTION 3. OUR MISSION STATEMENT:

The mission of the Colorado Police Protective Association is to enhance the profession of law enforcement and the status of the police officer in Colorado.

ARTICLE II

BOARD OF DIRECTORS

SECTION 1. AUTHORITY OF BOARD OF DIRECTORS: The Board of Directors of the Colorado Police Protective Association shall have primary authority for management and welfare of this Association in order to insure that the mission and purpose of the Association is accomplished. If there are objections or protests regarding the transaction of business by the Association or Board of Directors, (see Article VIII).

- A. The Board of Directors shall have the duty and the authority to direct the expenditure of Association funds. All requests for funding of programs or projects shall be in written form and submitted to the Board of Directors no less than five weeks prior to the scheduled date of a General Business meeting.

- B. In order to provide the necessary legal and legislative programs for the proper protection of its membership the Board of Directors will appoint and direct the activities of a Legislative Committee and assign a lobbyist(s) to represent the Association at the State Legislature. (See Article V, section 7).

ARTICLE III

BOARD OF DIRECTORS & TRUSTEES

SECTION 1. The Board of Directors of the Association shall consist of 9 individuals elected pursuant to these by-laws, including a President, a Vice President, a Secretary and a Treasurer, and 6 Directors (At Large), all of whom shall be members in good standing in this Association. There shall also be an indefinite number of elected trustees.

SECTION 2. The Officers of the Association shall consist of the President, Vice-President, Secretary, and Treasurer. The Officers of the Association shall be elected from the members of the Board of Directors by a majority vote of the Board of Directors.

SECTION 3. The Trustees of this Association will be appointed from active membership during the General Business meeting. There shall be no limitation on the number of terms any trustee can serve, nor shall there be any limitation on the number of Trustees that may be elected.

SECTION 4. A quorum for meetings of the Board of Directors shall be five members of the Board.

ARTICLE IV

NOMINATION, ELECTION, AND TERMS OF OFFICE BOARD OF DIRECTORS & TRUSTEES

SECTION 1. The Board of Directors of the Association shall be elected to two-year terms by a vote of the membership as provided herein, either through open or closed ballot as designated by the active membership. The Trustees of the Association shall be elected to three-year terms by a vote of the membership as provided herein, either through open or closed ballot as designated by the active membership. The election for members of the Board of Directors and Trustees will be held at the General Business meeting, and those so elected will assume their positions immediately. In order for any member of this association to be elected to an office they must carry a plurality of votes cast during the election held at the General Business meeting.

SECTION 2. Any active or retired member may be nominated for the Board of Directors or a Trustee position by having his/her name placed in nomination. Retirees may hold only one position on the Board of Directors and will be eligible to hold an office if elected by the current board. Nominations for Trustee positions shall be made either in written or verbal form by active members of the Association. Verbal nominations may be made at the same meeting at which the election is held.

ARTICLE V

DUTIES AND RESPONSIBILITIES OF OFFICERS

SECTION 1. REPLACEMENT OF OFFICERS:

- A. The Board of Directors may, during any meeting, remove from office any member of the board who:
- 1) is no longer an active member of the association
 - 2) resigns their office
 - 3) has been fired from his/her department
 - 4) has resigned from their department by request of higher authority
 - 5) violates provisions of these bylaws
 - 6) has been found guilty of a felony
 - 7) fails to attend scheduled meetings, special meetings, or the General Business meeting
 - a) definition: fails to attend- more than 2 unexcused absences of any type in a one-year period.
 - 8) or any other cause which the Board of Directors views as a violation of the ethics of this organization.
- B. In the event a member of the Board of Directors is removed pursuant to this section, the President may appoint a member of good standing in this Association to the position. This appointment will be at the meeting at which the board member was removed or the next scheduled General Business meeting. The member appointed by the President will serve in that position until the next General Business meeting where it will be filled by a vote of the delegates.

SECTION 2. DUTIES OF THE PRESIDENT:

- A. The President of the Association shall preside at all meetings of the Board of Directors and at all meetings of this Association. The President shall see that the provisions of the Constitution and Association by-laws are strictly adhered to; that any and all resolutions be promptly and properly executed; he/she shall report all progress and activity of the Association at the General Business meetings. The President shall chair the Finance committee.
- B. It shall be the prerogative of the President of this Association to appoint, continue, or discontinue any committee as he/she deems proper and important for the good of this Association (Legislative and Officer of the Year Committees are required). The President may appoint any active member to serve on any committee.
- C. **OFFICER OF THE YEAR COMMITTEE:** The President shall appoint an "Officer of the Year," award committee consisting of a member of the Board of Directors as Chairperson and three active members of the Association. The committee will be authorized to select the nominee for "Officer of the Year" and make the necessary arrangements to present the award at an appropriate time and location to be determined by the committee. All expenses relating to the presentation of the award will be paid by the Association. This committee, may as it deems proper, make additional awards to officers for meritorious service and provide certificates of merit indicating the service performed in the officer's community and will notify the proper officials of his/her city or agency of said award. Selection of "Officer of the Year" should be in accordance with guidelines established by the Board of Directors. This committee shall report the name and department of its selection to the Board of Directors in written form no later than five weeks prior to the scheduled date of the General Business meeting of each year.
- D. **LEGISLATIVE COMMITTEE:** The President will appoint a Legislative Committee. The chairperson for that committee shall be the Vice-President. The Legislative committee will be responsible for

researching and addressing any legislative issues that are of importance to this Association. The Legislative committee will be responsible for providing direction to the lobbyist(s) in representing the position of the Association at the State Legislature. The Legislative committee shall from time to time as appropriate make recommendations to the Board of Directors with regard to any endorsements, support, or contributions of a political nature.

SECTION 3. DUTIES OF THE VICE PRESIDENT: The Vice President shall perform all the duties and enjoy all the powers of the President in the event of his/her absence, removal from office, death or inability to act. The Vice President shall chair the Legislative committee.

SECTION 4. DUTIES OF THE SECRETARY: The Secretary will become a voting position on the Board of Directors effective in 1996. The Secretary shall chair the PAC committee. The Secretary will be responsible for the following duties:

- A. Correctly record the minutes of all meetings.
- B. Maintain a roster of all members in good standing.
- C. Perform all the necessary duties incident to this office and shall maintain for reference any and all correspondence relating to the Association.
- D. Maintain a complete and current copy of the Constitution and by-laws of this Association and have any revision to the Constitution or by-laws published after any General Business meeting in which a change is enacted.
- E. Minutes of all meetings shall be sent to board members for review at least five (5) days prior to next scheduled board meetings.
- F. Verify the credentials of all voting delegates and by using the membership database shall verify the proxy votes of any delegates prior to the business meeting at any General Business meeting. (See article VIII, Section I.)
- G. Chair PAC Committee.

SECTION 5. DUTIES OF THE TREASURER: The Treasurer will become a voting position on the Board of Directors effective in 1996. The Treasurer will be responsible for the following duties:

- A. Keep and disperse the funds of the Association and shall render an account of his/her actions at each General Business meeting.
- B. Perform all the necessary duties incident to this office and shall maintain for reference any and all correspondence relating to the Association.
- C. It shall further be the Treasurer's duty to furnish to the Association a surety bond in the amount of fifty thousand dollars (\$50, 000) to be paid for by the Association.
- D. With the approval of the Board of Directors, may employ and pay for, from the funds of the Association, such assistance as may be necessary in carrying out the duties of his/her office.
- E. Have the financial books audited by a Certified Public Accountant. This report will be distributed to the Board of Directors for their approval.
 - 1) An Audit Review will be accomplished annually.
 - 2) A full audit shall be accomplished every three (3) years.
- F. Shall be named as Treasurer of the Association PAC fund
- G. Chair Officer of the Year Committee.

SECTION 6. DUTIES OF THE DIRECTORS (AT LARGE): The Directors (at large) shall assist the President, Vice-President, Secretary, and Treasurer with the general duties of the Board of Directors. They shall be responsible for the chairmanship of certain committees as appointed by the Board of Directors.

SECTION 7. DUTIES OF THE TRUSTEES: The Trustees of the Association shall serve as the primary points of contact on all matters of the association in the event the respective department or association is not represented by a member of the Board of Directors. The Trustees may assist the Board of Directors in the planning of association events.

SECTION 8. DUTIES OF THE CPPA LOBBYIST: The Lobbyist(s) for the Association will be appointed by the Board of Directors. Any individual or organization wishing to be considered for the lobbyist(s) position shall submit a written contract proposal to the Board of Directors no later than 3 weeks prior to the scheduled date of the General Business meeting each year. The proposal should contain the duties and responsibilities of the lobbyist and the amount of any requested fee and/or compensation to be remanded from the Association. The appointed Lobbyist(s) will represent this Association in accordance with the accepted contract proposal. In the event the lobbyist(s) is unable to fulfill the duties and responsibilities as stipulated in the contract, the Board of Directors may at its discretion, replace the lobbyist at any meeting of the Association. Under such circumstances the Board of Directors may request from the lobbyist or his/her respective department/association reimbursement of any pro-rata fees or compensation due the Association for the unfulfilled balance of the term of the contract.

ARTICLE VI
MEMBERSHIP

SECTION 1. There shall be four (4) categories of Association membership: Active, Retired, Associate and Honorary.

A. **ACTIVE MEMBERS:** The active membership of this Association shall include any person meeting the standards defined by Colorado Revised Statutes, and who is certified by the Peace Officer Standards and Training Board (P.O.S.T) . This person shall be employed in the following positions: chief of police, police officer, sheriff, under sheriff, deputy sheriff, Colorado state patrol officer, town marshal, deputy town marshal, the director of the Colorado Bureau of Investigation, Colorado wildlife officer, Colorado parks and recreation officer, Colorado police administrator or police officer employed by the Colorado Mental Health Institute at Pueblo, attorney general criminal investigator, university police officers, community parole officer, and the Department of Corrections inspector general. Any person meeting these prerequisites may, upon application in writing to the Secretary of the Association on the prescribed forms, and upon paying the established membership fee, become a member of the Association.

a. Gateway Protection: As enacted during the General Business meeting on September 2001.

B. **RETIRED MEMBERS:** Retired members of this Association shall consist of previously active members in good standing who became an active member prior to reaching their 51st birthday and who have retired after serving the required length of service and recognized by their department as having retired or who have retired after qualifying for a disability retirement pursuant to applicable State Law, and who continue to pay all dues and assessments to this Association. If a question arises as to the status of the retired member, the Board of Directors shall make the final determination as to whether the member will be classified as a retired member. Retired members shall be entitled to all privileges in the Association unless specifically limited herein.

C. **ASSOCIATE MEMBERS:** Associate membership in this Association shall consist of those public safety employees who do not meet the requirements of active or retired membership. Associate members would be eligible for all benefits of Association membership except those benefits listed below: Associate members would not have: voting privileges, death benefits and could not hold office in the association. Membership fees for associate members would be the same as an active member. (Examples of Associate Members would be: District Attorneys, District Attorney's Investigators, corrections officers, out of state law enforcement officers, federal officers, public safety employees and retired law enforcement officers who do not meet the retired member qualifications.)

- D. **HONORARY MEMBERS:** Honorary membership in the Association is awarded to individuals who have demonstrated outstanding support for the law enforcement profession and the Colorado Police Protective Association. This may be through financial support, work effort to help achieve the purpose and goals of the Association, outstanding accomplishments in the law enforcement profession or any other meritorious action deserving of recognition. Honorary membership may be awarded by the Board of Directors after submission of the name of the nominee to the Board of Directors by an active or retired member along with a written statement of the reason for the request for the award. The Board of Directors may vote on the application at any quarterly meeting or at a General Business meetings. If approved, the recipient will receive a certificate announcing the award, at a General Business meeting. There are no privileges extended with the honorary membership.

SECTION 2. MEMBERSHIP DUES: Membership dues shall be determined annually by a majority vote of those present at the first General Business meeting of the year, and shall be due January 1, of each year. If the dues are not paid or arrangements are not made to pay them by March 1, the member shall be declared in default by the Treasurer and may be dropped from the membership rolls without further notice, at which time he/she shall forfeit all right to any past, present, or future benefits of membership in the Association.

- A. CPPA annual dues for January 1, 2001 increased to \$25.00 per member. CPPA annual dues structure effective January 1, 2002 from a fixed amount to a fixed percentage of the statewide average salary of a 5-year police officer (percentage to be determined as a result of CML sources and/or comparable and/or reputable official sources.) The initial percentage (actual number) will be at least the equivalent to the current years annual dues, i.e. \$25.00. In subsequent years, the percentage will be applied to the difference between the previous years average pay and the upcoming years average pay. Example: Year 2002 average pay = \$42,000, Year 2003 average pay = \$44,500. The percentage would be a multiple of the difference between \$44,500 and \$42,000 (x)% X \$25.00 = dues for Year 2003.

SECTION 3. MEMBERSHIP RENEWAL: On or about December 1 of each year, the Association will mail to each member a membership renewal card. It shall be the member's duty if he/she desires to continue membership in the Association to return the completed card to the Association with the correct annual dues payment by January 1.

- A. If the member's Association/Department pays for their dues, the Association/ Department will be so notified and billed.
- B. In the event that the Association/Department fails to pay the dues, the member will be notified and it will be his/her responsibility to pay their dues in order to keep the membership current.

ARTICLE VII

DEATH BENEFITS

SECTION 1. DEATH BENEFITS:

- A. Every Active/Retired member of this Association in good standing and who has joined this Association as an active member prior to reaching his/her 51st birthday, will be entitled to a death benefit of Five Hundred Dollars (\$500.00) payable to his/her named beneficiary, or his/her estate upon his/her death.
- B. In the event the member's death is determined to be in the line of duty, the Association shall issue a benefit directly to the family of the deceased member, to help defer the expenses of attending the National Law Enforcement Memorial ceremonies at the time the member's name is placed upon the memorial, should the family elect to attend the ceremony. All arrangements for this benefit will be made by the Association.
- C. Every person subject to this Section shall designate in writing a beneficiary and such member may at any time change his/her beneficiary in writing. Upon the death of any Active/Retired member who was in good standing, bound by the provisions hereof, the beneficiary last named in writing by the member shall be paid the death benefit. When a member fails to name a beneficiary the following will apply: the entire benefit will be paid to the member's spouse. If the member's spouse predeceased the member, the benefit will be paid to the children of the member equally. If there are no children, the benefit will be paid to the CPPA'S Scholarship fund in the deceased member's name. In no event shall these provisions supersede the laws of the state of Colorado.

SECTION 2. FALSE STATEMENTS: Any false statements or misrepresentation on the application for membership into this Association will cause the application and death benefit to be void.

ARTICLE VIII

BY LAWS, MEETINGS & ORDER OF BUSINESS

SECTION 1. POWER TO ALTER, AMEND, AND REVISE: Association Members shall have the power, during any General Business meeting, to alter, amend or revise the Constitution and by-laws of this Association, but the same shall not be amended or revised except by a two-thirds vote of the members/delegates of the Association present and entitled to vote.

- A. Five (5) board members shall constitute a quorum for the transaction of business at all meetings other than the General Business meeting.
- B. Twenty-five (25) delegates shall constitute a quorum for the conduct of business at a General Business meeting.

SECTION 2. ORDER OF BUSINESS: The order of business conducted at a General Business meeting of this Association shall be solely and entirely the prerogative of the President.

SECTION 3. ORDER AT MEETING:

- A. The President or designated presiding officer shall preserve order in the quorum. All questions of order shall be decided by him/her, subject to an appeal by any member of the Association.
- B. During a meeting, every member, while speaking, offering a motion, or appealing a decision of the Board of Directors shall rise in his/her place, address the presiding officer, state their motion or question of a Board of Directors decision and when finished shall resume their seat. When a member is speaking, the President will ensure that all discussion is confined to the motion or question under debate. If any one interferes with the member or attempts to introduce other business before the business at hand has been satisfied, that person will be ruled out of order by the presiding officer.

SECTION 4. VOTING ON MOTIONS:

- A. During any business session of a General Business meeting, all members may vote upon any motion, unless a delegate vote has been called for, upon the demand of one delegate, the voting will be limited to the delegates registered with the Secretary at the start of the business meeting.
- B. During Board of Directors meetings, only members of the Board of Directors with voting privileges may vote on motions being considered.
- C. **MOTIONS FROM THE FLOOR TO CHANGE ASSOCIATION BY-LAWS** Introductions are prohibited from the floor introducing a discussion, motion, or vote to change by-laws of the Association from the floor. Only those motions presented to the general business meeting, three weeks in advance of the general business meeting will be considered. The purpose of this subsection is to preclude a short notice vote on any subject or issue without the opportunity of the board and the general membership present to give due regard and careful consideration, and discussion to said proposal.

SECTION 5. PROTESTING THE CONDUCT OF BUSINESS:

- A. If any member of this Association wishes to protest the conduct of any business or decision made by the Board of Directors or by the Association during a meeting, he/she may ask for a vote. A vote to overrule, amend, or alter the conduct of business must be passed by a two-thirds majority of the votes cast by members /delegates present and entitled to vote.
- B. If any member of this Association wishes to protest the conduct of business or decision made by the Board of Directors or the Association at a time other than at a meeting then he/she must submit a letter of protest to the President through the Secretary for his/her consideration at the next regularly scheduled meeting. If the business, which has been protested, is determined by the President to be of such importance that it should require immediate attention, the President shall call a special meeting of the Association to resolve the issue.

SECTION 6. SPECIAL MEETINGS: When the President calls for a special meeting of the Association, all members will be notified by the Secretary.

- A. Only the item(s) under protest may be brought up for discussion during a special meeting.
- B. After discussion a vote may be called for. If the vote is an attempt to amend or alter a decision made by the Board of Directors, a two thirds majority of the votes cast by the members/delegates present and entitled to vote is required to amend or alter the Board of Directors' decision.

ARTICLE IX

DELEGATES

SECTION 1. NUMBER OF DELEGATES: The membership of each department shall be entitled to six (6) delegate votes. The Retiree membership shall be entitled to (6) delegate votes. Departments with more than 100 members of the Colorado Police Protective Association shall be entitled to additional delegate votes pursuant to the following schedule:

MEMBERS

| | |
|----------------|-------------------------|
| 1-150..... | Base of 6 delegates |
| 151-250..... | 1 additional delegate |
| 251-350..... | 2 additional delegates |
| 351-450..... | 3 additional delegates |
| 451-550..... | 4 additional delegates |
| 551-650..... | 5 additional delegates |
| 651-750..... | 6 additional delegates |
| 751-850..... | 7 additional delegates |
| 851-950..... | 8 additional delegates |
| 951-1050..... | 9 additional delegates |
| 1051-1150..... | 10 additional delegates |
| 1151-1250..... | 11 additional delegates |
| 1251-1350..... | 12 additional delegates |
| 1351-1450..... | 13 additional delegates |

AND CONTINUING AD INFINITUM

In order to be able to actually vote the base of six (6) delegates, all six must be present at the General Business meeting. As long as the minimum of six (6) delegates is in attendance, proxy voting on behalf of any additional delegate from the same department shall be permitted under the following circumstances: (1) no delegate may carry the proxy of more than one other delegate, and (2) each delegate/proxy shall register by name and department with the Secretary prior to the business meeting. In order for the delegate/proxy vote to count, the registered delegate must be present and voting. The Association membership database shall be used to verify proxy votes. The Secretary shall record the vote by calling the name of the Department/Delegate and the delegate will cast his/her vote vocally.

ARTICLE X

OPERATIONAL EXPENDITURES

SECTION 1. OFFICERS EXPENSES:

- A. Members of the Board of Directors, and Lobbyist(s) of this Association shall receive an amount of money to defray the cost of attending General Business meetings or other necessary meetings of this Association. The amount will be determined by the Board of Directors and paid by the Association.
- B. Expenses incurred by any person or member of this Association while on official business of the Association shall, at the discretion of the Board of Directors, be paid either a total or a pro rata amount of those expenses incurred as a result of said official business.

SECTION 2. POLITICAL ACTION COMMITTEE FUND: The CPPA may establish a political action fund (PAC) to facilitate making campaign contributions to political candidates or political issues. The amount of moneys set aside for this fund and disbursements from that fund will be established by the Board of Directors at any meeting of the Association. All requests for political endorsement or financial support of political candidates or issues of a political nature shall be submitted in written form to the Board of Directors and the Legislative Committee a minimum of three weeks prior to any General Business meeting of the Association.

INSTALLATION CEREMONY

The President will direct the newly elected Association officers to take their place before the PRECEPTOR and ask everyone at the meeting to stand.

PRECEPTOR: RAISE YOUR RIGHT HAND AND REPEAT AFTER ME THE FOLLOWING

OBLIGATION: I (state your name), SWEAR UPON MY HONOR, THAT I WILL FAITHFULLY PERFORM THE DUTIES OF MY OFFICE FOR THE COLORADO POLICE PROTECTIVE ASSOCIATION AS PRESCRIBED IN THE BYLAWS.