



BY-LAWS
OF THE
LEESBURG POLICE CITIZENS SUPPORT TEAM, INCORPORATED
OF
LEESBURG, VIRGINIA

ARTICLE I

Name

The name of the Corporation shall be the LEESBURG POLICE CITIZENS SUPPORT TEAM, INCORPORATED, herein abbreviated as LPCST, INC.

ARTICLE II

Object

The purposes for which the Corporation is organized are to aid, support, and in all lawful manner assist the Police Department of the Town of Leesburg, Virginia, in the prevention of crime and the promotion of public safety and the doing of all other acts, matters and things incidental thereto or connected therewith not prohibited by law or required to be stated in these articles.

ARTICLE III

Members

Section 1. The Corporation shall be comprised of a general membership consisting of members of two classes only. The membership of this Corporation is limited to citizen volunteer Support Team members and to sworn officers of the Leesburg Police Department not to exceed forty (40) in number. Support Team Reservists shall not exceed fifteen (15) in number.

Section 2. Membership in the LPCST, INC. shall be open to any person resident of and domiciled in the Commonwealth of Virginia who has common interests with this organization and who agrees to comply fully with duly established regulations, policies and guidelines of this Corporation and those of the Leesburg Police Department as they pertain to the LPCST, INC..

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A support team reservist of the Corporation in good standing shall have the right to speak in debate of motions presented by support team members at regular team meetings. A support team reservist is defined as an eligible support team reservist member who:

-Has participated in at least three (3) team events in any consecutive 6 month period of the current year, except that members who are ill, on extended vacation, or involved in other unusual or deserving circumstances shall notify the Board of Directors to avoid initiation of any possible disciplinary procedures.

Section 8. Sworn officers of the Leesburg Police Department (LPD) who are members in good standing of the LPCST, INC. shall have full participating rights as volunteer members. A sworn officer in good standing is defined as one who:

-Has paid dues for the current year;
-Has attended team meetings as able in view of duty tours; and has participated in LPCST, INC. operational activities as authorized by current LPD policy.

Section 9. Any member or reservist may resign by delivering a written resignation to the Director (Secretary-Treasurer) and at that time shall turn over to the Secretary-Treasurer all team funds, documents, equipment or other team property that the resigning member or reservist has in his or her possession. Such resignation shall not relieve the member of the obligation to pay any dues or other charges accrued by him up to the time of resignation that remain unpaid. The Corporation reserves the right to take legal action to recover team funds and organizational property should the need arise. The resignation shall be presented by the Director (Secretary-Treasurer) to the next meeting of the Board of Directors or the general team meeting, whichever comes first.

ARTICLE IV

Officers

Section 1. The elected officers of the Corporation, in order of the team seniority, shall be a President, a Vice-President, a Director (Training), a Director (Secretary-Treasurer), and a Director (Logistics). These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Corporation.

Section 2. The Board of Directors, as the need may arise, may appoint additional officers and may prescribe their duties, their responsibilities and their term of office.

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- Be the chief spokesman for the Corporation and act as the representative for the LPCST, INC. as required in community relations.
- Supervise and assist the directors and other officers in the performance of their duties
- Ensure the prompt answering of team-related correspondence.
- Establish and maintain a personal acquaintance with all members and advisors.
- Act as single point of contact for all public relations inquiries and releases.
- Prepare and submit an annual report to the membership and the Leesburg Chief of Police for the annual membership meeting in June for the previous twelve (12) months.
- Prepare and submit a team budget for consideration at the annual meeting in June.
- Keep the Vice-President informed of all affairs and activities of the Corporation.

Section 11. The Vice-President will perform the duties of the President in his absence. The Vice-President also shall:

- Monitor and coordinate the planning and operations activities of the team.
- Prepare a monthly report on the number of patrol days, attendance at meetings, trip mileage of members as well as number of patrol tours by individual, and summarize special events in the period.
- Supervise entries into the team patrol logbook.
- Assist the Director (Secretary -Treasurer) with the membership records.
- Act as historian for the Corporation.
- Institute and assist in programs designed to recruit desirable members and to encourage continuous association with the team.
- Give all assistance to the President at all times in the conduct of the duties and responsibilities of the President as mutually agreed upon.

Section 12. The Director (Secretary-Treasurer) shall maintain the official record of all business transacted by the Corporation and shall collect all revenues and make all disbursements in the manner prescribed and approved in these by-laws. The Director (Secretary-Treasurer) also shall:

- Keep written minutes of all special and regular meetings of the LPCST, INC.
- Prepare such correspondence for the team as may be directed by the President, the Board of Directors, or the majority vote of the membership.
- Act as custodian of all important records except those under the custody of other officers and the agent.
- Issue notices of special, regular, and annual meetings.
- Prepare and distribute current membership rosters as directed.

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ARTICLE V

Board of Directors

Section 1 The Board of Directors will consist of the currently elected officers. The board will consist of five voting members.

Section 2. The Board of Directors, acting as Trustees, shall have the corporate responsibility for the establishment of policy, overall management of affairs, and general supervision of LPCST, INC. activities. All authority of the Corporation shall be delegated to the Board of Directors between the monthly meetings, except where otherwise prohibited in these by-laws and provided that the board cannot modify any action taken by the membership at a regular monthly or special meeting.

Section 3. The President shall be the chairman of the Board of Directors.

Section 4. The Board of Directors shall meet at least once a month. Special meetings of the board may be called at the discretion of the President upon the receipt of a request from two other members of the board. In the latter case only such business as specified in the call will be acted upon by the members of the board.

Section 5. A simple majority of the members of the Board of Directors (three) shall constitute a quorum.

Section 6. Vacancies in the board will be filled in the manner prescribed for elected officers.

ARTICLE VI

Meetings

Section 1. The regular meetings of the LPCST, INC. will be held on the first Thursday of each month at 7:30 PM at a location as designated at the previous meeting unless ordered otherwise by the Board of Directors or the membership.

Section 2. The regular meeting on the first Thursday of June shall be known as the Annual Meeting of the corporation and shall be for the purpose of electing officers, receiving the reports of officers and committees and for any other business that shall arise. No formal notice is required for the regularly scheduled meetings, except thirty days notice shall be given to the members prior to the Annual Meeting.

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Section 3. Such other special or standing committees shall be appointed by the President as the Board of Directors or the membership shall be deemed necessary to carry on the functions of LPCST, INC.

Section 4. The President, subject to the approval of a majority of the Board of Directors, shall appoint all committee chairmen. The President shall be an ex-officio member of all committees and as such have the right to attend all committee meetings but shall have no vote, except, however, the President shall not be a member of the Nominating Committee.

ARTICLE VIII

Parliamentary Authority

Section 1. The current edition of "Robert's Rules of Order Revised" shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Corporation may adopt.

ARTICLE IX

Finances

Section 1. Any monies collected by, donated to or otherwise acquired by the Corporation shall be conveyed in all instances to the Director (Secretary-Treasurer) who shall report the receipt of such funds to the Board of Directors and to the membership at the next regular meeting. A permanent record of all receipts and disbursements shall be maintained by the Director (Secretary-Treasurer). All disbursements shall be supported by receipts from those to whom payments have been made.

Section 2. With the exception of a petty cash account not to exceed \$25.00, the Director (Secretary-Treasurer) shall deposit all funds in the name of the Corporation in a depository to be designated by the Board of Directors.

Section 3. The Director (Secretary -Treasurer) shall be consulted before the disbursement of any Corporation funds. At no time shall financial obligations exceed funds then available. The private property of members of LPCST, INC. shall not become subject to debts incurred by the Corporation.

Section 4. Obligations of over \$100.00 must be approved by a majority vote at a regular or special team meeting. Obligations of \$100.00 or less may be authorized by a majority vote of the Board of Directors for necessary Corporation expenses.

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Section 3. The Director (Logistics) as the custodian of team property shall report at each regular meeting on any changes in the inventory occurring in the previous month. The Director shall advise the Board of Directors of his analysis of the supply levels and the condition of supplies and equipment. Further, the Director will submit a written statement of audit and a current inventory report listing all team property to the membership at the annual meeting in June of each year. Before accepting the resignation of the Director (Logistics) during the year, an auditing team of at least two team members shall be appointed by the President and the inventory and all property records and accounts shall be certified to the new Director (Logistics). In an emergency, in the absence or disability of the Director (Logistics) the Vice-President will act as the temporary custodian of team property.

Section 4. The procurement of items of property for the Corporation shall be the responsibility of the Director (Logistics) except as directed otherwise either by the Board of Directors or the membership. Expenditure of funds shall be reported to the Director (Secretary-Treasurer) and to the Board of Directors and the membership as provided in these by-laws.

ARTICLE XI

Standing Rules and Operating Procedures

Section 1. The policies and procedures of the Corporation, other than those in the Articles of Incorporation and these by-laws, shall be promulgated in the following guidelines and/or instructions:

- Standing Operating Procedures Manual (SOPM)
- Standing Operating Instructions (SOI)

Section 2. The purpose of these directives is to advise all members of their duties and responsibilities while participating in functions and activities in support of the Leesburg Police Department or such other agencies as the occasion should arise. The directives shall not be inconsistent with the articles and by-laws.

Section 3. The SOPM will contain routine instructions and general guidelines of a reasonably unchanging nature. The Director (Training) will monitor and recommend changes in the SOPM with the assistance of the Vice-President and such other members appointed by the Board of Directors for that purpose.

Section 4. The SOI will reflect specific current policies for the LPCST, INC. administrative and operational practices. They will be published in the form of memorandums in numbered sequence. The Vice-President will maintain the index of SOI's and will monitor and recommend changes in SOI's with the assistance of the Director (Training) and such other members appointed by the Board of Directors for that purpose.

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-Step Two: The Director (Secretary-Treasurer) will notify each member at least thirty days before consideration of the petition shall be placed on a meeting agenda and the officer or director named in the petition shall be delivered a written notice of the charge(s) at least thirty days before the meeting at which the charge(s) will be considered.

-Step Three: At the designated special or regular meeting, the petitioners shall present their case first; the officer or director against whom the petition has been filed shall then be heard; and when all matters concerning the charge(s) and rebuttal thereto have been completed, the team membership will be polled by a written and secret ballot.

An affirmative vote of two thirds of the team members in good standing constituting a quorum at the duly called regular or special meeting shall be required to remove the officer or director from office. However, in following the prescribed procedures, should the charged officer or director be the Director (Secretary-Treasurer), the Vice-President shall receive and distribute the petition, and should the individual charged be the President, then the Vice-President shall preside at the removal proceedings. No removal proceedings shall be based more than once on the same evidence.

Section 6. Any member of the LPCST, INC. found guilty of action tending to injure the good name of the Corporation, disturb its well being, or hamper its work both in meetings or elsewhere outside of meetings may be expelled from the Corporation. Due process in the face of such allegations will be for the Board of Directors to appoint an ad hoc committee to conduct a confidential investigation, to include an interview with the accused. The ad hoc committee will make a recommendation to the Board of Directors. If warranted, the Board of Directors will file a petition with the Director (Secretary-Treasurer). The remaining steps in the disciplinary process will be the same as those for the removal of an officer or director prescribed in these by-laws.

Section 7. Neither the Corporation nor the members of the LPCST, INC. have the right to make public the charge(s) in which an expelled member has been found guilty or to reveal any details connected with the case.

ARTICLE XIII

Grievances

Section 1. Under no circumstances shall any member of the Corporation discuss with or take any internal team problem or disagreement to any member of the Leesburg Police Department or other outside agency.

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ARTICLE XV

Amendments

Section 1. A favorable vote by two-thirds of the team members in good standing, constituting a quorum and present at any general or special meeting duly called shall be required for the adoption of new by-laws or to alter, amend, or repeal the by-laws of the Corporation, provided that written notice of any proposed action has been given to each team member by mail to the members last known address at least thirty days prior thereto.

Section 2. SOPM and the SIO's may be adopted, amended, repealed or canceled as provided elsewhere in these by-laws.

ARTICLE XVI

Miscellaneous

Section 1. The right to vote on affairs of the Corporation is limited to team members in good standing of the LPCST, INC. who are actually present at the time the vote is taken at a legal meeting. No proxy vote may be cast for a team member by a non-member or by another member. An exception to this rule might be in the case of the bona fide illness of a team member who is unable to attend the meeting. If the exception is approved by the Board of Directors, the team member may submit a sealed proxy vote to the Director (Secretary-Treasurer) who will open the sealed vote and have it recorded in the balloting.

Section 2. Any person not a team member or a reservist of the Corporation shall not be permitted to participate in LPCST, INC. functions, activities or assignments without the specific approval of the team President and the concurrence of the appropriate Supervisor of the Leesburg Police Department. An exception to this rule, however, is that non-members may be permitted to accompany team members as "ride-along" passengers at their own risk, contingent upon the approval of the President and that of the on-duty shift supervisor of the Leesburg Police Department at least one hour prior to the activity.

Section 3. In the event of dissolution of the Corporation, all obligations shall be discharged and liabilities settled as soon as possible. The remaining funds and other assets of the Corporation shall be disposed of as directed by the Board of Directors.

As Adopted February 1, 2001

Secretary/Treasurer: John W. Mallery