

TRACY POLICE ACTIVITIES LEAGUE

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**CONSTITUTION  
BYLAWS  
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TRACY CA 95376

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***This second draft of the Constitution, Bylaws, and Rules and Regulations of the Tracy Police Activities League was ratified and adopted as attested with the signatures below by the Executive Board of Directors on May 1,***

***2019.***

President	Daniel Pasquale	X _____	May 1, 2019
Vice President	Conrad Levoit	X _____	May 1, 2019

Sgt. at Arms	Rhodesia Ransom	X _____	May 1, 2019
Member at Large	NA	X _____	May 1, 2019
Secretary	Charles Baker	X _____	May 1, 2019

# CONSTITUTION

## TRACY POLICE ACTIVITIES LEAGUE

### ARTICLE I – Organization Name.

This organization shall be known as the Tracy Police Activities League.

### ARTICLE II – Organizational Nature.

The Tracy Police Activities League is a 501(c)(3) non-profit organization and will be subject to all applicable laws and statutes. The tax id number is: 37-1846810.

### ARTICLE III – Mission Statement.

The Tracy Police Activities League (PAL) program exists to create opportunities for our community’s youth to interact with police officers in positive learning environments to prevent youth from making negative life decisions, to foster youth leadership, to establish lifelong healthy habits, and to instill a vision in the youth of our community for their future lives, their families, and their community.

To fulfill this vision, the Tracy PAL program will endeavor to:

1. Proactively create unique opportunities for kids to positively interact with police officers with both one time/short term events and long term/daily programs.
2. Expose kids to encouraging and positive learning environments they might not otherwise have access to due to social, educational, or familial barriers.
3. Help kids make positive choices by teaching that their choices have natural and logical consequences, and they alone control their future.
4. Foster leadership characteristics in kids by instilling leadership training into all of our programs and by providing leadership opportunities to age appropriate participants.
5. Educate kids and their families with health information so they can establish healthy habits which will follow them through life.
6. Inspire kids to create a vision for their life, to reach beyond their experiences. This would include exposure to college and career training educational opportunities.

### ARTICLE IV – Organizational Parameters.

#### Section 1 – Target Population.

The purpose of this organization shall be to establish, develop, promote and govern the activities of the Tracy Police Activities League, among youth 18 years of age and under, within the territory of the City of Tracy. While the organization is open to all youth, special effort will be made to target youth deemed at risk. Individuals not meeting these criteria will be subject to approval on a case by case basis by the Executive Board.

**Section 2 – Territory.**

The territory for eligible youth shall be that area formed by the boundary lines of the City of Tracy and its immediate surrounding area.

**ARTICLE V – Tracy PAL Membership.**

**Section 1 – Executive Board of Directors.**

An Executive Board of Directors will oversee and govern the activities and operations of the organization, including but not limited to establishing constitutional articles, the by-laws, and the procedures, rules, and regulations of the Tracy Police Activities League.

**Section 2 – Advisory Board of Directors.**

The Advisory Board of Directors will meet as an advisory panel to help the Executive Board as they execute the mission of the Tracy Police Activities League. They will be invited to participate in the regularly scheduled Executive Board meetings but will not have voting powers. The Advisory Board will include PD cadre members and interested individuals. It will be understood that individuals nominated in the future to the Executive Board would likely be chosen from members of the Advisory Board who have been active and acted in an advisory role for the Executive Board.

**Section 3 – General Membership at Large.**

Membership in the Tracy PAL shall be comprised of the Executive Board, the Advisory Board, Authorized Volunteers, Youth Participants, Parents/Guardians of participants, and Supporters of the organization as officially recognized by the Board of Directors. All members shall abide by the Constitution, the Bylaws, and all Rules and Regulations as set forth by the Tracy PAL Executive Board of Directors, and all applicable rules and regulations of any activity established and/or sanctioned by the Tracy PAL.

**ARTICLE VI – Organizational Governing Authority.**

**Section 1 - Governing Rules.**

This organization’s mandates and activities shall be governed by Tracy PAL Constitution, Bylaws, and Rules and Regulations.

**Section 2 - Governing Authority.**

The ultimate execution of authority of this organization shall be the Tracy PAL Executive Board of Directors. Additional powers delegated to the Executive Board of Directors shall be granted in the Bylaws. This shall not be deemed as usurping the Executive Board’s authority if the Board designates or assigns duties to any committee’s chairperson or any volunteer.

The Executive Board of Directors shall be responsible for and have the sole authority for the following:

1. Enforcing and interpreting the Constitution, Bylaws and Rules and Regulations.
2. Approving the formation and operation of all activities.
3. Make temporary rules or regulations for specific cases or occasions not provided for in the Constitution, Bylaws or regular Rules & Regulations by which are deemed necessary by the Executive Board of Directors to carry out the objectives of the organization.
4. Make rule changes for the good of the organization that may or may not be covered in the Constitution, Bylaws, and Rules and Regulations.

**Section 3 – Tracy Police Chief’s Central Role.**

Due to the law enforcement nature of the organization and its emphasis on the local community, the Tracy Chief of Police or his designee will perpetually be assigned to an Executive Board Member role for the Tracy PAL program. One of the basic requirements for inclusion into the CA PAL association is the support of the head of the local law enforcement agency. In the case of the use of a designee, they will be responsible for continually updating the Chief of all Tracy PAL affairs.

**Section 4 – Executive Board of Directors.**

The governing board, hereafter to be known as the Tracy PAL Executive Board of Directors, shall be composed of:

1. President
2. Vice-President
3. Secretary
4. Sergeant at Arms
5. Treasurer.
  - a. If the need arises, any of the Executive Board positions can temporarily be filled by a “Member at Large” from the Advisory Board until the position can be permanently filled.
  - b. In the event there is a vacancy to an Executive Board Member position due to unforeseen circumstances, the President will convene a meeting of the Executive Board and appoint a temporary replacement for that specific position until the position can be permanently elected.
  - c. The temporary replacement’s term will not exceed the regular term of the position.

**Section 5 – Terms of Office for Executive Board of Directors**

The Tracy PAL Executive Board of Directors shall have the following terms of office:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1. President                        | 2 Year Term/Option to Extend 1 Year |
| 2. Vice-President (President Elect) | 2 Year Term/Option to Extend 1 Year |
| 3. Secretary                        | 2 Year Term/Option to Extend 1 Year |
| 4. Sergeant at Arms                 | 2 Year Term/Option to Extend 1 Year |
| 5. Treasurer                        | 2 Year Term/Option to Extend 1 Year |
- a. Initially, the Secretary position will be filled for 4 years to stagger elections in order to prevent a loss of all Board members in the same year.
  - b. Additionally, the Treasurer position will be delayed a year which may help stagger elections as well.

## **Section 6 – Executive Board Member Duties.**

Board Members – All executive members of the Executive Board of Directors shall have an equal vote on all issues before the board. Their individual duties and expectations are as follows:

1. President - Conducts all meetings of the Executive Board of Directors. The President shall recommend and appoint the standing committees and their Committee Chairpersons as needed. Identifies board recommendations and makes motions on behalf of the board. Recruits/trains new board members.
2. Vice-President – Acts as the President in the absence of the President. Assists the President on the above and is assigned a specialty area of responsibility.
3. Secretary - Keeps accurate records of all meetings, handles all correspondence, gives notice of meetings, and maintains the files of the organization. Has a working knowledge of organization's records and governance issues regarding the constitution, bylaws, etc. Ensures TPAL is meeting legal requirements such as annual filing deadlines.
4. Treasurer - Manages the board's financial goals, money management, and accounts. Works directly with a bookkeeper, program, or staff to ensure accuracy. Prepares appropriate financial reports in a timely fashion and ensures bills are paid. Establishes and oversees actual bank and service accounts. Chairs any future Finance Committee.
5. Sergeant at Arms – Maintains order and enforces standards for proper behavior for meetings and events. Assures orderly and productive meetings of boards of directors and members. Assists the board in conducting business.

## **Section 7– Tracy Police Department PAL Cadre Members**

There will be three Cadre Members who are TPD employees (sworn or non-sworn) who applied and competed for the ancillary assignment to the Tracy PAL program and were assigned by the Chief of Police. Cadre members assist in managing the day to day implementation of the program according to the direction of the Executive Board. Cadre members will be assigned to the Advisory Board unless elected to the Executive Board or are acting as the Chief's Designee.

## **ARTICLE VII – Executive Board Mitigation of Risk and Liability.**

### **Section 1 - Vetting Process for Executive Board Members.**

The Tracy Police Activities League will be a direct reflection of the Tracy Police Department and its Members, Volunteers, and Affiliates. As such, it will be subject to a higher than normal standard. People who send their children to any of the Tracy PAL programs have an expectation that their children will be safe from harm.

To that end, all Executive Board Members will be subject to a thorough vetting process which will include at minimum;

1. Volunteer Application.
2. A background check by the Tracy PD.
3. A DOJ/FBI fingerprinting.

## **Section 2 – Exemption of Portions of Vetting Process.**

Sworn and non-sworn employees of the Tracy Police Department undergo a rigorous application, fingerprinting, and background process as a condition of employment. Additionally, the Tracy Police Department is informed via CLETS if they are arrested. As such, they will be exempted from the vetting process as long as they are in good standing with the Tracy Police Department.

California Peace Officers as described in 830.1 P.C. are exposed to a rigorous background screening as a condition of meeting the minimum standards of the CA Peace Officer Standards and Training requirements. As such, they will be exempted from the application and background check as long as they are in good standing with their respective law enforcement agencies. Their status shall be demonstrated by a letter attesting to their good standing from their organizational head (Chief, Sheriff, District Attorney, etc.) or his designee.

## **Section 3 - Indemnification of Executive Board Members.**

The membership shall indemnify each and every present and future Executive Board member against any personal judgment, cost or expense which may be imposed or reasonably incurred by his action against him in connection with any claim, suit or proceeding hereafter made or instituted in which he may be involved by reason of being an Executive Board Member of the Tracy PAL.

## **ARTICLE VIII - Annual Membership Meeting.**

### **Section 1 – Duties of President for Annual Membership Meeting.**

The President of this organization with concurrence of the Tracy PAL Executive Board of Directors shall call for an Annual Membership meeting each year.

### **Section 2 – Annual Membership Board Meeting (Order of Business).**

1. Call to Order.
2. Presentation of Colors.
3. Benediction.
4. Roll Call of Board. (Sign in sheet for general membership will be circulated.)
5. Reading of Minutes of the previous annual meeting.
6. Acceptance of the Minutes of the previous annual meeting.
7. Reports:
  - a. President
  - b. Treasurer
  - c. Committee Chairpersons (as needed)
8. Unfinished Business.
9. Proposals for change of Constitution, Bylaws, or Rules & Regulations.
10. Nominations/Appointments of new Executive Board members.
11. New Business.
12. Adjournment.

### **Section 3 – Notification of Annual Meeting and any Proposed Changes to Amendments, Bylaws and Rules and Regulations.**

Notification of date, location, agenda, proposed Constitution, Bylaws and Rules and Regulations changes, and nominations for Executive Board shall be posted to the Tracy PAL website and social

media sites at least thirty (30) days prior to the annual meeting, as proposed by the President of this organization with concurrence of the Tracy PAL Executive Board of Directors.

## **ARTICLE IX – Regular Board Meetings.**

### **Section 1 - Regular Meetings.**

Regular meetings of the Executive Board of Directors will be held at least once a month, not including the annual membership meeting. They will be held on the second Wednesday of each month. The agenda for regular meetings shall be as follows:

1. Call to Order.
2. Roll Call.
3. Acceptance of the minutes of previous meeting(s).
4. Unfinished Business.
5. New Business.
6. Committee Updates.
7. Action Items.
8. Adjournment.

### **Section 2 – Quorum.**

At all meetings of the Tracy PAL Board of Directors, a simple majority of the Board will be required for the purposes of establishing an authorized meeting.

### **Section 3 - Additional Meetings.**

The Executive Board of Directors shall schedule additional meetings whenever the President deems it necessary or if he/she is instructed to do so by one half (1/2) of the members of the Board of Directors.

### **Section 4 - Voting Prerequisites for all Executive Board Meetings**

1. Each member of the Executive Board of Directors shall be entitled to one (1) vote.
2. Electronic absentee voting will be allowed if any Executive Board member is unable to be at the meeting, but can attend electronically either audibly or via video.
3. Voting by proxy will be allowed if an Executive Board member presents written notification prior to the meeting. The notification can be in the form of an email from the Executive Board member's account, and will be attached to the meeting notes and archived.

## **ARTICLE X – Changes/Additions/Repeals of Constitutional Amendments, By-Laws, Rules or Regulations.**

### **Section 1 - Amendments to Constitutional Articles, Bylaws, Rules and Regulations.**

Any changes to the Articles of the Constitution, Bylaws, and Rules and Regulations shall be deemed adopted by an affirmative vote of the following:

1. Three-fourths (3/4) of the Executive Board for Articles of the Constitution.
2. Two-thirds (2/3) of the Executive Board for the Bylaws.
3. Simple majority of the Executive Board for the Rules and Regulations.

# BYLAWS

## **BYLAW 1 - Participant Registration and Membership**

### **Section 1 – Registration.**

Any participant wishing to become a member of this organization shall register for affiliation. They need to:

1. Complete a Tracy Police Activities League Registration Form. Additional information may be needed due to nature of activity.
2. Complete a Tracy PAL Participant Code of Conduct Covenant.
3. Complete a Tracy PAL Parent Code of Conduct Covenant.
4. Submit upon initial registration a proof of date of birth.
5. Complete registration fees or make pre-approved arrangements as required for various programs.

### **Section 2 - Dues and Fees.**

Tracy Police Activities League dues and fees for participants shall be payable at the beginning of each appointed activity, unless arrangements have been otherwise provided for.

It will be the policy of this organization to be inclusive and it will do all that it can to provide assistance for children who may not have the funds needed to participate. The need for assistance will be weighed against the need for personal responsibility and participation in order to encourage “buy-in” by the participant.

### **Section 3 – Perpetual Membership.**

Membership will be considered perpetual until the participant is no longer eligible for membership. Fees will be due yearly for the various programs but the original registration form and Code of Conduct Covenant will be kept on file.

It is the responsibility of the participant to notify Tracy Police Activities League of any changes to their registration information.

### **Section 4 – Team Affiliations.**

No athletic team or group shall be accepted while concurrently belonging to an established or organized league, except with the written consent of the Tracy PAL Executive Board of Directors.

## **BYLAW II - Standing Committees and Committee Chairpersons.**

### **Section 1 - Committees and Chairpersons.**

The following committees shall be appointed yearly by the President by the second board meeting of the calendar year, subject to a simple-majority ratification by the Executive Board of Directors.

1. Disciplinary Committee (Protest and Appeal).
2. Rules and Revision Committee.
3. Volunteer/Supporter Appreciation Dinner Committee.

4. Specific Fund Raising Committees (Ex.: 5K Runs, Crab Feeds, etc.)

## **Section 2 - Establishment of Other Committees.**

The Executive Board of Directors may elect to establish other committees as required by the business of this organization, subject to ratification.

## **BYLAW III – Participant Suspensions and Discipline.**

### **Section 1 – Authority to Discipline**

The Tracy Police Activities League Executive Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any participant, parent, spectator, coach, manager, team assistant, referee, or team(s) from any scheduled event, after showing due cause and following the procedures outlined in the Rules and Regulations.

### **Section 2 – Disciplinary Procedures and Decisions**

Failure to comply with the Constitution, Bylaws and Codes of Conduct Covenants set forth in this document may result in disciplinary action in accordance with the penalties outlined in this agreement. The purpose of any discipline will be to provide positive correction for negative behavior. Discipline will be progressive in nature, according to its severity. Penalties could include, but are not limited to:

1. Counseling to include how to avoid future infractions.
2. Continued participation while under a probationary period.
3. Suspension from PAL activities for a specified period.
4. Termination of PAL membership with the ability to re-apply.
5. Termination of PAL membership without the ability to re-apply in the future.

### **Section 3 – Appeals**

Any person guilty of violating the Constitution, Bylaws, Rules and Regulations, or Codes of Conduct Covenants of the organization and who has received discipline may appeal a disciplinary decision and will be asked to appear before the Disciplinary Committee. Refusal to meet will result in expulsion. (Prior to the formation of a Disciplinary Committee, appeals will be heard directly by the Executive Board of Directors.)

### **Section 4 – Appeals to the Disciplinary Committee/Executive Board of Directors.**

An appeal of the Discipline Committee's decision may be submitted to the Executive Board for review. The Executive Board of Directors is the ultimate authority in all cases and after review, may decide not to intervene, may uphold the decision, dismiss the decision, or suggest an alternative discipline.

If anyone on the Executive Board was involved in the case, they shall be replaced by a third Executive or Advisory Board Member who has no relations to the case, except that the third Board Member may not be the President.

# RULES AND REGULATIONS

## **RULE 1 – Governing authority.**

The rules contained herein shall govern members of the organization in all cases to which they are applicable. All rules must be consistent with the Constitution, Bylaws and Codes of Conduct Covenants of the organization.

## **RULE 2 – Leader Responsibility.**

Each coach or leader of an activity shall be responsible for the conduct of the members of his/her team or group. This includes its coaches, participants, spectators, assistants, and all others within their sphere of responsibility. It is the responsibility of each group leader to do all they can to insure their actions or the actions of those in their responsibility do not bring disrespect upon the Tracy PAL.

## **RULE 3 – Proper certifications and trainings.**

In reference to sports programs, coaches, assistant coaches, volunteers or other adults who coach or are recognized as the team authority figure, they must be trained or have an acceptable amount of prior experience to coach or teach in their respective fields.

Additionally, coaches and assistants are required to attend licensing classes specified by the league or its insurance carrier. (For example, the USA Olympic Committee utilizes the SafeSport program which is administered via USA Boxing.)

## **RULE 4 – Background Check.**

Coaches, assistant coaches, volunteers, and or other adults, who act as an authority figure for the Tracy Police Activities League must be Live Scanned (finger printed and background check) and screened.

Exceptions will be granted to sworn and non-sworn employees of the Tracy Police Department who have passed a background check which included fingerprinting.

## **RULE 5 – False Records.**

Falsification or omission of pertinent records required for inclusion with the Tracy Police Activities League will result in disbarment from future participation and membership in this organization.

**RULE 6 – CPR/First Aid.**

Anyone who is recognized as the authority figure over Tracy PAL children (including but not limited to coaches, assistant coaches, volunteers, and or other adults in charge of children) must have and maintain current First Aid and CPR certifications.

**RULE 7 – Acceptance of Constitution, Bylaws, Rules and Regulations, and Code of Conduct Covenant.**

All coaches and activity leaders will be issued a copy of the Constitution, Bylaws, Rules, and Code of Conduct Covenant and their receipt of it shall be documented.

A plea of ignorance to the Constitution, Bylaws, Rules and Regulations, and Code of Conduct Covenant of this organization is not a sufficient defense to discipline.

**RULE 8 - Medical Insurance.**

All active participants registered with this organization shall declare their primary medical insurance carrier on the registration form (if applicable) or state “None” if primary carrier is not in place.

**RULE 9 – Injuries.**

All injuries which will require more than perfunctory first aid at the scene or will likely have future claim against the Tracy PAL program’s medical insurance shall be completed on an Injury Report Form.

Injury Report Forms must be submitted to the leadership of the activity within 24 hours and a copy will be forwarded to the Executive Board of Directors for review.

**RULE 10 – Incident Reports.**

All incidents involving a negative outcome for the Tracy PAL program, illegality, litigation, or threatened litigation will be documented with an Incident Report.

Incident Report Forms must be submitted to the leadership of the activity within 24 hours and a copy will be forwarded to the Executive Board of Directors for review.