

National Latino Peace Officers Association®  
STANDARD OPERATING PROCEDURES  
[www.nlpoa.org](http://www.nlpoa.org)



**Honoring Family, Education and Community  
Through Service and Mentorship© since 1972**

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## **STANDARD I - PREAMBLE**

The National Latino Peace Officers Association (NLPOA) can make positive contributions to the law enforcement process in our nation fraternally, establish ourselves as an association to assist, support, and motivate change for the betterment of all our 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 the people of the community. The NLPOA, working cooperatively with law enforcement and the community, will seek to recruit Latinos for employment into the Criminal Justice System. The NLPOA endeavors to serve the community and strive to improve the quality of life for all citizens (NLPOA Founded 1972).

## **STANDARD II - MISSION**

The mission of the Association is to eliminate prejudice and discrimination within the Criminal Justice System, and focus on law enforcement to create a fraternal/professional association that provides support, advocacy, personal, and professional development to its members; prevent and reduce juvenile delinquency; lessen neighborhood tension in the Latino communities through awareness and role modeling; provide bi-lingual assistance to the public; and bridge the gap between the Latino community and the police.

## **STANDARD III – NLPOA CORE VALUES**

*“Keeping America Safe”* ©

*“To Promote Equality and Professionalism in Law Enforcement”* ©

*“Recruit Latinos into Law Enforcement”* ©

*“Bridge the Gap between Latinos and Law Enforcement”* ©

*“Honoring Family, Education and Community through Service and Mentorship”* ©

## **STANDARD IV - RESOLUTION**

SECTION 1: The NLPOA philosophy regarding youth and education reinforces the important contributions that our cultural diversity provides this great nation.

SECTION 2: The NLPOA honoring family, education and community through service and mentorship.

## **STANDARD V – LOGO**

SECTION 1: LOGO - The figure is of ancient Aztec origin and represents the heritage of all Latinos that unites us. The 7-point star surrounding the figure stands for law

enforcement, reminding members that we are twice bound to work together - by blood and by profession.

SECTION 2: The NLPOA star logo is a trademark. No alterations shall be made to the star logo or emblem. Any changes made to the star logo or emblem will void the trademark. NLPOA will hold the responsible party personally and/or chapter liable for all attorney fees accrued to overturn the void.

SECTION 3: NLPOA lapel pins, once approved, shall only be ordered from the national vendor. The pin shall not be changed or altered in any fashion, as it is a trademark. See NLPOA website for vendor source.

SECTION 4: NLPOA coins shall be approved by the national Board of Directors (BOD) prior to creating or ordering coins by any chapter.

### **STANDARD VI – POLICY**

SECTION 1: The national BOD is vested with all legislative, judicial, and executive powers granted under its constitution, by-laws, Standard Operating Procedures (SOP) manual, resolutions, policies and customs.

SECTION 2: The SOP manual shall govern the Association's procedures in accordance with the by-laws.

SECTION 3: All state and local chapter by-laws shall be established in accordance with and subordinate to the national constitution, by-laws, SOP, resolutions, policies, and customs.

### **STANDARD VII - STATUS**

SECTION 1: The NLPOA is a non-profit public benefit association and is not organized for the private gain of any individual. It is organized pursuant to California Penal Code Section 146(c) as a law enforcement association.

The NLPOA is an equal opportunity association and committed to a policy of non-discrimination for any member on the basis of race, creed, color, sex, religion, national origin, age, disability, marital status, sexual orientation, gender identity, or any other protected group.

### **STANDARD VIII - NAME**

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

National Latino Peace Officers Association  
\_\_\_\_\_ Chapter

SECTION 2: All stationary/envelopes, flyers and brochures shall only be those authorized by the NLPOA.

SECTION 3: The following organizational names have been trademarked and copyrighted:

- Latino Peace Officers Association®;
- National Latino Peace Officers Association®;

SECTION 4: The NLPOA organization's names and logos may only be used to support the NLPOA and its chapters and not for personal use.

SECTION 5: Chapters who have incorporated in their respective states or been designated as a non-profit organization by the Internal Revenue Service (IRS) or U.S. Postal Service, shall retain their original name, with the addition of D.B.A. (doing business as) the NLPOA – chapter.

#### **STANDARD IX - PERPETUAL ADDRESS**

SECTION 1: The national headquarters address and phone numbers shall remain the same regardless of change in the national presidency and national BOD. 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.

SECTION 2: Local chapters shall maintain a permanent address, which is a Post Office (PO) box.

SECTION 3: Upon suspension or decertification of an NLPOA chapter, the Association shall appoint a member to serve as a trustee to assume responsibility for that PO Box address.

SECTION 4: All addresses and signature cards shall be on file with the national secretary within 30 days of the chapter's incorporation. The national secretary shall forward that information to national historian within 10 days of receipt.

SECTION 5: The state chapter is permitted to change its PO Box address when a new state President is elected, in order to facilitate communications.

#### **STANDARD X – NLPOA NATIONAL POLICY ON CHAPTER WEB SITES**

SECTION 1: In order to develop its own home page (within the Association's web site), chapters shall abide by the following policies and procedures to insure the publishing of information does not violate the privacy of the organization.

SECTION 2: The NLPOA web sites may not be used for religious or political purposes.

SECTION 3: Advertisements for the sole purpose of chapter fund-raising or corporate sponsorships are allowed provided that the advertiser/sponsor is reputable and subscribes to the mission and goals of the NLPOA.

SECTION 4: Each chapter shall use discretion when determining the appropriate content to be posted on its web page(s). The national webmaster on a regular basis will monitor all web sites.

SECTION 5: Any violation of policies will result in the national requiring out of compliance chapters to make appropriate changes to their web site. Failure to comply will result in the chapter's web site to be terminated. Chapters working with a private web designer or provider shall have agreements and contracts reviewed by an attorney.

**SECTION 5: Chapters wishing to maintain a NLPOA web site shall:**

- Sec. 5 (a): Notify the national web master of their web address (URL).
- Sec. 5 (b): Comply with national policies, rules, and all applicable federal, state, provincial, and local laws.
- Sec. 5 (c): Ascertain that the web site promotes a positive image of the NLPOA.
- Sec. 5 (d): Include a contact e-mail address of the webmaster on their chapter web site.
- Sec. 5 (e): Include a privacy policy.
- Sec. 5 (f): Utilize secure site certificates when collecting sensitive data (credit card, social security number, etc.) on the chapters host server. This protects the visitor and chapter from potential liability. Chapters are encouraged to use services/vendors that guarantee industry level security and encryption when completing online purchases/donations (PayPal, Click Pay, Click & Pledge etc.)
- Sec. 5 (g): Shall not include any copyrighted material or trademarks owned by other sources without authorization of the copyright/trademark owner.
- Sec. 5 (h): Shall update the web site periodically at least once every six months and should contain material that is timely and relevant.
- Sec. 5 (I): Shall not include links to other web sites that are not consistent with NLPOA policies.
- Sec. 5 (j): Chapters are responsible for the accuracy of all historical data and information included on their site.
- Sec. 5 (k): Each chapter web page should include a site map or link to the home page.
- Sec. 5 (l): Chapter websites should include all positive chapter activities; utilization of event pictures enhances the site.

**STANDARD XI - AMENDMENTS TO BY-LAWS**

SECTION 1 The by-laws may be amended or altered by a two-thirds vote of the majority of the general members in attendance at the annual training conference. The desired amendment shall be posted on the NLPOA website no less than 30 days prior to the general membership vote.

SECTION 2: Any proposed amendment or repeal of a section or portion to the national by-laws must be submitted to the national by-laws committee.



SECTION 3: Certification of the proposed amendment shall be coordinated through the national secretary 30 days prior to voting.

SECTION 4: Amendment(s) or deletion(s) to the by-laws shall be routed by the national secretary to the national BOD, state presidents, chapter presidents, as well as committee chairs. Routing of amendments shall be within 10 working days after such action, by the national by-laws committee.

SECTION 5: The national parliamentarian shall serve as national committee chair of the national by-laws.

SECTION 6: The national by-laws committee randomly monitors the state and chapters by-laws to insure compliance with the NLPOA. The state and local chapters shall submit their by-laws to the national historian. It is responsibility of the national vice presidents to annually notify all chapters in their region to submit any changes to their by-laws to the national by-laws committee.

SECTION 7: The national by-laws committee shall obtain copies of every state and local chapter's by-laws and articles of incorporation for archiving by the national historian, and shall provide copies of by-laws to provisional chapters in order to assist the development of the chapter's documents. It is the responsibility of the national vice presidents to annually notify all chapters in their region to submit all archiving history.

## **STANDARD XII - AMENDMENTS TO SOP'S**

SECTION 1: The SOP may be amended or altered by a two-thirds vote of the majority of the general members in attendance at the annual training conference. The desired amendment shall be posted on the NLPOA website no less than 30 days prior to the general membership vote.

SECTION 2: Any proposed amendments or repeal of a section to the SOP must be submitted to the SOP committee through the national secretary for proper numbering and registration 30 days prior to distribution to the general membership.

SECTION 3: Immediately upon approval and legal processing, the proposed amendment shall become effective.

SECTION 4: Newly approved amendment(s) to the SOP manual shall be routed by the national secretary to the national BOD, state presidents, chapter presidents, and SOP committee chair within 30 working days of approval for distribution to the membership.

SECTION 5: The national parliamentarian shall chair the SOP committee.

SECTION 6: The SOP committee shall be responsible for maintaining, updating, and distributing the rules and regulations established by the NLPOA, pursuant to national by-laws.

## **STANDARD XIII - ANNUAL TRAINING INSTITUTE & CONFERENCE/ MEETNG**

SECTION 1: The general membership and national executive board meeting shall be held annually or as often as may be called by 2/3's of the national BOD, pursuant to the national by-laws.

SECTION 2: The national BOD shall meet once per year, or as often as necessary.

SECTION 3: The national BOD meeting will be held at the NLPOA training institute and conference.

## **STANDARD XIV- ANNUAL TRAINING INSTITUTE & CONFERENCE GOALS**

SECTION 11: Brings together the NLPOA members to address issues of mutual concern.

(a): Provides national training in leadership development for members and other law enforcement agencies and interested groups.

(b): NLPOA training institute and conference goals; generate media exposure, annual awards banquet, recognition of law enforcement achievements, provide exceptional community services, resource development, and fundraising events.

### **SECTION 2: SITE AND LOCATION**

(a): The national BOD is solely responsible for determining and selecting the national training institute and annual conference site.

(b): The Executive Board selects the conference site based on chapter site bid, attendance, hotel room costs, airfare costs, and dates of availability.

SECTION 3: Training conference income and expenses.

(a): The net income (after expenses) split between the hosting chapter and national. The hosting chapter and national shall be equal in sharing the debt, unless otherwise negotiated. This includes all items sold or events held.

(b): Other financial agreements may be made with the approval of the national BOD.

SECTION 4: The national conference chair is appointed by the national president.

SECTION 5: All contracts shall be reviewed, approved, or disapproved by the national legal counsel. Upon receipt of written approval or disapproval by the national legal counsel, the conference chairperson shall submit the contract for review by the national BOD. If appropriate, the contract shall be signed between the national BOD and the hosting chapter prior to developing conference package.

SECTION 6: The national training conference planning committee shall be responsible for any negotiations with professional planning companies, as well as providing its recommendations to the national BOD. New contracts shall be referred to and approved by the following: the national conference chairperson, national legal counsel and national BOD.

## **STANDARD XV - NATIONAL MEETINGS**

SECTION 1: The national conference planning committee shall schedule the national training conference, as well as other meetings, noting dates, times, and location information. Once approved by the national BOD, the national conference information shall be disseminated on the national web site to all the members no later than the last day in February of each year.

SECTION 2: All official meetings and business conducted in the name of the NLPOA shall comply with the latest edition of Robert's rules of order, constitution, by-laws and SOP.

SECTION 3: Meetings shall be conducted in the following format:

Sec. 3 (a): Call to order, invocation, pledge of allegiance, roll call, and introduction of guests.

Sec. 3 (b) Approval of minutes.

Sec. 3 (c): Secretary's report.

Sec. 3 (d): Treasurer's report

Sec. 3 (e): President and vice presidents reports.

Sec. 3 (f): Reports from committees/sub-committees or others.

Sec. 3 (g): Unfinished business.

Sec. 3 (h): New business.

Sec. 3 (i): Consideration of items for future meetings.

Sec. 3 (j): Adjournment.

SECTION 4: Tentative agendas for national meetings shall be submitted by the national secretary to each member attending a minimum of 30 days prior to the meeting.

SECTION 5: National meetings – Any member may attend. However, representation at the meeting will be through their state president who will present a written report addressing state chapter's activities and requests. National meetings are required of all national BOD.

SECTION 6: National training conference - Individuals entering the floor of the conference must be duly registered and certified by conference committee staff and must display their conference name tag at all times.

SECTION 7: At the national training conference, any member in good standing after acknowledgment by the national president (Chair) may address an issue that is before the floor of the conference. Should a member wish to address the conference on an issue not on the agenda, the member must request from the Chair to add the issue to the agenda under new business; the member may then address the floor when new business is discussed on the meeting's agenda.

SECTION 8: All conference attendees shall be treated with respect and courtesy, regardless of agreement or disagreement. Disruptive behavior shall not be tolerated and may result in the speaker being ordered to leave the conference room.

SECTION 9: Group discussions - An area outside the conference hall may be provided for group discussions. Unauthorized discussions shall not be conducted inside the conference hall. Should a larger discussion area be needed, the person requesting such an area shall contact the national conference planning committee chairperson.

SECTION 10: Alcoholic beverages shall not be consumed, nor may alcoholic beverages be present in any NLPOA meetings.

## **STANDARD XVI - NATIONAL ELECTIONS**

SECTION 1: Elections for national BOD shall be held every 2 years at the national conference; the term of office shall be for 2 years.

SECTION 2: Special elections - May be sanctioned upon petition by a state or local chapter level and approval of the national BOD.

SECTION 3: The nominating committee shall be established by the national president 60 days prior to each election year.

SECTION 4: The nominating committee shall consist of no less than 3 NLPOA members, with no more than 1 member from any one state. The members must be in good standing with their membership.

SECTION 5: The nominations committee chair shall be appointed by the national president with approval of a majority vote by the national BOD.

SECTION 6: The nominating committee shall be responsible for insuring that pertinent information be published and available to all members interested in seeking elected-office 30 days prior to election.

SECTION 7: ELECTIONS – Announcement shall be 30 days prior to the national conference announcements for national office and shall be disseminated to the members and nominations shall be opened. Nominations at the state level shall be opened at least one meeting prior to elections. Local chapters shall be opened at least two meetings prior to elections; nominations shall be allowed on the floor.

SECTION 8: NOMINATIONS - Only NLPOA members in good standing shall be entitled to nominate; no proxy allowed.

SECTION 9: Nominated candidates to an elected office shall be present on the conference floor and accept the nomination.

SECTION 10: GENERAL MEMBER - Defined as a regular or associate member.

## **STANDARD XVII - VOTING**

SECTION 1: VOTING - Only general members in good standing at least 3 months prior to elections and are certified by the national treasurer, shall be entitled to vote. No proxy vote is allowed; members or delegates must be present on the national convention floor.

SECTION 2: Each national BOD is entitled to one vote. The Associations' general counsel has no vote.

SECTION 3: Each state and local chapter president or his/her designated delegate is entitled to one vote. State chapter must have two chapters or more in their states to have a delegate vote.

SECTION 4: DELEGATE VOTES - Chapters are entitled 1 delegate vote for every 25 member, and 1 delegate vote for each additional 25 member.

SECTION 5: Members shall only cast one delegate vote and must vote from within their respective chapter.

SECTION 6: The designated delegate must be identified to the nominating committee prior to nominating or voting.

SECTION 7: SECRET BALLOT – Voting shall be through secret balloting. The nominating committee shall provide a ballot to each eligible voter.

SECTION 8: Tabulation and certification – The nominating committee shall collect and tabulate the secret ballots and announces the results to the national general assembly. The national secretary shall certify the election and make a permanent record.

SECTION 9: Installation of the newly elected national BOD shall take place at the national conference installation banquet.

SECTION 10: OATH OF OFFICE - In accordance with state laws; all national board of directors, state BODs, and chapter BODs shall be installed and sworn into office. The following 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 insure that the organization's resources

Are used to benefit our community

### **STANDARD XVIII – NATIONAL NLPOA BOARD OF DIRECTORS:**

SECTION 1: The national BOD shall consist of elected members or appointed members to the board, founder, immediate past national president, and state presidents. The national BOD is charged with administering the day to day affairs of the organization. The national BOD may, at times, authorize individuals or companies to represent them in conducting national business; however, no officer, agent, or others shall have the power to bind the national by a contract or render it liable.

SECTION 2: Powers - Management of the NLPOA is vested in the national BOD in accordance to the mission, goals, and objectives of the NLPOA; as set forth in the constitution, by-laws, articles of incorporation, and SOP.

SECTION 3: Officers and members of the NLPOA shall maintain the highest standards of personal conduct; in accordance with procedures set forth in the constitution, by-laws and SOP.

SECTION 4: State chapter or chapters shall not address issues, or act on behalf of the national in matters of national scope, unless authorized by the national BOD.

SECTION 5: State chapter or chapters shall not bind the national NLPOA legally or otherwise, except with the consent of the national BOD.

SECTION 6: The number of members of the national BOD may be increased or decreased by amendment to the by-laws; however, no decrease shall have the effect of shortening the term of any incumbent national BOD, and the number of BOD shall never be less than 5.

SECTION 7: Resignation - NLPOA BOD or officers, elected, or appointed may resign from office upon submission of a written letter.

### **STANDARD XIX – DUTIES OF THE NATIONAL NLPOA BOD**

SECTION 1: The national president is responsible for providing effective leadership to the national BOD and its members. The national president, along with the national BOD shall submit a written report setting forth the association's annual budget, goals, and objectives no later than February 15<sup>th</sup> following the national elections.

SECTION 2: The national president presides at all national BOD meetings and represents the Association at all public and official functions. The national president may appoint a committee to address particular issues with the majority of national BOD approval.

SECTION 3: The national president, with the approval of the majority of votes of the national BOD, may authorize qualified officers or agents to enter into any contract or execute business in the name of and on behalf of the national NLPOA.

SECTION 4: Only elected BOD shall be reimbursed for reasonable travel expenditures during the national training conference or for NLPOA approved travel.

SECTION 5: The national president, with the approval of the majority of votes of the national BOD, shall appoint the standing committees chairpersons. National members may serve as chairpersons of particular committees.

SECTION 6: The national president, upon the expiration of his/her term of office, shall serve as member of the national BOD until the election of a new national president, and shall hold the title of immediate past national president.

SECTION 7: The national NLPOA BOD shall attend all board of directors meetings unless excused by the national president or appointed national vice president to act in his/her behalf at board meetings; this should only occur in emergencies or when serious scheduling conflicts arise.

#### **Duties of the Immediate NLPOA Past President**

SECTION 1: The immediate past national president shall assist in the smooth transition of the new national president and national BOD, as well as other duties as assigned by the national president and/or the national BOD.

#### **Duties of the NLPOA Vice Presidents**

SECTION 1: Shall assist the national president in any manner requested by the national president. In the absence of the national president, the national president shall appoint a national vice president to act in his/her behalf at board meetings, public and official functions.

(a): Shall assist NLPOA state chapters on involving issues.

(b): Shall keep the national president apprised of their particular areas of responsibility and route all national correspondence and pertinent issues to the national BOD.

(c): Issues involving state chapter or chapter, the national vice presidents shall represent the national and attempt to resolve whatever issues at the lowest level. In cases of national constitution, national by-laws, or national SOP violations, the national vice president with concurrence of the national BOD, shall have an internal investigation conducted (by members outside the state chapter or chapter where the investigation is conducted) and present a written report of their findings and his/her recommendation to the national BOD.

(d): Shall attend one, or more, state functions annually in each of the chapter areas he/she represents and conduct a telephone conference on a quarterly basis with the chapter presidents he/she represents.



SECTION 2: The national president, with concurrence of the BOD, shall select the vice president for chair of the membership committee.

SECTION 3: Shall assist the national treasurer in obtaining national chapter dues and membership rosters.

SECTION 4: Shall conduct a telephone conference with the state chapters within his/her area of responsibility and shall prepare a written report for the national executive board of issues and other concerns as well as provide a copy of such report for each board member to be discussed at the following national board of directors' meeting or phone conference.

SECTION 5: Monitor issues in area of responsibility that impact NLPOA.

SECTION 6: Develop media contacts and when possible, make radio/TV presentations regarding the many positive facets of NLPOA.

SECTION 7: Participate in Government/community/youth events.

SECTION 8: Other duties as assigned by the president and/or board of directors.

#### **Duties of the NLPOA Treasurer**

SECTION 1: NLPOA Treasurer is responsible for the efficient financial management of the Association and shall cause an annual audit, conducted by an independent auditor, of all national financial records. The selection of the outside auditor agency shall be voted on by the national BOD, with majority vote.

SECTION 2: Shall file a written quarterly financial statement, and submit an annual financial statement to the general membership at the Association's annual conference. All bank account statements shall be the copies of original bank statements. All financial records shall be provided to the national historian for historical filing.

SECTION 3: Shall be responsible in obtaining all Associations' membership records; all membership records shall be given to the national, state chapter, and national historian for historical filing by January 15 of each year.

SECTION 4: Shall file with the California Secretary of State, a list of the newly elected NLPOA BOD, by January 15 of each year and pay such fees as required.

SECTION 5: Shall notify the national BOD after January 15 of each year of chapters that did not pay their national membership dues or chapters that did not submit their membership rosters.

SECTION 6: Shall be responsible of making payment of the following: NLPOA domain names, NLPOA server fees, national historical archive server, and other fees that are delegated by the national NLPOA BOD on a majority vote.



## **Duties of the National NLPOA Secretary**

SECTION 1: Shall provide a meeting agenda to the national board of directors no less than 2 weeks prior to a national regular or telephone conference meeting. Providing an agenda of such meeting in a timely manner enables the board of director's member to prepare for the issues and other administrative concerns to be discussed at the meeting.

SECTION 2: Shall maintain a complete written record of national meetings and shall forward them to the national BOD within 30 days of such meeting for approval at the next national BOD meeting. All final approved minutes of meetings, as well as all records of NLPOA correspondence shall be given to the national historian upon approval

SECTION 3: Shall serves on the NLPOA community liaison committee.

## **Duties of the National Parliamentarian**

SECTION 1: Shall assist the national president in conducting all national meetings in compliance with the national by-laws and Robert's rules of order; shall serve on the national by-law committee.

SECTION 2: Shall have a copy of all the general membership that is in good standing at the national meetings. It is the responsibility of the national parliamentarian to ensure that only members in good standing attend the meeting.

SECTION 3: Shall serve as the national chairperson of the national bylaws and SOP committee.

## **Duties of the National Historian**

SECTION 1: Shall maintain a history of the Association and serve as chair of the web master. The historian shall provide a report of web site to the national executive board meetings.

SECTION 2: Shall serve as a repository for all of following; national records, state chapter and chapter records, as well as the custodian of records and maintain all central files.

SECTION 3: Shall place all historical archives on a server that is provided by the national NLPOA.

SECTION 4: The national secretary should provide all minutes of meeting within 15 days of meeting to the national historian.

SECTION 5: The national BOD should provide all correspondence within 30 days to the national historian.

SECTION 6: The national committee and subcommittees should provide all correspondence within 30 days to the national historian.

SECTION 7: The national business managers or anyone associated to the national NLPOA should provide all correspondence within 30 days to the national historian.

SECTION 8: All contracts that are related to the national NLPOA should be provided within 30 days to the national historian.

### **Duties of the NLPOA El Puente Edition**

SECTION 1: In order to develop the newsletter into a national informational document, the Editor should contact state and local chapters to encourage their participation in the development of “El Puente” by providing articles and pictures of their respective chapter’s law enforcement, community, or youth events as well as other positive information. The newsletter shall:

- a) Be published once every January, April, July, and October and list the months published.
- b) A draft of the upcoming “El Puente” newsletter shall be submitted to the members of the national executive board for review and approval 2 weeks prior to publication to the general membership and public.
- c) NLPOA members may submit informative articles for publication; these articles should be relative to the mission and goals of the Association.
- d) Generally, all outside request for publication in the newsletter will be charged a fee; as the newsletter is not only informative, but is operated to generate funding to cover the cost of printing as well as operating funds for NLPOA.
- e) The national executive board may exempt charges.
- f) This is an NLPOA newsletter documenting the issues and events of its membership. For these reasons, membership articles, pictures, and other Association information shall have priority before outside publications and events are published in “El Puente.”
- g) Whenever an article submitted by a member for publication is not published or is rejected, a written notification shall be forwarded to the member with an explanation(s) as to why the article or information was not published. This process will assist the member in improving his/her writing and research skills.

### **Duties of the NLPOA Founder**

SECTION 1: Serves as the chair for the community liaison program that is an appointed position of the national president with concurrence from the national BOD.

SECTION 2: Coordinates and develops state and local chapter community liaison programs.

SECTION 3: Develops training to community liaison representatives on media exposure, verbal presentations, and related training subjects.

SECTION 4: Develops and maintains positive working relationships with law enforcement, youth, educational institutions, and community groups.

SECTION 5: Shall assist the national president and/or national vice presidents as needed. He shall also serve as the good will ambassador for the national, visiting chapter and state chapters as requested; serve as chairperson for the liaison committee and participate in activities as requested.

SECTION 6: Works with the national historian and “El Puente” editor to ascertain that positive membership events; such as promotions, administrative awards, outstanding and heroic acts are duly noted in the media, as well as the national membership.

### **Duties of NLPOA State Presidents**

SECTION 1: State presidents or his/her designated representative shall serve on the national BOD.

SECTION 2: State presidents shall be responsible for providing leadership and direction to the local chapters within their states. They shall assure that local chapters comply with national directives, national and state SOP, and by-laws.

SECTION 3: State presidents shall assure that local chapters have in their possession a copy of the national and state SOP and by-laws.

SECTION 4: State presidents or his/her designated representative shall serve as a member of one of the following national standing committees: scholarship, planning, legislative, recruiting, financial review, or ways and means committees.

SECTION 5: State presidents shall attend all national board of directors meetings unless excused by the national president. The state president may designate a representative from the state or local chapter BOD to represent the state at national meetings.

SECTION 6: States having only one chapter shall also serve as the state chapter until such time as additional chapters are created. The chapter president shall also serve as the state president, or a state president may be elected from within the chapter by the majority of the membership. If a state president is elected, the name of the person elected shall be forwarded to the national secretary for proper documentation. The state president is responsible for the local chapter and administers all state affairs.

SECTION 7: States with two or more chapters shall establish a state board consisting of president, one vice president, secretary, and treasurer. Board positions shall be elected by the members within their respective states.

SECTION 8: Chapter presidents also serving as the state president shall have one vote during national and state meetings and elections.

### **STANDARD XX- COMMITTEES**

SECTION 1: National BOD shall be members on national standing committees.

SECTION 2: The following national standing committees may be established: publicity and communications, membership, ways and means, financial review, community liaison, by-laws, recruiting, legislative, planning, scholarship, SOP, equal employment opportunity as well as a national conference planning committees. Other committees may be established as the need arises.

SECTION 3: Committees are designed to assist the national, state, and local chapters in accomplishing the goals and mission of the association, as well as to provide members organizational, administrative and leadership experience.

SECTION 4: The national president, with the approval of the national BOD shall appoint the standing committees chairpersons.

SECTION 5: Committee membership - Regular and associate members in good standing may serve on committees or as chairpersons.

SECTION 6: Duties and responsibilities of committee chairs:

- (a): Provide oversight of standing committees on behalf of the BOD.
- (b): Submits quarterly update reports to the national BOD on committee progress and any issues encountered.
- (c) Coordinates and develops action plans, budgets, and time frames.
- (d): Attends yearly/monthly board meetings as necessary.
- (e): Submits yearly committee financial reports.
- (f): Performs yearly evaluation of committee members.
- (g): Serves as custodian of files, keys, and records on a yearly basis.
- (h): All committee chairs shall provide reports to national historian and national secretary.

SECTION 7: Qualifications & Skills: Above average leadership/administrative experience, knowledge of the Hispanic community as well as its issues, proficiency in the Spanish language is desirable.

SECTION 8: At the national meetings, each committee chairperson shall submit an oral and written report. At the end of calendar year, each chairperson shall submit a formal written report to the national BOD on the activities of his/her committee.

SECTION 9: Additional committees - Committees may be established as necessary for specific functions. Committees shall dissolve upon completion of their specified assignment and submission of a formal report to the national BOD.

SECTION 10: Committees and chairpersons appointed by the national president with the majority of national BOD approval. The Committees serve at the pleasure of the appointing power.

## **STANDARD XXI- PUBLICITY & COMMUNICATIONS COMMITTEE**

SECTION 1: Disseminates pertinent law enforcement information to the membership, agencies, and interested parties.

SECTION 2: With approval of the national BOD, disseminations information on national NLPOA election results, national special events, policy statements and/or policy positions of the NLPOA.

SECTION 3: Shall develop and maintain a national NLPOA media, government, law enforcement, Hispanic/Latino organizations, and business list. These groups will be provided with current activities of the NLPOA.

SECTION 4: The national NLPOA director of public information will assist chapters develop an NLPOA public information officer.

SECTION 5: Functions as an intermediary between the NLPOA and the media.

## **STANDARD XXII - MEMBERSHIP COMMITTEE**

SECTION 1: Membership Committee is responsible for recruiting members and shall develop a national brochure for recruitment to be used by all national state chapter, and chapter.

SECTION 2: The national vice president with the second longest tenure with the Association shall serve as the membership committee chair.

SECTION 3: NLPOA chapter dues and membership roster shall be forwarded to the national treasurer by the date of January 15 of each year.

SECTION 4: In the absence of the national state president, the committee chair will conduct the first meeting of a provisional chapter.

SECTION 5: Provide technical assistance for initiating new chapters. Such assistance will continue until such time as the developing chapter is officially accepted by the national BOD.

## **STANDARD XXIII - WAYS AND MEANS COMMITTEE**

SECTION 1: Chaired by a state president, appointed by the national president, with approval of the national BOD.

SECTION 2: Develops adequate financial resources to operate the national in a financially sound manner.

SECTION 3: Reviews and approves joint national fundraising events and negotiates equitable distribution of any profits generated by such events.

## **STANDARD XXIV - FINANCIAL REVIEW COMMITTEE**

SECTION 1: The national president, with approval of the national BOD, shall appoint a state president to serve as the chair of the financial review committee.

SECTION 2: Conducts an annual audit before the date of April 15 of the national financial records. National audit shall utilize an independent certified public accountant. All national financial reports on fundraisers shall be included in the audit. All audit reports shall be given a copy to the national BOD. All members in good standing may review the audit reports.

SECTION 3: The selection of an outside agency, to conduct the audit, shall be done by vote of the national BOD.

SECTION 4: Financial review committee may shall examine the expenditures of the national board, provide recommendations on fiscal policies and provide a report to the general assembly at the annual meeting.

SECTION 5: Financial review committee shall serve as the review team, whenever a state or chapter is decertified, suspended, or disbanded by the national BOD. This committee may schedule a random audit of any chapter to ascertain that the chapter is conducting their financial business in a legal and professional manner. This random audit should in no way be looked at in a negative manner, but rather as a positive prevention action.

SECTION 6: The financial review committee shall develop a financial budget in cooperation with the national president. The budget shall be submitted no later than the 15 of January of each year. All financial budget reports shall be given a copy to the national BOD.

## **STANDARD XXV - RECRUITING COMMITTEE**

SECTION 1: Shall establish strategies for recruiting Latinos into law enforcement.

SECTION 2: A state president shall be appointed the recruiting committee chair, by the national president, with the majority approval of national BOD.

SECTION 3: Develops programs to generate membership into the association.

## **STANDARD XXVI - LEGISLATIVE COMMITTEE**

SECTION 1: Keeps the membership informed of legislative bills and issues affecting the NLPOA and provides legislative recommendations.

SECTION 2: The national president may appoint a state president, with concurrence from the national BOD, to serve as the legislative committee chair, with the majority approval of national BOD.

## **STANDARD XXII - PLANNING COMMITTEE**

SECTION 1: Planning committee develops plans and makes recommendations on short and long term goals.

SECTION 2: The national president may appoint a state president, with concurrence from the executive board to serve as planning committee chair, with the majority approval of national BOD.

SECTION 3: Planning committee shall coordinate annual meetings of the think tank.

## **STANDARD XXIII- SCHOLARSHIP COMMITTEE**

SECTION 1: Establishes guidelines for the NLPOA membership scholarship program.

SECTION 2: Two dollar of every member's national dues shall be deposited into the membership scholarship fund.

- Fifty percent of the membership scholarship fund shall be utilized in the John Parraz scholarship funds.
- Fifty percent of the membership scholarship fund shall be utilized in the membership scholarship training fund.

SECTION 3: A State president shall be appointed scholarship committee chair by the national president, with majority of the national BOD.

SECTION 4: Shall provide the national executive board a detail annual report on the success of the scholarship program.

(a): The scholarship committee report will accrued number of scholarship recipients.

(b): Scholarship committee follow up report shall be submitted on the number of successful recipients.

## **STANDARD XXIX - EQUAL EMPLOYMENT OPPORTUNITIES/AFFIRMATIVE ACTION PROGRAM/PROCESS**

SECTION 1: The national board and state chapter presidents shall require every member seeking assistance with employment related issues to comply with the following:

- a) Exhaust their (member's) Employee Representative Association as well as the department's grievance process prior to addressing the issue(s) with NLPOA.
- b) Follow the chain of command and report the alleged violation, in writing, to the local chapter's president. Outlining the departmental representative who initiated the violation, policies or procedures violated.
- c) The date(s) in which the violations occurred.
- d) The member's name, rank, home address and signature on the complaint request.
- e) Copies of all documents, departmental and related laws relative to the issue.

SECTION 2: Submit a written request for assistance with the chapter president to which he/she is a member for assistance with his/her complaint.



- a) The chapter president will act to investigate the validity of the complaint; once this is done, the investigative report and the chapter's president's recommendation are to be forwarded to the state executive board for additional review prior to forwarding the report and recommendations to the national board for processing and additional action.

SECTION 3: The complainant (member) shall be notified in writing by the national board, that the NLPOA cannot provide any legal advice in the matter. However NLPOA, once the allegation is confirmed is found to have merit, may write a letter of support of the member to his/her department head and other interested parties.

- a) NLPOA may provide to the member a list of competent attorneys that specifically deal with these types of cases.
- b) Assist and support the member in any manner deemed necessary, other than offering any legal advice, until the matter is resolved.
- c) The national president with consent from the executive board may assign an executive board member to oversee the proceedings involving the member as well as keeping the national executive board apprised of the progress in positively resolving the issue.

## **STANDARD XXX – NLPOA STATE CHAPTERS**

SECTION 1: State chapters serve on behalf of the national BOD as a representative for the state's local chapters. State chapters may establish By-Laws in accordance with and shall be subordinate to the national constitution, SOP's and By-Laws.

SECTION 2: State chapters may establish dues as it deems appropriate to ensure the state meets its financial needs.

SECTION 3: State BOD shall be members in good standing within their respective states. State chapter BOD shall consist of those persons elected by members in good standing within their local chapter and state.

SECTION 4: Local chapters shall adhere to established national and or state SOP and by-laws. Local chapters who are not in good standing with their respective state forfeit good standing with the national association. Local chapters not in good standing shall be subject to disciplinary action by their respective state BOD and or the national BOD.

SECTION 5: The number of state BOD shall never be less than 5; president, vice president, secretary, treasurer and parliamentarian/historian. The number of BOD may be increased or decreased by amendment of the by-laws by the president with approval of the BOD when a quorum has been established or by a majority of the general membership in attendance during a state meeting. No decrease shall have the effect of shorting the term of any elected BOD.

SECTION 6: State BOD election should coincide with national elections, but may be held at a different time with approval of the BOD or by a majority of the general membership in attendance during a state meeting.



## **STANDARD XXXI – NLPOA NEW CHAPTERS**

SECTION 1: Only the national board of directors is authorized to approve chapters.

SECTION 2: The national is the only association of which all national, state and chapter members belong to.

SECTION 3: Chapters shall be formed only at state or county district levels except in counties where the population merits additional chapters.

SECTION 4: New chapters may only be voted in at a national meeting or national conference; the vote shall be duly noted in the meeting minutes.

SECTION 5: State boards of directors or national regional vice president may activate inactive chapters after the inactive chapter submits their past and present dues and membership roster.

SECTION 6: In order to develop a chapter, the requesting individuals shall submit to the state chapter a list of 5 paid members.

SECTION 7: An interim chapter shall submit the names of the BOD, roster, and membership dues to the national treasurer prior to the chapter being accepted.

SECTION 8: Interim chapters shall have provisional status for a period not to exceed nine months but may be waived by the state president.

SECTION 9: Provisional –The transitional period of affirming commitment and waiting formal membership into the national NLPOA.

SECTION 10: New chapter requirements prior to acceptance – National interim chapters shall possess the following prior to being accepted.

- (a): Dues structure which may be no less than \$15 for national membership.
- (b): Shall obtain a federal employee identification number (E.I.N.) with the internal revenues service (I.R.S.).
- (c): Obtain NLPOA chapter's PO BOX.
- (d): Provide the national treasurer a roster of the membership and the new chapter board of director home address and e-mail addresses.
- (e): A checking account opened with the E.I.N. number and the new chapter president and treasurer as signatures (two-signature checks). Provide the bank with a NLPOA letter of authorization, by-laws, a copy of the I.R.S. E.I.N. number, and copies of the organizational minutes.
- (f): The new NLPOA chapter president will contact the national web master and once the new chapter that was approved by the NLPOA national BOD. The new chapter shall be granted access to [www.nlpoa.org](http://www.nlpoa.org) and a new chapter web page will be created by national web master.

(g): The new NLPOA chapter president or designee shall be present at the earliest national meeting to be voted into the NLPOA and at that time shall be presented their chapter charter by the national president.

SECTION 11: The state president or national regional vice president is the national officer responsible for the development of chapters within his/her respective state and shall ensure that all issues of individual state chapters are addressed at national meetings.

SECTION 12: Formal acceptance, for a new chapter, shall be, in a form of a motion by that chapter's state president or national regional vice president at the annual national meeting.

SECTION 13: The national BOD may review the eligibility status of a chapter and initiate the following sanctions, determine changes in an. chapter's status, recommend probationary status, de-certified or charter revocation, with cause after timely notification to the affected chapter. A chapter failure to attend two (2) consecutive state and/or required national meetings, without being excused is subject to sanctions.

SECTION 14: An unincorporated chapter is described as chapter That has not filed articles of incorporation to their state or has not been formally chartered or has not been incorporated or not received non-profit status by the IRS or has not applied for United States postal office box. All unincorporated chapters must be in the process of incorporating.

SECTION 15: That all corporate chapters are described as NLPOA chapter shall have articles of incorporation to their state or as formally chartered. The corporate chapters have status by the IRS EIN number, 501c3, 501c4 or 501c5 and have a United States PO box. All corporate chapters must be incorporated to be in good standing as an NLPOA chapter.

SECTION 16: ADVERSE ACTION - Inactive status of a charter shall require a written notice by the national Legal Counsel informing the chapter BOD that they are no longer authorized to conduct business in the name of or on behalf of the NLPOA. This notification includes any name used in conjunction with the charter previously issued by the NLPOA. NLPOA may take whatever action necessary to inform the community of the chapter's inactive status.

SECTION 17: Upon official notification, the inactive chapters' property and/or funds obtained in the name of the NLPOA shall become the property of the national association.

SECTION 18: Inactive Status - A chapter's status remains inactive until such time as it is re-activated. All properties and assets will be returned to those members re-activating the chapter charter.

## **STANDARD XXXII - NLPOA BOD VACANCIES**

SECTION 1: The NLPOA state first vice-president – Shall serve as state president upon the disability, recall/resignation from office of the state president.

SECTION 2: All state officers, in the event of disability, recall, resignation, shall be filled by the president with confirmation of the BOD.

## **STANDARD XXXIII - MEMBERSHIP STANDARDS**

SECTION 1: Membership recruitment involves personal contact with law enforcement and related agencies, individual officers, media, and community networking, including public schools , social media and colleges.

SECTION 2: Members shall support the mission and goals of the NLPOA and adhere to the policies and procedures set forth in the national by-laws.

SECTION 3: Meeting attendance is mandatory for state officers. Any officer anticipating being absent from a scheduled meeting, shall notify the president, secretary or treasurer giving the reason(s) for the absence. Two consecutive failures to attend state meetings are subject to removal from elected office.

SECTION 4: Sexual Harassment - Shall not be tolerated by the NLPOA. Disciplinary action shall be taken against any member engaging in sexual harassment.

## **STANDARD XXXIV - MEMBERSHIP TERMINATION**

SECTION 1: Members may transfer their membership to another NLPOA chapter; however, prior approval of the national BOD of the local chapter to which they request transfer is necessary. At no time may a member belong to 2 chapters at one time.

SECTION 2: Members may resign by submitting a letter, or voicing their intent to resign, to the national secretary of the local chapter who shall then inform the chapter president.

SECTION 3: NLPOA chapters failing to pay their national and state dues face chapter suspension or charter de-certification by the NLPOA. Reinstatement is available in the same calendar year by payment of current and past dues owed.

SECTION 4: Members forfeit their membership through nonpayment of dues during the calendar year. Reinstatement is available in the same calendar year by payment of current and past dues owed.

SECTION 5: Disciplinary action - A BOD, chapter, or member(s) who, after due process is/are proven to have been involved in illegal or inappropriate conduct that conflicts with the mission, goals, objectives, directives, policies and/or the general welfare of the association shall be subject to disciplinary action by the national, state, or local chapter BOD.

## **STANDARD XXXV - QUORUM**

SECTION 1: National BOD meetings - simple majority - 50% plus one.

SECTION 2: National general membership meetings - Simple majority of the members voting.

## **STANDARD XXXVI - FINANCES**

SECTION 1: More than one-third of the income will be generated from contributions, national membership fees, corporate support, and from national chapter and national fund raising activities. As a rule, the association will not receive more than 1/3 of its support from gross investment income. Section 509(a) (2) Internal Revenue Code insures that non-profits do not profit from investments, but receive the majority of their funding from membership fees, corporate support, and from fund raising activities.

SECTION 2: The national shall abide by the national SOP and national by-laws regarding the use of fund raising solicitations.

SECTION 3: All monies of the NLPOA shall be deposited in a federally insured bank.

SECTION 4: All disbursement of funds shall be made by check requiring one signature, from the national president or national treasurer. In the absence of the national president or the national treasurer, checks may be signed by an authorized member of the national BOD.

SECTION 5: An employer identification number (E.I.N.) shall be obtained from the Internal Revenue Service; and shall be maintained during the existence of the NLPOA.

SECTION 6: The national BOD, in conjunction with the finance review committee shall develop an annual budget no later than January 15<sup>th</sup>.

SECTION 7: The national BOD will assure funds are available to administer the NLPOA for the present and following year.

SECTION 8: No expenses shall be incurred by an officer or member, unless authorized by the national BOD. If the expense has been incurred prior to approval, the expense may not be reimbursed.

SECTION 9: The national president's quarterly expense authorization is seven hundred dollars, (\$700.00) quarterly. The national president shall make a written expense report to the national BOD and submit receipts to the national treasurer. No expenses shall be paid without written documentation and receipts.

SECTION 10: Only elected national BOD, state presidents and chairpersons may receive reimbursements for expenditures consistent with the SOP. Reimbursements are subject to the amount of funds available and approval by the national BOD.

## **STANDARD XXXVII - DUES**

SECTION 1: The assessed NLPOA membership, dues varies, depending on anticipated expenses to successfully administer the national, state chapters, and local chapters.

SECTION 2: Each NLPOA chapter treasurer shall submit new member's information by January 15<sup>th</sup> to the national treasurer; the national dues shall be \$15. January 15 shall be the deadline to submit dues to the NLPOA national treasurer.

SECTION 3: All other categories; lifetime, honorary, and student do not pay national dues.

SECTION 4: Corporate NLPOA membership may be granted for businesses sponsorships; their dues are determined by the BOD of that chapter.

SECTION 5: Each chapter shall pay annual national dues directly to the national treasurer by January 15 of each year. Membership roster shall also be submitted with the annual dues. The amount of dues is determined by the national BOD and members. Any changes to the amount shall be submitted to the membership during the national training conference. The membership shall have the opportunity to vote for any changes to the amount.

SECTION 5 (a): Chapters who fail to pay national dues by the due date shall be suspended and are forbidden from conducting business and/or holding any event under the NLPOA name. Before a suspended chapter is reinstated, all national NLPOA dues shall be paid in full.

SECTION 5 (b): Chapters who fail to pay national dues with their chapter by the due date shall be forbidden from voting on any national issues.

SECTION 5 (c): Chapters who fail to pay national dues on a non-voting year, will not be allowed to vote during the next national elections.

SECTION 5 (d): Two dollar of every member's national dues shall be deposited into the membership scholarship fund.

- Fifty percent of the membership scholarship fund shall be utilized in the John Parraz scholarship funds.
- Fifty percent of the membership scholarship fund shall be utilized in the membership scholarship training fund.
- State presidents shall be appointed scholarship committee chair by the national president, with majority consent of the national BOD.
- Scholarship committee shall provide the national executive board a detail annual report on the success of the scholarship program.
  - (a): The scholarship committee report will accrued number of scholarship recipients.
  - (b): Scholarship committee follow up report shall be submitted on the number of successful recipients.

## **STANDARD XXXVIII - MEMBER BENEFITS**

SECTION 1: NLPOA membership benefits include: group death benefit, membership advocacy; professional development training, workshops, and seminars; opportunity to participation in juvenile delinquency prevention and intervention programs (sponsored, developed or operated by the NLPOA), participation in upward mobility seminars, participation in community relations training, as well as serving as a liaison between law enforcement and the Latino community. The member can request records from their state president; if the state president does not exist, the member can request records from their regional national vice president. The state president or national president has sixty days to give the records to that member.

## **STANDARD XXXIX - MEMBERSHIP ADVOCACY**

SECTION 1: Advocacy - Members may request assistance with 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 national BOD. The NLPOA shall not become involved in labor disputes or termination from employment unless discrimination or racial issues are involved.

SECTION 2: Procedures - Members must submit a written request for assistance to their respective chapter.

SECTION 3: Response - The chapter may respond in several ways; support the member, refer the member to an attorney, other resources to address the problem, or reject with a written explanation. The chapter president shall keep the state chapter and national presidents apprised of the situation.

SECTION 4: Appeals – Upon rejection at the chapter level, the member should submit a written appeal to the state chapter in compliance to the chain of command. The letter should include the specific nature of the problem and copies of the rejection and assistance request letters.

SECTION 5: Should the state chapter also decline to intervene, the member may forward the request to the national. The national BOD can reverse the decision and request that further investigation be conducted; or the national BOD can accept or deny the request on its face.

## **STANDARD XL - CONTRACTOR STATUS**

SECTION 1: The NLPOA contracting services of a licensed contractor, his/her agents and employees, are performing services for the NLPOA and are not employees of the NLPOA. The contractor and his/her agents and employees shall not accrue leave, retirement, insurance, bonding, or any other benefits afforded to members of the NLPOA, as a result of any agreement entered into.



SECTION 2: The contractor shall enter into all agreements, with the NLPOA, through use of technical and professional services contract brief.

### **STANDARD XLI - POLITICAL ACTIVITY**

SECTION 1: Political activity - The NLPOA, or its members shall not engage in any political activity. The Association shall not participate in or intervene (including the publication or distribution of statements) in any political campaign on behalf of, or in opposition to any candidate for public office. Violation of the non-profit corporation laws puts in jeopardy the NLPOA 501 © (3) IRS non- profit status and will subject, any state chapter, chapter, or members involved in such political activities, to disciplinary action, to include removal from NLPOA membership.

### **STANDARD XLII - COPYRIGHT**

SECTION 1: All written or other materials developed or acquired by the national BOD, members and/or contractors, under authority or auspices of the, shall remain property of the NLPOA. Such property shall be delivered to the state or national no later than 20 days from termination of service, or separation from the NLPOA.

SECTION 2: Nothing produced in whole or in part - by national BOD, officers, members, and NLPOA contractors - shall be subject to an application for copyright by or on behalf of - national BOD, officers, other identified classes of members, and contractors.

### **STANDARD XLIII - RECORDS AND AUDIT**

SECTION 1: Records - Records are required to be maintained by each individual chapter, state and national boards in order to ensure proper compliance with the national, state, and local chapter by-laws and SOP. These records include, but are not limited to, financial reports, all bank records, minutes of meetings, and proper filings with the respective government agencies. The state president, or his designee, is authorized to inspect local chapters' records of their respective state for the limited purpose of ensuring proper compliance with the by-laws and SOP, and in the case of a dispute among chapters or its members. Records and audit by the request of the state and national BOD shall be submitted back or within 45 days of a certified mail receipt of that letter.

SECTION 2: In the event that a local or state NLPOA chapter or one of its board of directors is under investigation for financial misappropriation of the chapter's monies or assets, their records will be subject to a review by their respective state board and/or the national board.

SECTION 3: A review of the chapter's records would also commence if the board of directors has neglected its fiduciary responsibilities and a formal complaint is lodged with the state or national board by a member of the concerned chapter; in lieu of a formal complaint, a criminal investigation into the chapter's activities by a law enforcement entity could also trigger a review of the chapter's records.

SECTION 4: Investigation - An investigation will be initiated after a records review has been conducted and the appearance of impropriety exists. The investigation will proceed in the same manner as STANDARD LIII –REMOVAL FROM OFFICE.

SECTION 5: Review – Records of state chapter and chapters, including financial audits shall be subject to review by the NLPOA. The state chapter and local chapters shall submit to the national BOD a financial report of all fundraising events regarding all fundraisers.

SECTION 6: Audit - The national NLPOA shall reserve the right to audit billings; payments previously made shall not foreclose the right of the NLPOA to recover excessive illegal payments.

SECTION 8: All national, state and chapter audits records of correspondence shall be given to the national BOD.

#### **STANDARD XLIV - PROTOCOL AT NLPOA EVENTS**

SECTION 1: The following protocol shall be used to acknowledge our Association's leadership at all NLPOA functions.

##### **SECTION 2: NATIONAL FUNCTION PROTOCOL:**

- National NLPOA president.
- National NLPOA board of director.
- NLPOA founder.
- NLPOA founding members.
- NLPOA state chapter presidents.
- NLPOA state chapter board of director.
- NLPOA past national presidents.
- NLPOA dignitaries.

#### **STANDARD XLV – DISSOLUTION**

SECTION 1: Upon dissolution of the NLPOA, the assets shall be donated to religious, charitable, scientific, and literary or education organizations as selected by the national NLPOA BOD, otherwise known as 501c3 or 501c4 or 501c5 organizations.

#### **STANDARD XLVI - AFFILIATE MEMBERSHIP**

SECTION 1: NLPOA membership granted to NLPOA which have been duly and lawfully incorporated.

SECTION 2: Application process- The national NLPOA BOD of the organization desiring affiliation shall submit a signed application to the state chapter president. The state chapter president shall forward a recommendation to the national BOD for approval. Acceptance of affiliate member status shall be the sole discretion of the national BOD.



SECTION 3: Membership category- Shall be granted as a group membership and be recognized as an affiliate member of the NLPOA.

SECTION 4: GOOD STANDING - Affiliate member in good standing shall:

- (a). Conduct at least one NLPOA membership meeting annually.
- (b). Submit NLPOA annual dues.
- (c) Provide representations to the annual NLPOA conference.
- (d) Submit an annual written report of activities and current status of the organization to the national BOD prior to the annual meeting.
- (e) Submit a mailing list of the membership to the national BOD upon request.

SECTION 5: VOTING – Affiliate NLPOA member may have 1 vote which will be by delegate. NOTE: This vote is at the discretion of the national BOD.

SECTION 6: DUES - The NLPOA president of each affiliate organization shall be a dues-paying member of the NLPOA.

SECTION 7: The NLPOA shall provide the president of affiliate organizations:

- (a). Copies of the NLPOA by-laws.
- (b). NLPOA SOP.
- (c). Official publications of the NLPOA, i.e.: El Puente, national newsletter, and other pertinent material.
- (d). A NLPOA certificate (charter) of affiliation.

#### **STANDARD XLVII- CODE OF ETHICS**

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

HONESTY:

SERVICE:

INDUSTRIOUSNESS:

HUMILITY

JUSTICE

SPIRIT OF COOPERATION

RESPONSIBILITY

CHARITABLENESS

#### **STANDARD XLVIII – ETHICS AND DISPUTE RESOLUTION COMMITTEE**

SECTION 1: The NLPOA ethics and dispute resolution ad hoc committee are vested with all legislative, judicial, and executive powers granted under its by-laws. Adopted NLPOA resolutions and policies shall be subordinate to and consistent with the state chapter and national by-laws, SOP, resolutions, policies, and customs.

SECTION 2: The national ethics and dispute resolution committee shall consist of a 3 members, appointed by the national president with the approval by the national BOD. The term shall be 2years and staggered with the national elections.

SECTION 3: Shall maintain the highest professional standards and conduct and shall act in accordance with procedures set forth in the national ethics and dispute resolution committee policy manual, as well as the policies and procedures and by-laws.

SECTION 4: Shall conduct its' activities in a confidential manner.

SECTION 5: Shall submit in writing, all investigative findings and recommendations to the national BOD.

SECTION 6: The national BOD shall have the sole responsibility of final action.

### **STANDARD XLIX – DUTIES OF THE BOARD OF DIRECTORS**

SECTION 1: Shall have the sole responsibility of receiving and acting upon applications for NLPOA membership and for renewal of membership.

SECTION 2: May review the eligibility status of any current member and, as may be appropriate, change the member's status or terminate membership with cause.

### **STANDARD L - MEMBERSHIP STANDARDS**

SECTION 1: All members shall support the mission and goals of the NLPOA. Members shall adhere to the policies and procedures set forth in the national by-laws, SOP, resolutions, policies, and customs.

SECTION 2: Meeting attendance - Mandatory for all national BOD, officers anticipating being absent from a scheduled meeting, shall notify the national president or national secretary with the reason(s) for their absence. All chapters shall meet at least once every two months.

SECTION 3: NLPOA meeting attendance at scheduled meetings is required of appointees and committee chairpersons.

### **STANDARD LI - SEXUAL HARRASSMENT**

SECTION 1: SEXUAL HARASSMENT- Shall not be tolerated. The NLPOA policy on sexual harassment is in accordance with federal law.

SECTION 2: In accordance with NLPOA policy, disciplinary action shall immediately be taken against any member who is in violation.

### **STANDARD LII – MEMBERSHIP TERMINATION**

SECTION 1: Members in good standing may transfer their membership to another local chapter, provided that they have the approval of the chapter BOD of the Chapter to which they request transfer.

SECTION 2: Resignations - A member may resign from the NLPOA after submitting a written resignation letter or by verbal resignation to the chapter secretary who will immediately notify the chapter president.

SECTION 3: Disciplinary action – Members, after due process as specified in these policies and procedures who are proven guilty of inappropriate conduct in violation of the mission, goals, objectives, directives, policies and/or the general welfare of the NLPOA, shall be subject to disciplinary action by the national BOD.

SECTION 4: Types of disciplinary action - Removal from office; temporary membership suspension; permanent membership suspension; impeachment; as well as appropriate civil/criminal action.

SECTION 5: Appeals - The same appeal process as described in the (NLPOA SOP, LIII, Subsections 13, 14, 15, 16) applies in the case of disciplinary action against a member or members. Appeals move up one jurisdictional level until a resolution is reached.

SECTION 6: Members may forfeit their membership through non-payment of dues during the calendar year. Reinstatement is available in the same calendar year by payment of current and past dues.

### **STANDARD LIII - REMOVAL FROM OFFICE/IMPEACHMENT**

SECTION 1: Elected officers or members of the NLPOA may be removed from office or membership for cause.

SECTION 2: Cause - Is defined as conduct and activities that conflict with the mission, goals, objectives and/or other directives or policies of the association.

SECTION 3: Filing of complaint - Initiation of impeachment proceedings requires a written complaint submitted to the national president and signed by at least three members from the national BOD. If the national president is the accused, the complaint shall be presented to the national secretary, who shall furnish the accused and the national BOD a copy of the complaint.

SECTION 4: Presentation of complaint - Upon presentation of the complaint, the national BOD and the NLPOA legal counsel shall meet in a close session, without the presence of the defendant. The national BOD, by a majority vote, will decide:

- (a): To accept the complaint as presented;
- (b): Conduct an investigation;
- (c): Reject and dismiss the complaint.

SECTION 5: Investigation - The national president or acting national president shall direct the national ethics and dispute resolution committee to conduct the investigation. The committee shall prepare a written investigative report of its findings and recommendations.

SECTION 6: Notification - After considering the investigative report, the national BOD (by certified letter) shall inform the involved member of the national board of director's decision. Should the complaint be accepted, the member shall be notified of the date, time and location of the hearing.

SECTION 7: Hearings - Shall be closed session and the national president will preside over the hearings. In the case where the national president is accused, the national first national vice-president shall perform this function.

SECTION 8: Evidence - To substantiate the complaint, the complaint shall be presented by the plaintiffs; however, only one plaintiff shall be designated spokesperson and all testimony and evidence shall be presented by the spokesperson. The spokesperson will also conduct any direct examination of the member and/or other involved parties. During the investigative hearing, only one witness at a time will be in the hearing room.

SECTION 9: Rights - The member is presumed innocent until proven guilty. The defendant shall have the right to representation at such hearings, the right to introduce testimony and evidence on behalf of his/her defense. The accused shall also have the right to cross-examine witnesses.

SECTION 10: Burden of proof - The burden of proof shall be with the plaintiff. The complaint must be proved by the standard of beyond a reasonable doubt.

SECTION 11: Findings and decision – The national BOD shall arrive at a decision by secret ballot. Such decision requires a quorum of the national BOD with two-thirds (2/3) vote required in order to find in favor of guilty (complaint founded) or not-guilty (complaint unfounded).

SECTION 12: Complaint founded - In the event the complaint is "Founded", the defendant shall thereupon be subject to disciplinary action. Such disciplinary action is determined by two thirds (2/3) of the national BOD.

SECTION 13: Appeals of disciplinary action - Appeals shall be filed with the state chapter when the hearing originates at the local chapter level. The appeal will be in writing, sent by certified mail within fifteen (15) calendar days of receiving formal written notification of findings and decision.

SECTION 14: The appeal shall include the basis upon which the member believes that the decision rendered was improper. The appeal must be sent to the national secretary of the next administrative (chapter, state, national) level.

SECTION 15: Should the appeal be sustained, the member shall be notified by certified mail of the decision. The accused may appeal to the next level of review that is the national and follow the same procedure for appeals.

SECTION 16: If the appeal is denied at the national board of director's level, the appellant will be notified by NLPOA legal counsel.

SECTION 17: Removal from office - Once valid cause has been established, due process provided, hearings held, and the appeals process exhausted, an officer of the corporation (NLPOA) can be removed/impeached from office. Notification, by the Association legal counsel, of the type of administrative action shall be provided, within 15 days, through a written certified letter. A copy of the letter shall be forwarded to the chapter, state and national NLPOA.

#### **STANDARD LIV – OFFICER REMOVAL FROM OFFICE/ABSENT WITHOUT DUE CAUSE**

SECTION 1: Absent without due cause - Any member of the BOD who is absent for 3 consecutively scheduled meetings without due cause, may have their office declared vacant by the BOD

SECTION 2: Appeals - The decision may be appealed at the next level of authority, through a letter sent to the national secretary of that BOD. The letter must contain a detailed explanation of the reason(s) for the 3 consecutive absences. If the challenge is upheld, reinstatement will be effective immediately.

#### **STANDARD LV – THE EL PUENTE**

SECTION 1: GOAL - to produce a quality newspaper:

- (a) Contains timely law enforcement related information/articles.
- (b) Contains NLPOA chapter and member news.
- (c) Contains NLPOA calendar of events.
- (d) Contains NLPOA schedule of events.
- (e) Discusses community, youth and educational issues.
- (f) Contains contact and NLPOA membership information.
- (g) Showcases NLPOA member's successes/promotions.
- (h) Promotes the mission of the NLPOA.
- (j) Generates revenue.

SECTION 2: Audience – Law enforcement, related agencies, youths, other interested groups as well as educational institutions, national and state legislators.

SECTION 3: Distribution/circulation - Chapter should develop complete e-mail addresses for state chapters, chapters and local contacts.

SECTION 4: The Circulation list will be owned by NLPOA only and will not be sold nor re-distributed.

SECTION 5; Copyright

- (a): All NLPOA materials developed or acquired by board members, officers, and other identified classes of members and/or contractors of the NLPOA, remains property of the NLPOA.
- (b): Such property shall be delivered to the NLPOA no later than 20 days from termination or separation from the association.

(c): Nothing produced in whole or in part - by NLPOA board members, NLPOA officers, other identified classes of members, and contractors - shall be subject of an application for copyright by or on behalf of - national board members, NLPOA officers, other identified classes of members, and contractors.

SECTION 6: RECORDS - The treasurer shall maintain records with the date and nature of product or services rendered or purchased. Those records shall be made available to any member of the national BOD upon request other than confidential information.

#### **STANDARD LVI – NLPOA NATIONAL WEBMASTER**

SECTION 1: Selection and appointment – The national webmaster is appointed by the national president with the approval of the national BOD.

SECTION 2: Description - An appointed position within the national BOD and is responsible for maintaining the NLPOA public information, public image and flow of communication within the association.

SECTION 3: Is tasked with the responsibility of maintaining our national NLPOA websites.

SECTION 4: Insures that all yearly website fees are paid in a timely manner.

SECTION 5: Responsible for insuring the integrity of all information posted and is authorized to take such action deemed necessary to protect the integrity of the server, name and information.

SECTION 6: Organizational development –tasked with developing additional resources and assures that additional NLPOA webmasters are trained.

SECTION 7: Protocol - Shall facilitate immediate services, respond in a timely manner to inquiries regarding the website and provide written reports to the national BOD as requested. Webmaster shall give all records of NLPOA correspondence to the national historian for historical filing.

SECTION 8: Confidentiality and contact information - Maintains all information in strict confidence. However, all state and federal reporting requirements continue intact.

#### **STANDARD LVII – NATIONAL LATINA OF THE YEAR COMMITTEE**

SECTION 1: Appointment of national Latina of year committee chair by the national NLPOA president with the approval of the national BOD.

SECTION 2: Advises the national BOD of the organization’s public information, image and flow of communication between, national, state and chapters in regards to the committee.

SECTION 3: Responsible for coordinating the Latina of the Year program.

SECTION 4: The Latina of the Year program was created in 2000 and is dedicated to recognizing the significant contributions that Latinas have made.

SECTION 5: The Latina of the Year program honors selected candidates on the same date. Nominees are selected by February 15 of each year and are recognized by individual NLPOA chapters on April 14<sup>th</sup>.

SECTION 6: Nominee information, resume, and selection process should be provided to the national chair for formal recognition in the NLPOA annual minutes.

### **STANDARD LVIII – NATIONAL OFFICER OF THE YEAR COMMITTEE**

SECTION 1: National officer of the year committee chairperson, appointed by the national president with the approval of the national BOD.

SECTION 2: Advises the national BOD on issues regarding the program and maintains the organization's public information, public image and flow of communication related to the committee's activities.

SECTIONS 3: Established to recognize an NLPOA Latino officer who has enhanced the criminal justice system. Information regarding the recipient is disseminated to the media.

SECTION 4: Award Criteria: Is determined on the basis of the individual's significant contributions to the department, community, development of innovative programs, or demonstrated exemplary leadership skills or participated in a heroic act.

SECTION 5: ELIGIBILITY – Includes all current, retired, temporary and employees in the criminal justice system.

SECTION 6: SELECTION PROCESS - Nominations are screened by the Committee and the selection is submitted to national BOD for approval.

SECTION 7: NOMINATION PROCESS -Nominations may be made by the respective agency where the nominee is employed. The nomination must be signed by the appropriate office head, There is no limit to the number of nominations which each agency can submit. Agencies are directed not to screen out or prioritize nominees as that is the committee's function.

SECTION 8: NOMINATIONS – Departments shall submit an award nomination letter, no later than April 1<sup>st</sup>.

### **STANDARD LIX – NATIONAL BUSINESS MANAGER**

SECTION 1: Selection and Appointment – The national business manager is appointed by the national president with the approval of the national BOD.

SECTION 2: Business manager responsibility:

(a): Business Letter.



- (b): Welcome letters.
- (c): Contact possible donors.
- (d): Work with convention chair to bring in sponsors and vendors.
- (e): Reply to all 800 number calls.
- (f): Work with NLPOA vendors throughout the year for pins, specialty items etc.
- (g) Forward all job posting received to the national webmaster.
- (f): A signed contract shall indicate the percentage that may be paid according to the amount of donation brought into the NLPOA.
- (h): Shall receive an IRS form 1099 at each year for the percentage amount paid.

### **STANDARD LX – NATIONAL RESIDENT AGENT**

SECTION 1: Selection and Appointment – The national resident agent is appointed by the national president with the approval of the national BOD.

SECTION 2: Resident agent responsibility:

- (a): Shall have a PO Box in the state of California.
- (b): Scan and send all correspondence to the respective national regional VP and copy the national president.

SECTION 3: National shall be responsible for registration fee to the national convention.

### **STANDARD LXI – NATIONAL CONSULTANT**

SECTION 1: Selection and Appointment – The national consultant is appointed by the national president with the approval of the national BOD.

SECTION 2: Consultant must be members in good standing and support the NLPOA Mission.

SECTION 3: Consultant responsibility is to bring in funds for the organization and will be compensated with 10% of funds brought in.

SECTION 4: The national BOD must approve all contracts by the consultant.

### **STANDARD LXII – NATIONAL ADVISORS**

SECTION 1: Selection and appointment – The national advisors is appointed by the national president with the approval of the national BOD.

SECTION 2: Advisors responsibility:

- (a): Advisors are available to the national president and national BOD for advise in their specific area of expertise.
- (b): Support the mission and goals of the national association.



## **STANDARD LXIII – NATIONAL VICE PRESIDENT AND REGIONS**

SECTION 1: VICE-PRESIDENTS: shall assist the president in any manner requested by the president, and, in his absence, president will select a vice president who shall act in his/her behalf during board meetings and public and official gatherings. Members may only hold the office of vice-president if he/she is an active or retired sworn peace officer. The vice-president must be a member of the local chapter and reside in the region.

SECTION 2: VICE-PRESIDENTS: There shall be three regional vice presidents; western, central and eastern.

(a): Western Vice President Region:

- Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, Montana, Oregon, Utah, Washington and Wyoming.

(b): Central Vice President Region:

- Arkansas, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota and Texas.

(c): Eastern Vice President Region:

- Alabama, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia and Wisconsin.

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