

*Our Mission Statement . . .*

*We are a non-profit organization focusing on promoting unity within the Law Enforcement Family. As an independent organization, our goal is to provide emotional, financial, and spiritual support to Law Enforcement Officers and their families.*

*Regardless of jurisdiction, the issues of concern are still the same. As families of a Police Officer, we offer a bond that no other can relate to; heart felt compassion and identity knowing that you are not alone.*

*We sponsor various activities during the year, which we hope will advance solidarity between the officer, their families and our community.*

**HUGGS**  
Half Units Gathering and Giving Support

**BY-LAWS**

**ARTICLE I : NAME**

Section 1.1 The name of the organization is “Half Units Gathering and Giving Support (HUGGS), hereafter referred to as the “Family Support Group”:

**ARTICLE II : OBJECTIVE**

The purpose of the Family Support Group is:

Section 2.1 HUGGS is an organization founded to support and aid Law Enforcement Officers, their families and community.

Section 2.2 We are dedicated to supporting events that are organized for the charitable, educational purposes that qualify under sections 501 (c) (3) of the IRS code.

**ARTICLE III : ARTICLE OF ORGANIZATION**

Section 3.1 This Family Support Group shall exist as a nonprofit organization.

Section 3.2 This Constitutional By-Law shall serve as the operation procedures for the Family Support Group.

**ARTICLE IV : POLICIES AND RESTRICTIONS**

Section 4.1 “Roberts Rule of Order” shall govern the Family Support Group in orders of business.

Section 4.2 This Family Support Group shall not in any way interfere in the policies, administration, or procedures of the Westerville Division of Police. Neither shall this Group make decisions, which would infringe upon or be contrary to the policies of the Westerville Division of Police.

- Section 4.3 No part of the net earning of the Family Support Group shall inure to the benefit of, or be distributed to, its trustees, officers, members of other private persons, except that the Family Support Group is authorized to pay reasonable compensation for services rendered and to make payments and distribution on furtherance of the purpose set forth in Article 2.
- Section 4.4 Notwithstanding anything to the contrary, the Family Support Group may not engage in any activity not permitted to be carried on by an organization (i) exempt from Federal Income Tax under Section 501 (c)(3) of the IRS Code of 1986, as amended (the code) or (ii) to which contributions are deductible under Sections 170.2055 or 2522 of the Code.
- Section 4.5 The Family Support Group shall not directly or indirectly – intervene (in any way), including the publishing of distributions of statements, in any political campaign on behalf of, or in opposition to any *candidate* for political office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- Section 4.6 An annual meeting will be held in January of each year for selection of Board Members.
- Section 4.7 General meetings shall be scheduled at least six (6) times each year, with the time and place to be determined by the General Membership.
- Section 4.8 All meetings are open to all members of the organization. Those members in good standing and present at any general meetings shall constitute a quorum for the official transaction of business.
- Section 4.9 The Executive Board shall hold a minimum of four (4) meetings per year unless otherwise determined additional meetings are necessary. Place and time to be determined by the board members.
- Section 4.10 Special meetings may be called by the President or other members of the Executive Board if there are at least seven (7) days advance notice given to all members of the Family Support Group.
- Section 4.11 The President, Vice President, Secretary, and/or Treasurer are authorized to sign checks. Any check(s) in excess of \$50.00 require two (2) signatures.
- Section 4.12 All communications presented to the General Membership should

be pre-approved by the President.

## **ARTICLE V : MEMBERSHIP AND INITIATION FEES**

- Section 5.1 Membership includes the classification:  
Someone who is married, engaged, related to, or considered a “significant other” to a current or retired Westerville Police Officer or a current or retired Westerville Reserve Police Officer or current Westerville Police employee.
- Section 5.2 Paid initiation fee shall constitute membership.
- Section 5.3 Only members in good standing may hold office and vote. Good standing is defined as paid initiation fee and attending majority of meetings, except for new members, which have attended three (3) General Membership meetings.
- Section 5.4 New members running for office are eligible only if their representative to the division is out of their FTO period. In the case of an unfilled position the President then may approve a member with good standing to be elected to an office, even though their representative is still in their FTO period.
- Section 5.5 Member running for office must have at least one (1) year of prior membership.
- Section 5.6 All members of the Family Support Group are required to conform to the Rules of Conduct for the group.
- Section 5.7 Any member of the Family Support Group may call for an audit of the Family Support Group bank account, not to exceed one per calendar year.
- Section 5.8 A board member may be removed from the board by two-thirds (2/3) vote of the Executive Board.

## **ARTICLE VI : BOARD OF TRUSTEES**

- Section 6.1 Officers of the Family Support Group shall be:
- President
  - Vice President
  - Secretary
  - Treasurer
  - Advisor
  - Past President (ex-officio)

- Section 6.2 The Executive Board shall consist of the six (6) members outlined in section 6.1. The Executive Board may add other members as deemed necessary for the good of the Family Support Group.
- Section 6.3 The Executive Board shall insure that the Family Support Group follows all laws and regulations of the state of Ohio and United States Internal Revenue Code regarding not-for-profit organizations.
- Section 6.4 An officer shall serve for a term of one (1) year.
- Section 6.5 An officer may only serve one (1) office at a time. Unless a vacancy occurs, then the President may appoint an existing officer to temporarily fill the position until elections can be held.
- Section 6.6 An officer shall not serve more than two (2) consecutive terms in the same office. An exception can be made in the case of an unfilled position. If the previous officer is agreeable to remaining in the office, the Executive Board reserves the right to re-appoint said officer.
- Section 6.7 Officers shall be elected at the annual meeting by a majority of the members present.
- Section 6.8 No election will be held without notifying all members in good standing, in writing, thirty (30) days prior to the election.
- Section 6.9 The President's duties shall consist of:
- Preside at and develop agendas for all meetings of the Family Support Group
  - To expound and enforce a due observance of the By-Laws
  - Decide all questions of order
  - Appoint all committees not otherwise provided for and fill all temporary vacancies with the advice and consent of the Executive Board
  - Perform such other duties as the office may require
- Section 6.10 The Vice President's duties shall consist of:
- Preside in the absence of the President assuming all his/her powers and duties
  - Maintains the Membership Directory
  - Distributes new member packet to each new member
- Section 6.11 The Secretary's duties shall consist of:

- Keeps an accurate record of the minutes of all Board and General membership meetings
- Sends out all notices of Executive Board and special meetings
- Sends letters of thanks to speakers, guests, etc. (in conjunction with the President)
- Send reminders to members assigned special duties
- Notify person and committee affected by action taken by the Executive Board
- Keep an up to date calendar of events
- Updated policy documentation
- Maintains a supply of stationary and letterhead
- Answers correspondence promptly (in conjunction with the President)
- Keeps copies of letters sent and received

Section 6.12 The Treasurer's duties shall consist of:

- Receive all monies and shall deposit them in the name of the Family Support Group in a depository approved by the Executive Board
- Keeps in a book provided for the purpose, an account of financial transactions
- Present regular financial statements to the Executive Board and General Membership
- Has the authority to pay all normal recurring expenses; all other expenses must be approved by the Executive Board
- The Treasurer shall, at the expiration of the term of office, present a full accounting of the receipts and expenditures during said term in office, and hand over to the successor within twenty (20) days all books and monies belonging to the Family Support Group

Section 6.13 The Advisor's duties shall consist of:

- Advises Executive Board and General Membership at meetings
- Advises Family Support Group in the evaluation of goals and objectives
- Provides resources and recommends programs and speakers
- Active part in the orderly transition of responsibilities between old and new Executive Board members
- Advisor has no voting rights

Section 6.14 Immediate Past President's duties shall consist of:

- Advises Executive Board at monthly meetings
- Serves as chairperson of the election committee
- Immediate Past President has no voting rights

## **ARTICLE VII : COMMITTEES**

Standing committees shall consist of Sunshine, Social, Fund Raising, and Election committees.

- Section 7.1 The Sunshine Committee shall be chaired by the Sunshine chairperson(s). The committee shall be responsible for the promotion and good-will to our Law Enforcement family members. They shall arrange for cards, care packages, dinners, gift baskets, honoring members, etc. to be sent as needed for goodwill. This committee will organize any volunteer efforts as needed.
- Section 7.2 The Social Committee shall be chaired by the Social Chairperson(s). The committee shall organize and plan all Family Support Group social activities with the approval of the Executive Board; shall make all arrangements and reservations if needed for social activities.
- Section 7.3 The Fundraising Committee shall be chaired by the Fundraising Committee Chairperson(s). The committee shall develop, plan, and organize all fundraising events, with the approval from the Executive Board.
- Section 7.4 Publication Officer shall consist of a single person who will produce a monthly newsletter providing current and updated information regarding the Family Support Group. This person shall create and maintain the website in conjunction with the newsletter. The website will consist of updated information describing the current events of the HUGGS group. This position is not an Executive Board position but shall report to the Board for approval of all outgoing information.
- Section 7.5 Historian – This position will consist of three (3) persons who shall be responsible for recording and documenting the events of the Family Support Group, HUGGS. This position will compile recorded events into an organized book.

## **ARTICLE VIII : AMENDMENTS**

- Section 8.1 These By-Laws may be amended at any meeting by two-thirds (2/3) vote of the members present; provided that the amendment

has been submitted in writing to the Executive Board and thirty (30) days prior notice has been given to all members in good standing.

Section 8.2 Any amendments will become effective on the date approved by the members. Amendments must list the date and approval by membership.

Section 8.3 Once the By-Laws have been amended and approved, they cannot be amended for six (6) months.

## **ARTICLE IX : DISSOLUTION**

Section 9.1 The Family Support Group, having been formed for the purposes stated in Article II, may be dissolved by two-thirds (2/3) majority vote of the membership of the Family Support Group.

Section 9.2 A vote to dissolve the Family Support Group shall occur only at a regular scheduled meeting of the Family Support Group and only upon all members of the group being notified in writing of such questions, thirty days (30) prior to the next meeting.

Section 9.3 Upon dissolutions of the Family Support Group, any assets remaining shall be donated to an agreed upon Law Enforcement Organization by two-thirds (2/3) vote of members.