

**CONSTITUTION AND BY- LAWS**

***JAMAICAN AMERICAN LAW ENFORCEMENT ORGANIZATION***

**OF THE**

***POLICE DEPARTMENT OF THE***

***CITY OF NEW YORK, INC.***

**OATH OF OFFICE**

**I, swear to uphold the Constitution and the By-laws of the Jamaican American Law Enforcement Organization of the New York City Police Department, the Constitution of the United States of America and the Constitution of the State and City of New York and to perform the duties of my office to the best of my ability, so help me God.**

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**First Edition.....2020**

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### CONSTITUTION AND BY LAWS

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**ARTICLE I**      **NAME**

Section 1.      The name of the organization shall be the Jamaican American Law Enforcement Organization; hereinafter referred to as the "Organization" or as JAmLEO.

**ARTICLE II**      **MISSION AND PURPOSE**

Section 1.      To foster and enhance a partnership between the New York Police Department, other Law Enforcement agencies, the communities we serve and communities largely representing people of Jamaican descent. To improve access and create opportunities that addresses the various needs through sustainable community engagement.

To accomplish the mission the organization will do the following:

- a) Promote a Police Department that is representative of the community it serves; increase the number of members of Jamaican descent through recruitment efforts in the communities.
- b) Create a stronger bound between the Police Department and the Jamaican communities, by teaching cultural awareness, sensitivity and understanding of the diverse Jamaican heritage.
- c) Demonstrate equity and inclusion assisting all members in the advancement of their career through promotion, mentorship and education.
- d) Provide scholastic opportunities to community residents, the members and their families
- e) Assist the Jamaican communities overseas, specifically in Jamaica, by providing donation/assistance to health, educational and social institutions.
- f) Promote a sense of pride in the history and cultural identity of the members by increasing the knowledge and understanding of our heritage.

Section 2. **Definitions and Terms**

Executive Members: Shall mean the members of the Organization's Executive Board as enumerated in Article IV below.

**ARTICLE III** **MEMBERSHIP**

Section 1. **Eligibility and Privileges**

There shall be five (5) classes of membership: Executive, Regular, Retirees, Associate and Honorary. Individuals eligible for membership in any of the class shall meet the following criteria:

- a) The Executive Members shall consist of not less than eight (8) members, exclusive of, Immediate Past President. The Executive Members shall serve on the Executive Board.
- b) Regular Members shall consist of any uniformed / civilian member of the NYPD and other law enforcement agencies who are of Jamaican descent and is in good standing. The regular member in good financial standing shall be entitled to one vote on all matters submitted for vote and shall be eligible to hold office in accordance with Article IV.
- c) Retired Members shall consist of any retired, uniformed / civilian member of the NYPD and other law enforcement agencies who is, was in good standing as of the date of retirement and has had no disciplinary action(s) brought against them even after the date of retirement. Standing will be determined on a case by case basis. The retired member in good financial standing shall be entitled to one vote on all matters submitted to members and shall be eligible to hold office in accordance with Article IV.
- d) Associate Members shall be defined as any other member of the NYPD and other law enforcement agencies who do not meet the eligibility defined in Section 1 (a-c, e) and who is in good standing as determined by the Board. Associate members shall not be eligible to hold office. Also, associate members are not eligible to vote.
- e) Honorary shall consist of all other members of the Organization who are not included in the other membership groups defined Section 1 (a-d). Honorary membership will be awarded, as nominated and decided on by the Executive Board on a case by case basis. Honorary members may attend meetings, provide advice and provide their expertise. Honorary members are not eligible to vote. Also, honorary members

cannot hold office. Honorary titles are given to someone without them meeting the membership requirements, usually because of their achievements.

- f) Membership year shall commence on January 1, each year and end on December 31, of the same year. Each member of the Organization will be required to pay annual dues. Existing members who fail to submit annual dues within **90 days** after the start of the calendar year shall invalidate their membership in the Organization. Members may also join the organization mid-year. Eligibility and privileges for new members shall begin ninety (90) days following the payment of dues and the admission to membership.

## Section 2. **Membership Roll**

- a) The Organization shall keep a membership roll containing the name and address of each member. Termination of the membership of any member shall be recorded in the book together with the date on which such membership is closed.
- b) It shall be the duty of the Corresponding Secretary to upkeep and maintain the membership roll.
- c) Only members of the Executive Board are authorized to access the membership information. No member of the Executive Board or the Organization shall use the personal information of the members for any purpose other than official business. No information, such as home address, telephone number, email, and/or personal data of members shall appear in any roster or list without the consent of the Executive Board. Without the approval of the Executive Board, a roster of members indicating their affiliation with their respective agencies, their office address, their telephone numbers, their email addresses and other information of an innocuous nature may not be published an/or disseminated.

## Section 3. **Termination of Membership**

- a) Any member may be removed from membership by two-thirds vote of The Executive Board for misfeasance, malfeasance, nonfeasance or any just cause. Also, any member may be removed from membership by two-thirds vote of the Executive Board for conduct prejudicial to the good order and efficiency of the organization.
- b) Any such member proposed to be removed shall be entitled to at least thirty (30) days' notice in writing by certified mail to the last address of record on the membership roll.

- c) A special meeting shall be held before the Executive Board where member(s) shall have the right to be heard.
- d) Any member may voluntarily terminate their membership at any time by tendering his/her resignation in writing to the President of the Organization. In so doing, said member shall forfeit all membership dues paid.
- e) Death of a member.

**ARTICLE IV. THE EXECUTIVE BOARD**

Section 1. The officers of the Organization shall be as follows:

- a. President (Must be an active member of the NYPD)
- b. First Vice-President (Must be an active member of the NYPD)
- c. Second Vice President;
- d. Third Vice President;
- e. Recording Secretary;
- f. Corresponding Secretary;
- g. Treasurer;
- h. Financial Secretary;
- i. Parliamentarian;
- j. Sergeant- at- Arms

Section 2. **Other Board Members**

In addition to the officers listed, the Executive Board shall be comprised of the Immediate Past President, and all Committee Chairpersons of the Organization. Members of the Executive Board shall not be entitled to receive any compensation for their services.

Section 3. **Election and Appointments**

- a) Elections are held in December. Voting is conducted in the form of paper ballots, either in person or by mail. Voting maybe done electronically, as determined by the Executive Board. Voting by proxy or alternate is prohibited.
- b) The newly formed board takes office in January of the following year at a board meeting. The Election Committee is responsible for ensuring the integrity of the election process and for counting the ballots.
- c) Each member of the Executive Board shall have one vote. Voting by proxy or alternate is prohibited.
- d) Members are eligible to vote ninety (90) days after the initial membership dues have been paid. Once membership has been established, any member in good standing shall be entitled to vote on any issue put before the Organization.

**Appointments**

- a. ***The position of President:*** Only individuals who hold a position on the Executive Board are eligible to run for the position of President. No other individuals will be eligible to run for the position of President of the Organization. Presidents must be active members (not retired).
- b. ***The positions of First Vice President:*** Only individuals who hold a position on the Executive Board are eligible to run for election. No other individual will be eligible to run for the positions of First Vice President of the Organization. Vice-Presidents must be active members (not retired).
- c. ***For the positions of Second Vice President and/or Third Vice President ,Recording Secretary, Corresponding Secretary, Sergeant at Arms and/or Parliamentarian:*** Only individuals who qualify as "Regular" or "Retired" members of the Organization as defined under Article III, Section 1 of these Bylaws are eligible to run for election to these positions. All other individuals, including Associate and Honorary members as defined under Article III Section 1 of these Bylaws, will be ineligible to run for the

positions of Second and Third Vice Presidents, Recording Secretary, Corresponding Secretary, Parliamentarian or Sergeant at Arms of the Organization. Vice-Presidents must be active members (not retired).

- d. For the positions of ***Treasurer and Financial Secretary*** only individuals who qualify as Regular Members of the Organization as defined under Article III, Section 1 (Eligibility and Privileges), are eligible to run for election. No other individuals will be eligible to run for the positions of Treasurer and Financial Secretary of the Organization.

Section 4. **Terms of Office**

The Officers of the Organization, shall be elected by the membership of the Organization at an Annual General Membership Meeting and shall serve for a term of **two** (2) years and /or until their successors are duly elected.

Section 5 **Vacancies**

All vacancies in any non-ex-officio position occurring between elections shall be filled by a two-thirds majority vote of the Executive Board by appointment from among eligible members in good standing. Each such appointment shall be effective until a successor is duly elected at the next election.

Section 6. **Powers and Duties- Executive Board**

The Executive Board shall manage all business of the Organization and shall consider such other matters as have been specifically referred to it by the Organization. It shall prepare and present a report on the activities of the Organization at the General Meetings.

**a) The President**

The President of the Organization or his/her designated board member shall preside at all meetings of the Organization and of the Executive Board, and he/she shall have all other powers reasonably deemed necessary for the proper and efficient functioning of the Organization.

**b) First Vice- President**

The First Vice- President shall assist the President as requested. In the absence of the President of the Organization or the inability of the President for any cause to act, the

First Vice-President person shall assume the duties of the President. He/she shall serve as the Chairperson of the Membership Committee.

**c) The Second Vice-President**

The Second Vice- President shall assist the President as requested. In addition, He /she shall serve as the Chairperson of the Constitution and By-Laws Committee.

**d) The Third Vice President**

The Third Vice President shall assist the President as requested. In addition, he/she shall serve as the Chairperson of International Outreach Committee.

**e) The Recording Secretary**

The Recording Secretary shall be responsible for keeping the minutes of all meetings and shall furnish each member of the Executive Board with a copy of the minutes of all such meetings within ten (10) days following each such meeting. Furthermore he/she shall have available at all meetings an official membership roster and minutes of official meetings for the past six (6) months.

**f) The Corresponding Secretary**

The Corresponding Secretary shall receive all mail addressed to the Organization and when appropriate will forward such mail to the Executive Board, Committee members or other members concerned. He/she shall further assist the Recording Secretary in the functions necessary for the effective administration and documentation of the Organization's business. In case of the absence of the Recording Secretary, the Corresponding Secretary shall assume the duties of the Recording Secretary.

He/she shall keep and maintain an accurate file of the names and addresses of every member. The President of the Organization can assign additional/ specific responsibilities to the Corresponding Secretary.

**g) The Treasurer**

The Treasurer shall have the care and custody of all the funds of the Organization which may come into his/her possession and shall deposit the same, in the name of the Organization. He/she shall enter or cause to be entered in proper books of account to be kept by him/her for that purpose, full and accurate account of all monies received and paid out on account of the Organization. At the expiration of his/her term, the Treasurer shall deliver over to the successor all books, records, monies and other property of the Organization. The Treasurer shall prepare and present monthly and annual financial statements reflecting all credits, debits and other fiscal transactions of the Organization.

**h) The Financial Secretary**

The Financial Secretary shall ensure that members are billed for their dues and shall maintain a record of each member's payment. He/she shall furnish each member with a receipt for dues paid. He/she shall assist the Treasurer as needed and shall report to the Treasurer the date, source, amount and purpose of all funds received or collected for the Organization. The Financial Secretary shall at no time makes any disbursements.

**i) The Parliamentarian**

The Parliamentarian shall advise the President and other officers, committees, and members on matters of parliamentary procedure as contained in a current edition of Robert's Rules of Order. He/she shall have a complete understanding of the Constitution and By Laws of the Organization

**j) The Sergeant- at Arms**

The Sergeant of Arms shall preserve the order at meetings or any other duties as directed by the President.

**k) The Immediate Past President**

The Immediate Past President shall serve as an advisor to the Executive Board on items dealing with policies, goals and objectives of the Organization. The Immediate Past President shall serve one (1) term without voting privileges.

Section 7. **Removal from Office**

Where any member of the Executive Board is absent from four (4) consecutive Board Meetings without a showing of good cause, or is not otherwise excused from said meetings, such member shall be deemed to have constructively abandoned their position as a member of the Board. Excusals shall be approved by the Executive Board on a case by case basis. In such event, the Chairman of the Board shall convene a Special Meeting in accordance with Article V, Section 3, during which said member's position shall be filled by a two-thirds majority vote of the Executive Board pursuant to Article VI.

Section 8 **Order of Business**

The following shall be the order of business for all formal meetings except special meetings. When the time of the meeting has arrived the presiding officer opens it, after determining that quorum is present by calling the meeting to order; then:

- a. Roll call
- b. Reading and approval of the minutes
- c. Report of the Officers
- d. Report of the Committees
- e. Special Orders- matters previously assigned special priority
- f. Unfinished Business
- g. New Business
- h. Adjournment

## **ARTICLE V. MEETINGS**

Section 1. Regular meetings of the Executive Board shall be held at least once per month at such date, time and place as the President shall designate by written notice or other documented communication, at least seven (7) days prior to such meetings. Notice of such meeting shall be given by the Corresponding Secretary. Excusals shall be granted by the Executive Board. Additional meetings shall be scheduled as needed.

Section 2. There shall be a monthly membership meeting. Notice of such meeting shall be given by the Corresponding Secretary, stating the location and time of the meeting. Such notice shall be sent to the membership at least fourteen (14) days prior to the scheduled meeting.

### **Section 3. Special Meetings**

The President or two-thirds of the Executive Board of the Organization may call a special meeting by notifying each member by sending an email or written notice including the stated purpose of the meeting, at least fifteen (15) days prior to the date of such meeting to each member at their last known address. No business other than specified in such notice shall be transacted at special meetings.

## **ARTICLE VI QUORUM**

- a. One- eighth (1/8) or more of the members of the Organization shall constitute a quorum at every monthly membership meeting.
- b. A quorum of two thirds (2/3) of the Board shall be required for any meeting of the Executive Board, and a majority of the votes present at any meeting, is required to approve any and all actions taken thereat.

**ARTICLE VII. COMMITTEES**

Section 1 The Chairperson for each Committee of the Organization shall be appointed by any or all of the following methods:

- a. Appointed by the President of the Organization who shall be the ex-officio of all committees;
- b. Appointed by the Executive Board.

Section 2. Committee Chairpersons can be removed by a majority vote of the Executive Board or by a written majority vote of the general membership.

Section 4 Committee Chairpersons are to ensure that minutes of meetings are recorded and a brief of such provided to the Executive Board.

Section 5 The Executive Board of the Organization shall have the power to create any and all of the committees set forth in Section 6 below, and such other committees as may be deemed necessary.

Section 6 **Standing Committee**

The Standing Committee of the Organization shall be as follows:

a **The Membership Committee**

This committee shall be responsible for:

Developing ideas to attract new members and creating strategies for retaining existing members as well as getting members involved in the Organization. This can be achieved through membership campaigns using electronic mail, social media or any credible measure.

Its role shall also involve helping the Organization achieve a steady and healthy growth.

b **The Scholarship, Mentorship and Education Committee**

This committee shall be responsible for:

Coordinating the application, delivery and selection process for scholarships.

Identify funding resources with which to provide for scholarships.

Provide positive and supportive role models for its members and the communities they serve and,

Identify educational resources that can be accessed by its members for professional development.

c **The Social Activities, Events and Fund Raising Committee**

This committee shall be responsible for:

The planning and execution of all social activities and events of the organization.

Survey the general membership to gather and act on feedback regarding such events.

Developing the fundraising measures of the organization.

d. **The Public Relations and Community Outreach Committee**

This committee shall be responsible for:

The coordination and distribution of news releases and advertisement materials to the membership, mass media and general public regarding the achievements, programs, events and activities of the Organization.

Coordinate with the organization's webmaster to ensure that the website and social media content is relevant, up to date and appropriate for the organization, its members and the communities.

Liaising with other Police Departments, Law Enforcement Associations, civic organizations, churches and persons in the community to forge good relationships between the organization and the community.

e. **The International Outreach Committee**

This committee shall be responsible for:

Facilitate relationships between the Organization and other organizations both in diaspora, Jamaica and other regions.

Monitoring, advising and assisting the organization with the execution of initiated education and social projects abroad.

Represent the interests of the Organization, when necessary at educational /health summits and conferences when possible.

f. **The Constitution and By-laws Committee**

The Constitution and Bylaws Committee shall consist of a Chair (The second Vice President), the Parliamentarian and members approved by the Organization.

It shall be the duty of the Constitution and Bylaws Committee to:

- Receive and Evaluate recommendations for changes to the Constitution and Bylaws; and
- Present to the Organization all revisions and proposed amendments to the constitution and Bylaws.

g. **The Nominations/Election Committee**

This committee shall consist of at least five (5) members appointed by the Organization President.

The Nominations Committee shall obtain resumes of eligible and willing candidates for elective positions and shall develop a slate of nominees for the elections.

At least sixty (60) days prior to the election meeting, the Nominating Committee, unless otherwise stated herein shall nominate one or more members of the Organization who are eligible under Article IV, Section 3 (a-d) for each office to be filled. Additional nominations of eligible members may be made from the floor upon opening of nominations at a membership meeting.

**ARTICLE VIII. AMENDMENTS AND RULES OF ORDER**

Section 1 These By-Laws may be amended by a vote of not less than two thirds (2/3) of the Board present at the meeting. Prior written notice of the proposed change in the By-Laws shall be given to the Board at least twenty (20) days before such a meeting.

Section 2 Robert Rules of Order shall be the parliamentary authority for all matters not specifically covered by the By-Laws of the Organization.

Section 3 **Checks, Drafts, Etc.**

All drafts, acceptances, and checks or other notes of indebtedness issued in the name of the Organization, shall be signed (double endorsed) by such Officers of the Organization time to time may be determined by the Organization, in such a manner as shall be determined by the Executive Board from time to time.

**ARTICLE IX SEAL/LOGO**

Section 1 The seal/logo of the Organization shall be in the form as listed below and adopted by the Organization. The seal/logo shall not be used without prior permission of the Executive Board.



**Article X FISCAL YEAR**

Section 1 The fiscal year of the Organization shall be the calendar year.

**ARTICLE XI**

**CERTIFICATE OF ADOPTION CONSTITUTION AND BY-LAWS**

I do hereby certify that the above stated Constitution and By-Laws of the Jamaican American Law Enforcement Organization were approved by the Executive Board on June 24, 2022 and constitute a complete copy of the Constitution and By-Laws of the Organization.

PRESIDENT-ELTON B. MOHAMMED

FIRST VICE-PRESIDENT-MICHAEL TELFER

SECOND VICE-PRESIDENT-KERINE BUNSIE

THIRD VICE-PRESIDENT-KIMBALE ANDERSON

RECORDING SECRETARY-AJUBA GRANVILLE

CORRESPONDING SECRETARY-DANAE MCFARLANE

TREASURER-PRIMROSE HOUSEN

FINANCIAL SECRETARY-VACANT

PARLIAMENTARIAN-VACANT

SERGEANT-AT-ARMS-LEIGHTON MYRIE