POLICE UNITY TOUR
Of
FLORIDA, INC.

POLICE UNITY TOUR

CHAPTER
VIII
CONSTITUTION
&
BYLAWS
ARTICLE 1
NAME, LOGO, SLOGAN AND CORPORATE STRUCTURE

SECTION 1: NAME

The organization shall be known as the Police Unity Tour of Florida, Inc., DBA Police Unity Tour Chapter VIII, also referred to as the “Chapter” in this document.

SECTION 2: LOGOS/SLOGAN

The official seals/logos and slogan of the Police Unity Tour shall be as follows or as additionally approved and/or supplemented by the National Board:

a. A blue shield within the shield shall be gold letters “NJ – DC” (which represents the first ever route of the Police Unity Tour) and a gold representation of a bicycle. The blue shield shall be bisected diagonally right to left by a single green colored long stem with two leaves and a rose with red pedals.

b. A blue shield within the shield shall be a gold representation of a bicycle. The blue shield shall be bisected diagonally right to left by a single green colored long stem with two leaves and a rose with red pedals. Behind the shield and rose shall be a horizontal black mourning band with a thin blue line in the center. Refer to Addendum A for further clarification.

SECTION 3: CHAPTER VIII LOGO

a. The Chapter VIII official logo will be:

1) The National blue shield on the black thin blue line mourning band,
2) The Roman numeral “VIII” bisected in the middle by a thin blue mourning band beneath the larger mourning band centered on the rose, and
3) The words Police Unity Tour will appear centered in contour over the blue shield.

SECTION 4: SLOGAN

a. The official slogan of the Police Unity Tour and Chapter VIII shall be:

“WE RIDE FOR THOSE WHO DIED”
SECTION 5: CORPORATE STRUCTURE

The Police Unity Tour Chapter VIII is a Florida Corporation, established January 9, 2004, Florida Department of Corporations Document Number NO4000000525, registered with the Florida Department of Agriculture as a charitable organization.

The business and acts of The Police Unity Tour of Florida, Inc., shall be governed by these Bylaws in accordance with the Articles of Incorporation and FSS 617, Not-For-Profit Corporations Act.

The Police Unity Tour Chapter VIII is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) of the Internal Revenue Code.

ARTICLE II
MISSION STATEMENT

The primary purpose of the Police Unity Tour and Chapter VIII is to raise awareness of Law Enforcement Officers who have died in the line of duty. The secondary purpose is to raise funds for the National Law Enforcement Officer's Memorial and Museum.

ARTICLE III
MEMBERSHIP

SECTION 1: QUALIFICATIONS

Membership to this organization shall be open to all full or part-time law enforcement officers, whether active or retired.

Civilians or personnel 18 years of age, or older, who are employed or affiliated with law enforcement agencies and related organizations or possess specific training or skills required to safely and effectively assist the organization may apply. These qualifications include, but are not limited to: dispatchers, EMT/firefighter/paramedics, doctors, nurses, attorneys, mechanics (automobile & bicycle) and members of organizations such as the Concerns of Police Survivors and Domestic Violence Response Teams.

The Police Unity Tour Chapter VIII reserves the right to deny or suspend membership of anyone described above if they should become or are currently separated, suspended or under investigation by their law enforcement agency or affiliated organization.

SECTION 2: APPLICATION FOR MEMBERSHIP

Application for membership must be submitted on the forms provided by this organization. Incomplete application packets or applications that are submitted without the required application fee will not be processed and returned to the applicant for resubmission. Application fees will be non-refundable. Application fees shall be determined annually by the Chapter Executive Board and clearly published on the registration application and/or the official website.
SECTION 3: MEMBER IN GOOD STANDING

A member in good standing shall mean a member who actively contributes their time and energy to the goals of the organization and has fulfilled their financial obligations (application fees, minimum sponsorship requirements) to this organization.

SECTION 4: MEMBER NOT IN GOOD STANDING

An active member not in good standing shall mean a member who has not registered, submitted all required documentation, paid the required application fees (if applicable), does not fulfill the minimum sponsorship requirements or has been sanctioned by the Executive Board. Notice to members deemed not in good standing shall be made verbally and/or in writing depending on the severity of the infraction.

ARTICLE IV
EXECUTIVE OFFICERS & PROFESSIONALS

SECTION 1: STRUCTURE

a. EXECUTIVE BOARD

The Executive Board shall be the governing and policy making body of the Chapter. The Executive Board shall consist of at least three (3) directors /Chapter officers and not less than two members of the general membership who will be recommended by the Chapter President and approved by majority vote of the Chapter officers. Members must meet the requirements of Article III, Section 1 and 4 to qualify for election or appointment to the Executive Board.

The Executive Board shall meet at least quarterly. Any Executive Board member may call special meetings of the Board. Each Executive Board member shall have one vote. The presence of two-thirds of Board members entitled to vote, either in person or by proxy, shall constitute a quorum for the transaction of business. The affirmative vote of a majority of Board members present at a properly convened meeting shall constitute the action of the Board. The Executive Board may conduct business without a meeting upon the unanimous written consent of Board members entitled to vote. Written consent may also include electronic correspondence that may be printed and/or archived. Board meetings may be conducted in person, via voice or teleconferencing.

b. PRESIDENT

The President shall:
   a. Serve as the primary representative of the organization,
   b. Have the authority to call for and preside over all Chapter meetings,
   c. Have the authority to appoint and remove members of the Chapter Executive Board, Officers, Members and Chairpersons of any standing or special committees,
   d. Serve as an ex officio member of all standing or special committees, and
   e. Work with the Information Technology Associate to prepare the agenda for general meetings.
c. **FIRST VICE PRESIDENT**

The First Vice President will observe and obey all orders of the Chapter President and in the absence or disability of the President will assume the authority of the Chapter President.

The First Vice President shall work closely with the President in order to stay current on all aspects of the President’s responsibilities and obligations.

d. **SECOND VICE PRESIDENT**

The Second Vice President will observe and obey all orders of the Chapter President and in the absence or disability of the First Vice President will assume the authority of the Chapter Vice President. The Second Vice President shall work closely with the President and First Vice President to stay current on all aspects of their responsibilities and obligations.

The Second Vice President will be responsible for the duties of the Information Technology Associate (ITA) in the event the professional position is vacant.

e. **SECRETARY**

The Secretary shall keep an accurate record of proceedings at all meetings as well as a record of those in attendance. After each meeting, the secretary shall forward a copy of the official minutes to all Chapter Officers, including those not in attendance. At the next meeting, the Secretary will ensure the minutes of the previous meeting are read and approved by those in attendance at the prior meeting. Upon such a motion, the reading of the minutes may be waived by unanimous vote by those in attendance at the prior meeting. Once approved, the minutes are entered into the Chapter’s permanent records. The Secretary will ensure the approved minutes are uploaded to the Chapter website.

f. **SERGEANT AT ARMS**

The Sergeant at Arms will enforce order at all meetings and prevent unauthorized entry to Chapter meetings and functions. The position of Sergeant at Arms will be filled at the direction of the Executive Board as deemed necessary.

g. **Treasurer/Financial Director**

The Treasurer will be the chief custodian and disbursing officer of the funds received by the Chapter. The Treasurer is responsible for maintaining accurate records of all monies received and paid out and shall report in writing as directed to the Board. The report will be for informational purposes and does not have to be approved or adopted by the National Board.

The Treasurer shall work with the Chapter Executive Board to prepare an annual budget in advance of each fiscal year. Once a budget has been adopted, it is the Treasurer's responsibility to ensure that the organization spends within the established budget. The Chapter Executive Board must approve all expenditures above budgeted amounts. The Treasurer will work with Chapter VIII, the CPA and Auditor to ensure that appropriate financial controls are implemented and adhered to and the required reports and filings are made to all Local, State and Federal bodies.
h. **DIRECTOR OF FUNDRAISING**

The Director of Fundraising (DOF) will organize and oversee fundraising events for the Chapter at large. The DOF is responsible for presenting the Board and all members and teams with direction and assistance in attaining financial goals of the Chapter, teams and individuals. The position of DOF will be filled at the direction of the Executive Board as deemed necessary.

i. **CHIEF OPERATING OFFICER**

The Chapter Executive Board may appoint or hire a Chief Operating Officer who shall serve at the pleasure of the Executive Board. The duties of Chief Operating Officer shall include, but are not limited to:

- Oversight of the day-to-day operations of the Chapter in accordance with Chapter bylaws and direction from the President and the Executive Board,
- Implementing and overseeing policies and procedures adopted by the Board,
- In the absence of the President, serve as the Chapter’s representative for the purposes of publicity, marketing, and fund-raising,
- Serve as an official contact for the Chapter, and
- At the Chapter President’s direction, serve as the Chapter’s voting delegate at National Board meetings.

j. **TRUSTEES (3)**

The Trustees will maintain general supervision over the financial affairs of the Chapter and have access to all books, records, files, etc.

The Trustees will meet at least annually with the Treasurer to examine all books and records and will submit a detailed report to the Executive Board.

k. **NATIONAL BOARD DELEGATE**

The President shall appoint a National Board Delegate. The Delegate will serve as the local Chapter’s representative on the National Board and have voting rights on all matters pertaining to National Board business. Because of the importance of the delegate position, a Chapter officer may serve a dual role as delegate.

The President may appoint an Alternate National Board Delegate. An alternate delegate shall have no vote on National Board matters unless he or she is standing in for an absentee delegate.

The Chapter Delegate or Alternate is selected based on the following: involvement in the ongoing business of the Chapter, willingness to serve, and the ability to clearly and steadfastly represent the Chapter in matters brought before the National Board.
l. NOMINATION / APPOINTMENT

The election of Board Members shall take place between June 1 and June 30 in even numbered years. The Executive Board will determine the method of election. The selection of officers shall take place at the Chapter’s Executive Board meeting immediately following the Chapter elections. Elected officers shall establish Executive Board positions by agreement. In the event elected officers do not reach a consensus, the Trustees will act to establish Executive Board positions. Each member of the Executive Board shall have one vote and the majority shall make the appointment.

m. TERMS OF SERVICE

All Executive Board members will serve for two years beginning July 1 in the election even year and ending June 30 in the next even numbered election year. Committee Chairs shall serve for a minimum of one calendar year from the time of appointment.

In the event an elected officer is unable to fulfill the 2-year term, the remaining Executive Board shall appoint a replacement for the remainder of the term. The Executive Board may also select new officers following the appointment of a new Executive Board member.

n. RESIGNATION & REMOVAL

Any Executive Board Member, Committee Chair or Committee Member that resigns, shall do so by notifying the Chapter President verbally or in writing. The resignation will take effect immediately, unless otherwise specified and agreed upon to ensure a smooth transition.

Any Executive Board Member, Committee Chair or Committee Member may be removed with or without just cause by the Chapter President with approval of the majority of the Executive Board.

SECTION 2: CHAPTER PROFESSIONALS

a. LEGAL COUNSEL

The organization’s legal counsel shall be a licensed practicing or retired attorney in good standing with the State Bar Association, appointed by and serve at the pleasure of the Chapter President or Executive Board.

The duties of legal counsel are to advise on all legal matters pertaining to the best interest of the organization.

b. ACCOUNTANTS / AUDITORS

The organization’s accountant / auditor(s) shall be a licensed Certified Public Accountant appointed by and serve at the pleasure of the Chapter President or Local Executive Board.

The duties of the organization’s CPA are to advise on all matters involving the articles of
incorporation, the rules and regulations of Not-for-profit organizations under 501(c) (3) of the Internal Revenue Code, tax requirements, legalized gaming licenses and any other federal, state, or local requirements.

c. **INSURANCE AGENT**

The organization’s insurance agent / company shall be a licensed insurance agent appointed by and serve at the pleasure of the Chapter President or Executive Board.

The agent will regularly review and advise on the adequacy of the organization’s insurance coverage.

d. **CHAPLAIN**

The Organization’s Chaplain shall be a clergyperson with a special interest and training for providing pastoral care in the world of law enforcement. This pastoral care shall be available to all members, regardless of race, gender, sexual orientation, national origin, creed or religion.

The Chaplain shall be appointed by and serve at the pleasure of the Chapter President or local Executive Board.

e. **INFORMATION TECHNOLOGY ASSOCIATE**

The Information Technology Associate (ITA) will be responsible for the official Chapter website, including but not limited to all postings, updates, links, photographs, member access and the official Chapter email listings. The ITA will oversee the Chapter fundraising tools and forms. The ITA will monitor all requirements for payments to keep the website and all fundraising tools operational and ensure the Treasurer has invoices to support payments. The ITA will serve at the pleasure of the Chapter President or Executive Board.

**ARTICLE V**

**CHAPTER MEETINGS**

**SECTION 1: MEETINGS**

a. **GENERAL**

General meetings shall be held a minimum of twice (2) annually; additional meetings are at the discretion of the Chapter President.

b. **SPECIAL MEETINGS**

The Chapter President may call a special meeting at any time.

**SECTION 2: NOTICE**

Notice of Chapter meetings shall be made at least 15 days in advance. This notice must be in writing and include the date, time and place of the meeting. Said notice shall be transmitted electronically, or by mail and posted in the bulletin board section of the Chapter’s website.
Notice of any Special meetings may be made less than 15 days in advance, but no less than 3 days in advance.

SECTION 3: LOCATION OF MEETINGS

The Chapter President or Local Executive Board shall determine the dates, times and location(s) of Chapter meetings.

ARTICLE VI
STANDING & SPECIAL COMMITTEES

SECTION 1: STANDING COMMITTEES

a. The necessity of a standing committee shall be at the discretion of the Chapter President or Executive Board at which time they will appoint the Committee Chairperson.

b. Standing committees are adopted to perform a specific continuing task and can only do what it is charged to do. Standing committees will exist on an annual basis, typically consistent with the terms of office as defined in these bylaws.

c. The Committee Chair shall be afforded the opportunity to assemble his or her own committee. Final approval will be that of the Chapter President or Executive Board.

SECTION 2: SPECIAL COMMITTEES

a. The necessity of a special committee shall be at the discretion of the Chapter President or Executive Board at which time they will appoint the Committee Chairperson.

b. Special committees are created to perform a specific task that is short lived and does not fall into or conflict with the description of any of the standing committees. Once the task at hand is complete and a final report is accepted, that committee ceases to exist.

SECTION 3: REPORTING

All committee chairs shall report and answer to the Chapter President or designated Executive Board member. The President or Board Member shall keep the Executive Board current on all committee findings.

ARTICLE VII
PARLIAMENTARY AUTHORITY

SECTION 1: ROBERT'S RULES

The rules contained in the current edition of “Robert’s Rules of Order, Newly Revised” shall be recognized as the Parliamentary Authority in all debates and order of business when it does not conflict with any established law, article of incorporation or organizational bylaws.
ARTICLE VIII
AMENDMENTS

SECTION 1: PROPOSED AMENDMENTS

Proposed amendments shall be submitted in writing to the Chapter President for distribution to the Executive Board. The Executive Board shall review the proposed revisions, make the appropriate modifications and forward the amendment to the Chapter’s legal counsel for review.

SECTION 2: RESOLUTION

The bylaw amendment shall be placed on the agenda of the next executive board meeting. The amendment shall become official with a two-thirds majority vote of the Executive board.

SECTION 3: NATIONAL BOARD APPROVAL

Amendments to local Chapter bylaws must be submitted to the National Board’s bylaws committee for final approval.

ARTICLE IX
FINANCIAL OBLIGATIONS

SECTION 1: REPORTING

Chapter VIII agrees to provide financial statements and financial information requested by the National Board, Founder, Executive Director or Chief Financial Officer to include, but not limited to, audit reports (if applicable), Federal Form 990 filing, State reports and certifications.

SECTION 2: FINANCIAL COMMITMENT

Chapter VIII agrees to dedicate a minimum donation of $1000.00 per participant, or 95% of its net revenues, whichever is larger, to the National Law Enforcement Officers Memorial Fund and Museum.

No more than 5% of any Chapter’s net revenue may be donated to other organizations provided such organizations are tax-exempt.

Participants are defined as all individuals on the tour, including riders, motors, support staff, EMS, etc.

ARTICLE X
NATIONAL REQUIREMENTS

SECTION 1: NATIONAL BOARD OVERSIGHT

Chapter VIII understands that it is operating under a revocable Chapter agreement, as written
and modified by the National Board and that local Chapters are chartered for the sole purpose of furthering the goals of the Police Unity Tour. Permission to use logos, slogans, trademarks and copyrights is granted to a Chapter in good standing as defined in the national bylaws.

Chapter VIII agrees to operate under the general supervision and control of the National Board. Chapter VIII further agrees to comply with all decisions, policies and financial obligations and assessments imposed by the National Board.

Chapter VIII understands that they may have their status as a Chapter suspended or revoked if it is determined that its continued operation is contrary to, or inconsistent with, the best interests of the organization, its bylaws or the requirements for exemption under section 501 (c)(3) of the Internal Revenue Code.

ARTICLE XI
CONTROL OF CORPORATE FUNDS

a. The corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws.

b. The corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986, or corresponding provisions of any Subsequent Federal tax laws.

c. The corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws.

d. The corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws.

e. The corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws.

f. Upon dissolution, after payment of all debts, no part of the remaining assets may be distributed to any trustee or officer of the corporation and shall be distributed to The Police Unity Tour National Board of Directors.
Police Unity Tour Inc.
P.O. Box 528
Florham Park, NJ 07932

Phone: 973 443-0030
Fax: 973 443-0808

ADDENDUM

Logo Guidelines

The Police Unity Tour has obtained numerous trademark registrations over the years to promote its cause. These trademark registrations include, but are not limited to, its name, slogan, patches and logos. Anyone creating any clothing, merchandise, flyers, vehicle or trailer markings or paraphernalia that includes any mention of the Police Unity Tour or uses any of its logos, slogans, patches or likenesses, must first obtain permission from their Chapter Executive Board.

To obtain permission, you must submit a color proof of the intended use. This proof must be of the complete item, such as the front and back of t-shirts, coins, glasses, etc. Submission does not constitute or guarantee approval. Failure to do so may result in member suspension from the tour and/or enforcement of the trademark violations with the vendors.

The following are things to keep in mind when you are designing your clothing, merchandise, flyers, vehicle or trailer markings or paraphernalia;

- Any production that includes any mention of the Police Unity Tour or use of any part of our logos or tag lines MUST include somewhere on the product the complete, unaltered Police Unity Tour logo.
- The use of Chapter and Team names under the Official Police Unity Tour logo is permitted.
- The use of Chapter or Team names before Police Unity Tour is prohibited!
  Example: Chapter 0 Police Unity Tour or Team Anytown Police Unity Tour
  Acceptable: Police Unity Tour Chapter 0 or Police Unity Tour Team Anytown
  We are all members of the Police Unity Tour first and then our chapters and teams.
- All items and artwork must be appropriate, in good taste as to not tarnish the reputation of the Police Unity Tour, the National Law Enforcement Officers Memorial and our chosen profession.
  For your convenience the Police Unity Tour has various enhanced file types of the Official Logos. Contact your chapter representatives for these files.

The Police Unity Tour is a not-for-profit organization under section 501(c)(3) of the Internal Revenue Code and while fundraising for participation in the tour, members must comply with all federal, state and local laws governing such fundraising.

Proud Sponsors of the National Law Enforcement Officers Memorial
www.policeunitytour.com
# Police Unity Tour

## Logo Guidelines

**Logo 1 - Yellow Bike**

- **Logo font:** Times New Roman- Bold
- **Tag line font:** Times New Roman- Bold Italic

**Black Logo**

**White Logo**

**CMYK White Text**

**Logo 2 - White Bike**

- **Logo font:** Times New Roman- Bold
- **Tag line font:** Times New Roman- Bold Italic

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### Spot-Color Printing

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<th>5-Color Logo</th>
<th>1-Color Logo (black)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue (PANTONE® 293 C)</td>
<td>(See CMYK 1-Color Logo)</td>
</tr>
<tr>
<td>Red (PANTONE® 192)</td>
<td></td>
</tr>
<tr>
<td>Green (PANTONE® 361)</td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td></td>
</tr>
<tr>
<td>Yellow (PANTONE® 7406 C)</td>
<td></td>
</tr>
</tbody>
</table>

### CMYK Process-Color Printing

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</tr>
</thead>
<tbody>
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<td>Black = C:0 M:0 Y:0 K:0</td>
</tr>
<tr>
<td>K:100 Red = C:0 M:100 Y:68 K:0</td>
<td>White = C:0 M:0 Y:0 K:0</td>
</tr>
<tr>
<td>Green = C:69 M:0 Y:100 K:0</td>
<td></td>
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<tr>
<td>Black = C:0 M:0 Y:0 K:0</td>
<td></td>
</tr>
<tr>
<td>K:100 Yellow = C:8 M:22</td>
<td></td>
</tr>
<tr>
<td>Y:89 K:0</td>
<td></td>
</tr>
</tbody>
</table>

### Logo DON'Ts

- Do not alter the color of the logo.
- Do not alter the position of logo shield in proportion to the text.
- Do not alter or substitute the font Times New Roman.
- Logo must be re-sized in correct proportion.

### Web Colors

<table>
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<th>1-Color Logo</th>
</tr>
</thead>
<tbody>
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<td>Black #000000 = R:0 G:0 B:0</td>
</tr>
<tr>
<td>Green #5b4b948 = R:84 G:185 B:72</td>
<td></td>
</tr>
<tr>
<td>Yellow #ebc35b = R:235 G:193 B:59</td>
<td></td>
</tr>
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</table>
ARTICLE XII
ADOPTION OF BYLAWS

SECTION 1: LOCAL ADOPTION

The Police Unity Tour of Florida, Inc., Police Unity Tour Chapter VIII, agrees to adopt the National Constitution and Bylaws for its rules and guidance.

Severability. Any determination by any court of competent jurisdiction that any provision of these Bylaws is invalid or unenforceable shall not affect the validity or enforceability of any of the other provisions hereof. Where any provision of these Bylaws is alleged to be or declared by a court of competent jurisdiction to be unconscionable, Police Unity Tour of Florida, Inc. shall have the right in accordance with Article VIII herein by amendment to these Bylaws to replace such provision with a new provision, as similar thereto as practicable but which in Police Unity Tour of Florida, Inc. reasonable opinion would be considered not to be unconscionable.

The Police Unity Tour of Florida, Inc., Police Unity Tour Chapter VIII, also adopts the Bylaws contained herein as the Bylaws of Chapter VIII. Said Bylaws were duly adopted at a meeting of this Chapter’s Executive Board. These bylaws are not in effect until such time that the National Board of the Police Unity Tour Inc. approves them.

Signature and Titles of Chapter VIII Executive Board Members

[Signatures]

5/9/18
DATE
SECTION 2: NATIONAL BOARD APPROVAL

Signature of the approving National Board Members

[Signatures]

NAME

TITLE

NAME

TITLE

NAME

TITLE

NAME

TITLE

DATE

Chapter VIII Revised 2-2018