



## **TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED BY-LAWS**

We, the members of the Texas Crime Prevention Association, Inc., a non-profit organization, recognizing that crime prevention is the “anticipation, recognition, and appraisal of a crime risk, and the initiation of some action to remove or reduce it, “hereby, through a concentrated, cooperative effort, from the Texas Crime Prevention Association, Incorporated (T.C.P.A.) and adopt the following Constitution and By-Laws:

### **ARTICLE I PURPOSE**

To encourage the prevention of crime through coordinated and concentrated efforts, and through programs and functions that encourage citizen involvement and participation, to preserve safe environments and communities for the citizens of Texas.

### **ARTICLE II NAME**

The name of the Association shall be the “TEXAS CRIME PREVENTION ASSOCIATION” as set forth in the preamble above.

### **ARTICLE III BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of all elected Associations officers, hence forth referred to as the "Executive Board" (Excluding Sergeant at Arms), the last active past President, and one citizen other than law enforcement officers, who is an active member, appointed by the association President. Each regional association shall elect a member to represent the regional association on the T.C.P.A. Board of Directors, and shall notify T.C.P.A. of the selection, in writing, at the annual meeting. The regional representatives shall not be reimbursed for expenses by T.C.P.A.

**Section 2.** Each member of the Executive Board with the exception of the President shall have voting privileges. The President shall have voting privileges if a tie vote is present in the Board for the purpose of breaking such a tie.

## **ARTICLE IV MEMBERSHIP**

**Section 1.** There shall be four (4) types of membership, which are defined as follows:

- a. Active** - Any individual who has a concerned interest in the promotion of crime prevention in the State of Texas may become an active member. These members will have voting rights and may serve on committees. Members will have voting rights and all other privileges of both the State and Regional Association which has been specified.
- b. Sponsor** - All Businesses, organizations, or groups affiliated with design, manufacture, supply, installation of security related products, all the insurance industry, contractors, building industry, or others interested in the crime prevention effort. These members will not have voting rights, but may serve on committees and receive other benefits as approved by the Board of Directors. Each sponsor's membership application must be approved by the Board of Directors.
- c. Honorary** - All persons who in the opinion of the members, have rendered outstanding service to the Texas Crime Prevention effort. These members will not have voting rights, but may serve on committees. There are no dues for Honorary Members. Honorary membership is in effect for a period of one year. There is no limit to the number of times that a member may be voted Honorary Membership.
- d. Life** - Persons, who by vote of the membership, have shown outstanding service to the purpose of the Association, There shall be no State or Regional dues for this class of membership. Life members shall enjoy all the rights of active membership. Life members shall have the privilege to attend all activities at the Summer and Mid-Winter Conference without paying any registration fees. This includes training, luncheon, banquet president reception, etc. The status of Life Membership shall remain until it is removed by a vote of the general membership.

## **Section 2. Application for Membership**

- a. Membership application and dues shall be submitted to the membership chairman of the affiliated Regional Association and, after documentation, the regional membership chairman shall forward in a timely manner the State Association's portion of the dues as well as a copy of the application to the T.C.P.A Membership Chairperson for processing and approval. Out of state members may join the region of their choice.

## **Section 3. Suspension**

- a. The Executive Board shall have the power to exclude, suspend or expel any member by a two-thirds vote of the eligible voting members present for any conduct deemed detrimental to the interest of the association. The decision may be appealed to the general membership who will have the authority to affirm or rescind the Board decision by two-thirds vote.
- b. The Executive Board shall have the authority to remove any Board member, by a majority vote, who has been absent from two (2) consecutive board meetings or fails to perform the duties of their respective office as prescribed by Article V. The board shall have the authority to appoint a member in good standing to fulfill the duties of that office for the remainder of the term.

## **Section 4. Dues & Terms of Membership**

- a. **Active Member Dues & Terms of Membership** – The term of membership will be for a period of one year effective January 1<sup>st</sup> of each year. Members in good standing will also be a member of the affiliated region for the same period of time. New member dues who join before the summer conference will be \$30.00. New members who join after the summer conference membership will cover the remaining portion of the current year and all of the following year. Renewal membership dues will be \$30.00. Dues will not be prorated. There shall be a 60 day grace period past December 31<sup>st</sup> that all active members shall be considered current in their membership.
- b. **Sponsor Member Dues & Terms of Membership** – The term of membership will be for a period of one year effective January 1<sup>st</sup> of each year. New members who join before the summer conference will be \$300.00. New members who join after the summer conference membership will cover the remaining portion of the current year and all of the following year. Renewal membership dues will be \$300.00. Dues will not be prorated. There shall be a 60 day grace period past December 31<sup>st</sup> that all active members shall be considered current in their membership.

## **ARTICLE V MEETINGS**

- Section 1.** General membership of meetings of the Association shall be held at least twice a year, at time and locations set by a vote of membership.
- Section 2.** The president shall call special meetings of the Board of Directors whenever the need arises.

## **ARTICLE VI ASSOCIATION BUSINESS**

### **Section 1. Transactions of Association Business**

Any business of the Board may be conducted by mail or telephone without formal meeting. Business conducted by telephone must be documented and submitted to the secretary.

### **Section 2. Use of Association Funds**

None of the monies received by the Association shall be used for the pecuniary profit of anyone connected therein.

### **Section 3. Disbursement of Association Funds**

- a.** If necessary, the Association will reimburse for travel expenses of the Board members to and from Board meetings, midyear conference, annual conference and other association business as approved by the Board of Directors.
- b.** The Association will reimburse for only the most reasonable and/or least expensive means of travel to and from each meeting. In all cases each member will be encouraged to find funds from sources other than the Association.
- c.** All travel expenses, other than vehicle expenses, must be supported by receipt.
- d.** When conducting association business as approved by the Board of Directors, actual expenses will be reimbursed when supported by receipts.
- e.** The Board will have the right to authorize reimbursement of travel expenses of special committee members when necessary, and when the members are performing association business.

## **ARTICLE VII LOGOS / ENDORSEMENTS**

### **Section 1. Use of the Association Name, Initials or Logo**

- a. Any person, business, corporation, agency or association who wants to use the name, initials, or logo of the Texas Crime Prevention Association must have written approval of the Board of Directors.
- b. The approval of the Board of Directors for the use of the Association's name, initials, or logo is not an endorsement of the requestor, their product and / or service.

## **ARTICLE VIII RECOGNITION**

### **Section 1. Affiliation**

In order for a regional crime prevention association to be recognized by T.C.P.A., They must be a definitive expression of affiliation with T.C.P.A. in the region's Bylaws.

## **ARTICLE IX ADMINISTRATION of OFFICERS**

**Section 1.** The Executive officers of the Association shall be President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, and State Membership Chairman. These officers shall be elected from the active membership by a majority vote of the active members present and voting at the annual conference. The President shall not hold the same office for more than three (3) consecutive one-year terms. The remaining board members terms shall be on a staggered, two (2) year consecutive term. Each board member, with the exception of the President, may run for office as many times as desired or until defeated, in a regular election held at the annual conference. No two (2) officers shall be from the same agency or firm. No active member shall hold an office without having been a paid member for one (1) membership year prior to the election. Should a vacancy become open from a board member, this position will stay interim until the next closest T.C.P.A. business meeting, at which time an election will be held to fill the position on a permanent basis.

## TERMS OF OFFICE

### ELECTED OFFICES

- a. **President** - elected each year, for no more than three (3) consecutive years.
- b. **First Vice- President** - voted on in odd years for a two (2) year term.
- c. **Second Vice-President** - voted on in even year for a two (2) year term.
- d. **Third Vice- President** - voted on in odd years for a two (2) year term.
- e. **Secretary** - voted on in even years for a two (2) year term.
- f. **Treasurer** - voted on in odd years for a two (2) year term
- g. **Membership Chairman** - voted on in even years for a two (2) year term.

### APPOINTED OFFICES

- a. **Civilian-At-Large** - appointed each year by the President
- b. **Sergeant-At-Arms** - appointed each year by the President

(Effective Date: 1997 Elections)

### Section 2. Duties of the President

The President shall preside over all of the meeting and shall be the executive head of the Association. The President shall exercise general supervision over its affairs and shall be responsible for the enforcement of these Bylaws. The President shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

### Section 3. Duties of the First Vice-President

The First Vice-President shall perform all the duties of the President in the President's absence, as well as, assisting the President in his duties. The First Vice-President is also responsible for generating and maintaining information of all legislative activity on a state level. The First Vice-President shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

#### **Section 4. Duties of the Second Vice-President**

The Second Vice-President shall assist the President and First Vice-President, and in the absence or disability of the First Vice-President, person all the duties of the First Vice-President. The Second Vice-President shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

#### **Section 5. Duties of the Third Vice-President**

The Third Vice-President shall assist the President, First Vice-President and Second Vice-President and in the absence or disability of the Second Vice-President, perform all of the duties of the office of the Second Vice-President. The Third Vice-President shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

#### **Section 6. Duties of the Secretary**

The Secretary shall keep accurate records of all meetings for the Association, as well as, notifications of all meetings and documentation of such meetings. The Secretary shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

#### **Section 7. Duties of the Treasurer**

The Treasurer shall reserve and disburse all funds for the Association; keep and preserve proper vouchers and books of account for the Association; and maintain all necessary records necessary to fulfill the requirements of State and Federal tax exempt status and file forms and applications as necessary. The Treasurer shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

#### **Section 8. Duties of the State Membership Chairperson**

The State Membership Chairperson shall be solely responsible for the processing of all Applications for state membership and for the proper disposal of membership funds to the State Association Treasurer. This position shall also be responsible for current membership records. The State Membership Chairperson shall also be responsible for other duties as contained in the T.C.P.C. Policies and Procedures.

## **Section 9. Duties of the Sergeant-At-Arms**

The Sergeant-At-Arms shall be responsible for the peace and order during all business sessions including the ingress and egress from all meetings. This position will serve at the direction of the President. The President shall appoint this position. The Sergeant-At-Arms shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

## **ARTICLE X COMMITTEES**

### **Section 1. Standing Committees**

The Standing Committees of the Texas Crime Prevention Association shall be as follows:

#### **a. Membership Committee**

Chaired by the State Membership Chairperson, whose duty it shall be to investigate applications for membership and recommend to the Association whether they shall accepted or declined. The membership Committee shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

#### **b. Conference Committee**

Whose duties it shall be to assist the hosting Regional Association in all arrangements for the winter workshop, as well as, the annual conference, as well as, assisting the Second Vice-President in the Mid-Winter Workshop T.C.P.A. Training. The Chairperson is appointed by the President. The Conference Committee shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

#### **c. Audit Committee**

Shall be appointed prior to the first meeting session of the conference consisting of three (3) members whose duty it will be to examine the financial report made to the President and all the accounts of the financial transactions made by the Treasurer, they shall attest to the financial report in a statement that they have examined the accounts and that they considered the report accurate or that a need exists for necessary corrections with detailed amounts, receipts or documentation. The Audit Committee shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

**d. Certifications Committee**

Shall exist to be concerned with the testing and certification of Texas Crime Prevention Association members. The committee shall be charged with the investigation of applications as to qualification for certification. The Certification Committee shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

**e. Bylaw Committee**

Whose duty it shall be to review all proposed amendments to the T.C.P.A. Bylaws and make recommendations to the general membership. This committee shall also annually review current T.C.P.A. Bylaws to ensure that amendments are added, deleted, or changed as they are voted on by the general membership. The Chairperson of the Bylaws Committee shall be appointed by the President. The Committee shall have no less than three (3) members. The Bylaws committee shall also be responsible for other duties as contained in the T.C.P.A. Policies and Procedures.

**f. Nomination Committee**

Whose duty shall be to review all potential candidates for the T.C.P.A. Board and to present the qualifying candidates to the general membership at each annual conference. The Chairperson of the Nomination Committee shall be appointed by the President. The remainder of the committee shall consist of all T.C.P.A. past presidents (present at the annual conference) and one (1) representative from each affiliated Regional Crime Prevention Association which is not represented at the conference by a Past President. All candidates wishing to be considered by the Committee will furnish the Chairperson a written letter of interest along with a letter of recommendation from their employer. The committee will confirm all candidates have met the minimum requirements to hold the office. No oral interviews will be conducted.

**g. Crime Prevention Training Curriculum Review Committee.**

Chaired by the TCPA 2<sup>nd</sup> Vice-President, whose duty shall be to review the Institute for Criminal Justice Studies, at Texas State University, Crime Prevention Training Curriculums for Crime Prevention I, Crime Prevention II, Crime Prevention III (CPTED) courses, every even year, and make recommendations for updates/revisions to the ICJS Program Director. The committee will also review any other courses presented for acceptance by the TCPA Board of Directors. The committee shall consist of the TCPA 2<sup>nd</sup> V. P., each Regional President or their designee, and one adjunct ICJS instructor appointed by the ICJS Director.

## **Section 2. Other Committees**

Other committees may be appointed by the President as the need arises.

## **ARTICLE XI QUORUM**

### **Section 1. Quorum Voting**

Thirty (30) active members in good standing shall constitute a quorum for the transaction of business.

## **ARTICLE XII AMENDMENTS**

**Section 1.** The active membership shall have the power to make such by-laws as necessary to regulate the affairs and business of the Association.

**Section 2.** Amendments of the Bylaws must be submitted in writing to the Secretary at least ninety (90) days prior to being considered for adoption. Amendments will be forwarded to Regional Presidents as soon as possible so that copies can be provided to membership forty-five (45) days prior to the meeting at which time they are to be considered.

**Section 3.** A two-thirds (2/3) vote of the active membership present and voting shall be necessary to carry amendments to the By-laws.

**Section 4.** The Policies and Procedures of the Texas Crime Prevention Association can be changed or amended at a meeting of the Board of Directors by a two-thirds (2/3) vote of the Executive Officers present.

## **ARTICLE XIII BONDS**

**Section 1.** The President, First Vice-President, and Treasurer shall be bonded in an amount determined by the Board with a minimum amount no less than the Association's assets as recorded at the end of the fiscal year.

**Section 2.** The Membership Chairman shall be bonded in the amount of \$1,000.00.

**Section 3.** The fee for such bonds shall be paid for by the Association.

## **ARTICLE XIV FISCAL YEAR**

The fiscal year of the Association shall be from January 1<sup>st</sup> until December 31<sup>st</sup>.

## **ARTICLE XV DISSOLUTION**

Upon dissolution of the Association, all assets of the Association shall be given to the Institute of Criminal Justice Studies, Texas State University, San Marcos, Texas for the furthering of the concepts of crime prevention.

## **ARTICLE XVI CERTIFICATION**

**Section 1.** Any regular member shall, after meeting the requirements of the Certification Committee, have the distinction of carrying the title of "Certified Crime Prevention Specialist" (C.C.P.S.), as long as the member meets the certification qualifications. Qualifications for the title of Certified Crime Prevention Specialist are listed in the T.C.P.A. Policies and Procedures

### **Section 2. Proof of Training**

- a. It shall be the responsibility of persons taking the test to show proof of training to a member or members of the C.C.P.S. Committee.
- b. Proof of training shall be an original copy of certification to which person was awarded by an approved school. This proof must be presented to the C.C.P.S. Committee member for testing. If person does not have proof of training, they may not take the certification test.

## **ARTICLE XVII RULES OF ORDER**

Roberts Rules of Order, except as provided in these by-laws, shall be the standard for Parliamentary Law in the absence of a rule governing.