

TEXAS CHISHOLM TRAIL CRIME PREVENTION ASSOCIATION
CONSTITUTION AND BY LAWS

We, the members of the Texas Chisholm Trail Crime Prevention Association, 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 Chisholm Trail Crime Prevention Association (TCTCPA) adopt the following Constitution and By-Laws.

ARTICLE I

- Section I** The name of the Association shall be as set forth in the Preamble above, and will be an affiliate of the Texas Crime Prevention Association.
- Section II** Meetings of the Association will be held on a monthly basis. Time and place for said meetings will be decided by the Vice President and approved by the Board of Directors.
- Section III** The Board of Directors meeting will be held on a monthly basis. (Open Meeting).
- Section IV** The President may call special meetings of the Board of Directors whenever the need arises.
- Section V** The Association fiscal year shall be from January 1st through December 31st
- Section VI** The territorial limits of this Association shall be extended to include the area inside the geographical boundaries of Dallas, Tarrant, Wise, Parker, Hood, Ellis, Denton, Johnson, Somerville, Erath, Eastland, Palo Pinto counties. As well as any area that members would feel this association would be beneficial to themselves and/ or their department. Members are encouraged to join a TCPA region that best fits that individual and departments goals and objectives.
- Section VII** All business meetings will be conducted according to Robert's Rules of Order.

ARTICLE II

- Section I** Purpose: Said Association was established in 2003 and is organized exclusively to educate and encourage citizen's participation in prevention of crime through various awareness programs to preserve safe communities for the citizens of Texas. Including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- Section II** IRS's Employer Identification Number: **20-0576300**
Texas Charter File# **32014303609**
Texas Comptroller# **0800299392**

ARTICLE III

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

- (1) **Active:** Individuals who have a concerned interest in the promotion of crime prevention in the State of Texas. These members will have voting rights and may serve on committees.
- (2) **Sponsor:** All businesses, organizations, or groups affiliated with design, manufacture, supply, installation of security related products, all insurance industry, or others interested in the crime prevention effort. These members will have voting rights for one member of their organization named on the membership application, and may serve on committees.
- (3) **Honorary:** All persons who, in the opinion of the members have rendered outstanding service to the crime prevention effort in the TCTCPA Region. These members will not have voting rights but may serve on committees. (One-year term)
- (4) **Life:** Persons who, by vote, of the active membership, have shown outstanding service promoting the purpose of the Association and have been a paid, active member for at least 10 years. There shall be no dues for this classification of membership. Life members shall enjoy all the rights of active membership. The status of Life member shall remain until removed by a vote of the active membership. (Life Member at the TCTCPA Regional Level will cover the members' dues, this does not provide the benefits of the TCPA Life Membership.

Section II Application for Membership

- (1) Application for Sponsor Membership shall be submitted electronically via the online event registration website managed by TCPA.
- (2) Application for honorary membership shall be submitted by the Membership Committee to the Board of Directors with a recommendation for approval or disapproval. Honorary membership must be adopted by two-thirds vote of the active membership present at the monthly meetings.
- (3) Application for Life Membership shall be submitted in writing by the Membership Committee to the Board of Directors for concurrence.

Section III Suspension

The Association shall have the power to exclude, suspend, or expel any member by a majority vote of the voting membership present at any meeting for any conduct deemed to be undesirable or not in the best interest of the Association. All reasons for suspension must be presented to the President of the Association or chairperson of the Professional Standards Committee in writing for future action.

ARTICLE IV

Section I Business Meetings

The Texas Chisholm Trail Crime Prevention Association will conduct monthly meetings. Any General meeting which may include a luncheon and will be held at a location designated by a simple majority vote of the active members in attendance, or so named by the Vice President, and the cost of said luncheon shall be absorbed by each individual member (The member shall be responsible for the first \$5.00 Dollars of their meal. If their meal exceeds the \$10.00 threshold, they shall be responsible for everything over that amount: example - \$12.50 meal would mean the member is responsible for \$7.50 of the cost of the meal. The only exception would be if there is a sponsor for the meal. This would also include a special exception for the Christmas Awards Luncheon. This cost would be set and voted on by the board members.

Guest attending the meeting shall be paid for by the party that invited them unless approved for a waiver by the President or Vice President prior to the meeting. Attending guest from other regions of TCPA can visit the meetings but are not allowed the discount rate given to TCTCPA members. They shall receive a separate bill for the meeting by the restaurant, they are wholly responsible for their expenses while at the meeting.

Meetings shall be on the second Thursday of each month unless prior approval to change the date has been set on and voted on by the board. Meeting locations shall be listed on the TCTCPA website (TCTCPA.net) for all members to view, this shall be considered memberships notifications of upcoming meetings and locations. When given the opportunity a flier will be developed and dispersed to members by the communication board member. However, notifications on the website shall be the only standard reporting method for monthly meetings and locations. The purpose of the monthly meetings is to further the crime prevention efforts in the Texas Chisholm Trail area and to exchange information and ideas between members in the area of crime prevention.

Section II Travel and Subsistence for Programs Guest(s)

The President may be authorized to pay travel and subsistence for any program guest(s) dependent upon the condition of the Association's budget and the approval of the Board of Directors.

Section III Election of Officers

The election of officers shall take place at the November meeting. The installation of officers shall take place at the December meeting. The newly installed officers shall begin the duties of the respected office on January 1st immediately following their installation. In order to serve as an Officer and / or Board Member(s)

- 1). The applicant/nominee shall be currently employed as a full time sworn Peace Officer or,
- 2). Full time civilian employed by a law enforcement agency. Or,
- 3). Being an Honorably Retired Law Enforcement Officer as stated by TCOLE. Or

- 4). Working Part time as a Peace Officer after having Honorably Retired from a Department. Or
- 5). Working as a full-time civilian in a loss prevention role within a major company/corporation
- 5). Must have a signed letter by your department Supervisor or Chief stating that you will be given the time needed to fulfill your obligations as a Board member.

Section IV Conduct of Association Business

Any emergency or unexpected business of the Association may be conducted by mail, telephone, or email and without a formal meeting, as the need arises. Business conducted by telephone must be documented and submitted to the Association Secretary.

Section V Conference Scholarship

I: Nominations

- (1) Must be an active member, in good standing, with TCTCPA for one (1) year prior to the conference requested, and participate in TCTCPA events,
- (2) Must attend six (6) TCTCPA monthly meetings during the aforementioned year.
- (3) Considerations will be given 1st to those that did not receive a scholarship the previous year.
- (4) All nominations or requests are subject to approval by your immediate supervisor, if applicable,
- (5) All nominations or requests must be submitted by the April monthly meeting,
- (6) Scholarship recipients will be notified at the TCTCPA monthly meeting before the conference deadline, and
- (7) It is mandatory to show proof of attendance to at least 70% of classes offered at conference if scholarship is awarded. If recipient is unable show proof, or conference participation is less than 70%, the recipient will be responsible to repay TCTCPA for payments made on their behalf.

II: Scholarship Funding:

- (1) TCTCPA scholarship recipients are responsible for submitting hotel reservations before the deadline, and does not cover the cost of lodging or meals.
- (2) TCTCPA is not responsible for cancellation fees or late registration fees.
- (3) TCTCPA is not responsible for incidentals, damages, etc. that are incurred during the hotel stay.

III: Summer Conference:

- (1) Three (3) individual registration fees will be paid by TCPA (Regular conference fee only)
- (2) TCTCPA will cover the cost of 3 scholarships after the 3 scholarships from the state (TCPA) have been issued.

- (3) TCTCPA will not cover any cost associated with the attendee's room, travel, meal or any other expenses brought on by the attendee for their attendance at the conference.
- (4) TCTCPA will pay for registration and hotel for President, or President's designee, to the Summer Conference to represent TCTCPA at all official functions. This is not considered a scholarship. TCTCPA is not responsible for incidentals, damages, etc. that are incurred during hotel stay. After the President has sought other means to pay for the conference: example: current department and / or State Board position.

ARTICLE V

Section I Officers

The Board of Directors shall consist of concurrent elected officers and immediate past president. The elected officers of the Association shall be: President, Vice President, Training Coordinator, Secretary, Treasurer, Communications and Membership Chairperson. These officers shall comprise the Board of Directors of the Association. These officers shall be elected by a simple majority vote of active members in attendance at said monthly meeting. These officers shall be on staggered, two (2) year consecutive term. Each Board Member shall be able to hold office if they are continually voted into the position. All elected TCTCPA board members must be CCPS certified. Elected board members shall support and promote crime prevention in the course of their job duties

Removal of Board Members:

Board members may be removed by a simple majority vote of active members present when a violation of just cause is brought to the floor. Just cause shall be defined as: (A)-absenteeism, 3 or more meetings missed without valid documentation of reason during a TCTCPA calendar year *documentation will be discussed, either accepted or disallowed* or (B) Failure to comply with job duties, descriptions of their position, or (C) Detrimental or disparaging remarks that bring shame to a active member or the association as a whole. or (D) Disparaging or detrimental actions that bring shame to an active member or the association. (E) Only active members in good standing may hold an elected office. Any office vacated shall be filled by an appointment by the President for the remainder of that term of office.

Terms of Office for Elected Officers:

President, Secretary, Membership Chairperson and Communications will be installed on even number Years,

Vice President, Training Coordinator, Treasurer will be Installed on odd number years

Appointed Officers:

Civilian-at-Large: Appointed by the President.

Sergeant-at-Arms: Appointed by the President.

Section II Duties of the President

- (1) Shall preside at all meetings of the Association. Shall have the power to appoint Chairperson of all committees.
- (2) Shall be the executive head of the Association and shall exercise general supervision over its affairs, and shall be responsible for the enforcement of the by-laws.
- (3) Shall keep the current membership fully informed of the activities of the Association.
- (4) May approve all expenditure of funds not to exceed \$250.00. In the event expenditures exceed \$250.00, approval must be received from the Board of Directors.
- (5) Shall vote only in case of a tie.
- (6) Shall represent the Association at public functions and on the Texas Crime Prevention Association Board and be the official spokesperson for the organization.
- (7) Shall appoint annually a nominating committee consisting of three (3) current members.
- (8) Shall notify the members of their election to office.

Section III Duties of the Vice President

- (1) Shall assist the President
- (2) In the absence of the President, the Vice President shall perform the duties of the office of the President.
- (3) Shall serve as Chairperson of the By-Laws Committee. At the beginning of December of each year, shall submit to the Secretary the most current and revised copy of the By-Laws to be distributed to the membership.
- (4) Shall be responsible for monitoring legislative reform, on the local and state level, which will benefit the crime prevention effort in the Texas Chisholm Trail Area and throughout the State. Shall serve as Chairperson of the Legislative Committee.
- (5) Shall be the gate keeper of Social Media accounts to make sure everything is posted is in the best interest of TCTCPA.

Section IV Training Coordinator

- (1) The Training Coordinator shall assist the President and the Vice President when so instructed by the President,
- (2) In the absence, or disability, of both the President and the Vice President, the Training Coordinator shall perform the duties of the Office of the President,
- (3) Shall be responsible for general membership meeting programs and locating meeting sites,
- (4) Be a TCOLE Certified Instructor,
- (5) Adhere to bylaws within TCPA (Article XIV, Section 5),
- (6) Ensure compliance with TCOLE rules and guidelines, and
- (7) Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation, if necessary.

Section V Communications

- (1) The Communications shall assist the President, Vice President and Training Coordinator when so instructed by the President,
- (2) Will be responsible for the generating of publicity for the Association through the use of the news media, website, or any form of communication, and
- (3) Upon relinquishing the position, immediately convey all passwords, media, etc. to incoming successor along with assistance and cooperation, if necessary."

Section VI Duties of the Treasurer

- (1) The Treasurer shall receive and disburse all funds of the Association as directed and approved by the Board of Directors.
- (2) The Treasurer shall keep and preserve proper vouchers and books of account of the Association, which shall be open to inspection and which shall be subject to audit at any time by the Audit Committee. The Audit Committee shall be appointed in January and will conduct an audit for the TCTCPA fiscal year in January the following year.
- (3) The Treasurer shall submit written reports as required, but not less than a final report for the fiscal year and a status report at each business meeting.
- (4) The Treasurer shall maintain all records necessary to fulfill the requirements of the State and Federal Tax Exempt Status held by the Association and file all required applications and forms necessary to retain such status in a timely manner.
- (5) The Treasurer may be bonded in an amount deemed necessary by the Board of Directors.

Section VII Duties of the Secretary

- (1) Shall keep and submit accurate records of all meetings of the Association.
- (2) Shall keep a roster of members in attendance at all meetings of the Association, keep the minutes of the Association meetings, and perform such duties as may be assigned by the President.
- (3) Shall furnish the President with a list of unfinished business and send correspondence on special occasions.
- (4) Shall transfer within 30 days after his or her expired term all files, documents, minute book and all records of the Association to the newly appointed secretary.
- (5) Shall be responsible for the distributing by-law proposals to the Board of Directors.
- (6) Shall forward all election results to board members leaving as well as newly elected board members.

Section VIII Duties of the Membership Chairperson

- (1) The Membership Chairperson shall be responsible for conducting the business of the Membership Committee.
- (2) Shall keep a roster of all members of the Association.
- (3) Shall be responsible for the issuance of membership pins, cards, and certificates.
- (4) Shall report the membership rolls to the Association by the President.

Section IX Duties of the Sgt. at Arms:

- (1). The Sgt. at Arms shall maintain order during scheduled TCTCPA meetings
- (2). The Sgt. at Arms will respond to the Presidents regarding other duties given regarding his position.
- (3) The Sgt. at Arms will assist the training Coordinator in set up and take down of equipment used in monthly training.
- (4). The Sgt. at Arms will count all votes on any given TCTCPA election, or a vote put before the board or a vote put before the general membership. The voting shall be done by either a hand gesture, or by a paper ballot. Ballots used in elections will be destroyed after elections results are counted and verified with the Secretary making notations of the results.

(5) The Sgt.at Arms will be responsible for the collections of funds at the monthly membership meetings

(6) Sgt. at Arms will verify attendance count to signed monthly roster/TCOLE training forms.

Section X Duties of the Civilian at Large:

- (1) The duties of the civilian at large is to assist in recruiting of civilian members and businesses in the crime prevention arena.
- (2) Recruiting of members from citizen police academy graduates, citizens on patrol groups and crime watch groups.
- (3) Recruiting of business that have expertise in crime prevention programs (Alarm Companies, safety device companies, companies that specialize in lights, locks and other similar programs.

ARTICLE VI

Section I An Audit Committee consisting of three (3) members shall be appointed by the President prior to the ending of the fiscal year. It shall be their duty to examine the financial report made to the President and all the accounts of financial transaction made by the treasurer. They shall attest to the financial report a statement that they have examined the accounts and that they find the accounts in order, and the financial statement to be accurate. If inconsistencies are found, the matter will be referred to the Board of Directors for appropriate action.

Section II Other Committees may be appointed by the President as the need arises.

ARTICLE VII

Section I Quorum voting- Five (5) active members including at least one board member. Shall constitute a quorum for the transaction of business of a scheduled meeting.

Section II A Simple majority vote of a quorum present and voting shall be enough for the transaction of business except with the respect to an amendment to the By-Laws or Rules.

ARTICLE VIII

Section I The active membership shall have the power to make such By-Laws and Rules as are necessary to regulate the affairs and business of the Association as are not inconsistent with provision of the Articles of Incorporation or the laws of the State of Incorporation.

Section II Amendments to By-Laws must be submitted in writing to the Secretary at least sixty (60) days prior to voting. By-Laws can only be amended twice within a fiscal year

Section III A two-thirds vote of the active membership present and voting shall be necessary to carry an amendment to the By-Laws or Rules.

ARTICLE IX

Section I Annual Dues

New and renewal memberships will be \$30.00. The term of membership will be for a period of one-year, effective January 1st each year. New member dues who join before the annual conference will be \$30.00. New members who join at or after the annual conference, membership will cover the remaining portion of the current year and all the following year. Dues will not be prorated. Dues must be paid annually on December 31, prior to attending the Annual General Membership Meeting held at the Summer Conference, or to take the Certified Crime Prevention Specialist test.”

Section II Use of Association Funds

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

Section III Dissolution

Upon the dissolution of the Association, the Board of Directors shall after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal revenue Law) as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the court of Common Pleas of the County in which the principal office of the Association is then located, exclusively for such purpose or to such organizations or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE X

Section I State Affiliation

In full recognition of fellowship and cooperation available to this Association and its members through its privileges and rights of participation in the government and activities of the Texas Crime Prevention Association, it is hereby declared a policy of the Association to exercise fully those privileges and rights and to discharge promptly and fully all obligations imposed upon it by the By-Laws of the Texas Crime Prevention Association.

Section II The Board of Directors shall provide for a prompt review, approval and forwarding of all reports required or requested by the Texas Crime Prevention Association.

Section III The Board of Directors shall provide for the prompt payment of all dues and other obligations to the Texas Crime Prevention Association.

Section IV During the course of being an affiliate to T CPA, TCTCPA retains its right to a standalone association to dissolve the partnership with the State affiliation to T CPA with just cause for dissolution. Approval of 2/3 of active present meeting members shall be required along unanimous vote from TCTCPA voting board members. The dissolution vote will only take place after a (60) day notification to TCTCPA members along with a notification of dissolution to T CPA and reasons for the Dissolution.

Article XI


Section I Awards

The Awards shall be contained in a separate Document. TCTCPA wishes to acknowledge their members contributions to the Association as well as their individual standing within the Association. This is a prerequisite for the awards consideration. Therefore, Texas Chisholm Trail Crime Prevention Association will have a yearly Awards Banquet on the second Thursday in December (circumstances permitting). The individual Awards as well special recognition shall be funded by TCTCPA.

Therefore, it is with the below listed Criteria that awards shall be reviewed by the awards committee:

- 1) Awards shall be in a category as listed in TCTCPA Form:
- 2). Awards shall be awarded to members of TCTCPA based on their active memberships within the association.
- 3). Award nominations will be submitted by current active members of TCTCPA.
- 4). Award recipients shall be active members of TCTCPA unless designated by the category (Agency)
- 5). Award nominations shall be only accepted after qualifications of nominee being involved in TCTCPA events (TCTCPA Sponsored Events) and making a minimum of 6 TCTCPA monthly meetings.

Signed and Witnessed by:



Rosalinda P. Mendonza

President TCTCPA

Secretary TCTCPA

On this date 10.10.19.

