

**TEXAS GULF COAST CRIME PREVENTION ASSOCIATION**  
**CONSTITUTION AND BY LAWS**

We, the members of the Texas Gulf Coast 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 Gulf Coast Crime Prevention Association (TGCCPA) and 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 Second 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 September 1 through August 31.
- Section VI** The territorial limits of this Association shall be extended to include the area inside the geographical boundaries of Matagorda, Wharton, Colorado, Austin, Fort Bend, Harris, Brazoria, Galveston, Waller, Montgomery, Liberty, Chambers, Hardin, Jefferson, Orange, and Walker Counties, and may be changed only with the permission of the Texas Crime Prevention Association.
- 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 1977 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: **74-1979757**  
Texas Charter File# **004424111-01**  
Texas Comptroller# **30003740807**

## **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 Texas Gulf Coast area. 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.

**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 Gulf Coast 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 Second Vice President, and the cost of said luncheon shall be absorbed by each individual member. All current members shall be notified as to the date and location. The purpose of the monthly meetings is to further the crime prevention efforts in the Gulf Coast 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 1<sup>st</sup> immediately following their installation.

### **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 TGCCPA for one (1) year prior to the conference requested,
- (2) Must attend six (6) TGCCPA monthly meetings during the aforementioned year.
- (3) Considerations will be given 1<sup>st</sup> 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 TGCCPA 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 TGCCPA for payments made on their behalf.

II: Scholarship Funding:

- (1) TGCCPA scholarship recipients are responsible for submitting hotel reservations before the deadline.
- (2) TGCCPA is not responsible for cancellation fees.
- (3) TGCCPA 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) Five (5) individual registration fees will be paid by TGCCA (Regular conference fee only)
- (3) TGCCPA will cover the cost of four (4) hotel rooms shared by eight (8) approved members or ½ the cost of eight (8) individual hotel rooms (Not to exceed the cost of the hotel room rate offered by the conference)
- (4) TGCCPA will pay for registration and hotel for President, or President's designee, to the Summer Conference to represent TGCCPA at all official functions. This is not considered a scholarship. TGCCPA is not responsible for incidentals, damages, etc. that are incurred during hotel stay.

## 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, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, and Membership Chairperson. These officer shall comprise the Board of Directors of the Association. These officers shall be elected in accordance with Article IV, Section III of this Constitution and 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, with exception of the President and First Vice President may run for office as many times as desired or until defeated. The President and First Vice President shall not hold the same office for more than two (2) consecutive terms. Only active members in good standing may hold an elected office. Any office vacated shall be filled by the President for the remainder of that term of office.

#### **Terms of Office for Elected Officers:**

President, Second VP, Secretary, Membership Chairman will be elected on even number years  
First VP, Third VP, Treasurer will be elected 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 Chairman 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 five (5) current members.
- (8) Shall notify the members of their election to office.

## **Section III** Duties of the First Vice President

- (1) Shall assist the President
- (2) In the absence of the President, the First Vice President shall perform the duties of the office of the President.
- (3) Shall serve as Sergeant-at- Arms
- (4) Shall serve as Chairman of the By-Laws Committee. At the beginning of December of each year, shall submit to the Third Vice President the most current and revised copy of the By-Laws to be published in the newsletter to be distributed to the membership.
- (5) Shall be responsible for monitoring legislative reform, on the local and state level, which will benefit the crime prevention effort in the Texas Gulf Coast Area and throughout the State. Shall serve as Chairperson of the Legislative Committee.

## **Section IV** Duties of the Second Vice President

- (1) The Second Vice President shall assist the President and the First Vice President when so instructed by the President,

- (2) In the absence, or disability, of both the President and the First Vice President, the Second Vice President 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** Duties of the Third Vice President

- (1) The Third Vice President shall assist the President, First Vice President and Second Vice President 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 **September** and will conduct an audit in **September** and again at the end of the fiscal year (**August**).
- (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 record 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.

#### **Section VIII** Duties of the Membership Chairman

- (1) The Membership Chairman 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.

### **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 – seven (7) active members in good standing and one (1) member of the Board of Directors shall constitute a quorum for the transactions of business.

**Section II** A majority vote of a quorum present and voting shall be sufficient 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 1<sup>st</sup> 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.

**AS ADOPTED: November, 1988**

- Revised and Adopted: April 19, 1995
- Amended: April 19, 1995
- Amended: May 24, 1995
- Amended: October 18, 1995
- Amended: November 15, 1995
- Amended: December 20,, 1995
- Amended: April 16, 1997
- Amended: October 15, 1997
- Amended: October 29, 2008
- Amended: November 19, 2008
- Amended: September 28, 2011
- Ammend: September 26, 2018