

NTCPA

By - Laws

PREAMBLE

We, the members of the North Texas Crime Prevention Association, recognizing a need for promoting crime prevention and encouraging public cooperation to reduce criminal opportunities, hereby, through a concentrated, cooperative effort, form the North Texas Crime Prevention Association, a non-profit organization, and adopt the following Constitution and By-laws.

MISSION STATEMENT

The North Texas Crime Prevention Association affects the prevention of crime through coordinated and concentrated efforts, through programs and functions that encourage citizen involvement and participation, and by assisting in the effort to create a safer environment for the citizens we serve.

ARTICLE I

Section 1.

Meetings

Meetings of the North Texas Crime Prevention Association will be held monthly. Time and place for said meetings will be decided by the Members.

Section 2.

Called Meetings

The President may call meetings of the Board of Directors whenever the need arises.

Section 3.

Board of Directors Makeup

The Board of Directors shall consist of elected officers and the immediate past president.

ARTICLE II

Section 1.

Membership Types

There shall be four types of membership as defined below. Dues, where applicable, shall expire at midnight on the last day of the calendar month in which application for

membership or renewal was made.

- a. **Active Membership:** Individuals who have a concerned interest in the promotion of crime prevention in the State of Texas. Active Members shall have dual membership in the Texas Crime Prevention Association and the North Texas Crime Prevention Association. Active Members will have voting rights and may serve on committees. Dues will be announced annually at the regular November meeting. The dues amount will conform and agree with the amount set for the upcoming year by the Texas Crime Prevention Association.

- b. **Affiliate Membership:** All companies or organizations affiliated with design, manufacture, supply or installation of security related products; all the insurance industry, contractors and the building industry; or persons of other crime prevention service that have a concerned interest in the promotion of crime prevention in the State of Texas. Representatives of these companies or organizations will not have voting rights, but may serve on committees. Dues are \$75.00 annually.

- c. **Honorary Membership:** All persons who, in the opinion of the Members, have rendered outstanding service to the North Texas Crime Prevention Association effort. Honorary Members will not have voting rights, but may serve on committees. There are no annual dues.

- d. **Life Membership:** All persons who, by recommendation of the Membership Committee and by vote of the Members, have shown outstanding service to the Association. Life Members shall enjoy all the rights of Active Membership of the North Texas Crime Prevention Association. There shall be no dues for Life Members of the North Texas Crime Prevention Association. Life Members shall retain this status until it is removed by vote of the Members. Life Membership conferred by the Texas Crime Prevention Association shall be honored by the North Texas Crime Prevention Association.

Section 2.

Application for Membership

- a. Application for Active and Affiliate Membership shall be submitted to the 2nd Vice President. The 2nd Vice President will refer the application to the Board for a decision of acceptance or denial.

- b. Application for Honorary Membership shall be submitted in writing by a member in good standing to the 2nd Vice President. The 2nd Vice President will refer the application to the Board for recommendations. Honorary Membership must be earned by a two thirds vote of the Active Members present at the monthly general membership meeting.

- c. Application for membership may be held for 30 days before the Board renders its decision of acceptance or denial. If any application for membership is denied either by vote of the Board or the General Membership, the applicant shall be notified by the 2nd Vice President prior to the next monthly general membership meeting.

Section 3.

Suspension

a. The Board of Directors shall have the power to exclude, suspend or expel any member for any conduct deemed detrimental to the interests of the Association, by a two thirds vote of the active Board members present at a Board meeting convened by the President. The decision may be appealed to the General Membership, who will have the authority to affirm or rescind the Board's decision, by a two thirds vote of members present at the monthly general membership meeting.

b. The Board of Directors shall have the authority to remove any Board member who has been absent from two consecutive board meetings or who fails to perform the duties of their respective office as prescribed by Article IV, by a majority vote. The President, upon Board approval, shall have the authority to appoint a member in good standing, confirmed, by the Board to fulfill the duties of that office for the remainder of the term.

ARTICLE III

Section 1.

Time and Location of Meetings

The North Texas Crime Prevention Association will conduct monthly meetings. The time and place for meetings shall be selected by the Members. All members shall be notified by mail of the meeting dates and locations. Other methods of communication may also be used to ensure all members receive timely notification. The host agency will be responsible for a program or a guest speaker for the meeting unless otherwise notified by the President or 1st Vice President.

Section 2.

Conducting Business

Any business of the North Texas Crime Prevention Association Board of Directors may be conducted by mail, telephone, fax or email, without a formal meeting. Business conducted by outside a meeting convened by the President must be documented and submitted to the Secretary for presentation at the next scheduled Board meeting during the Secretary's report.

ARTICLE IV

Section 1.

Board of Directors - Composition

The Board of Directors of the North Texas Crime Prevention Association shall consist of a President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, Civilian-at-Large and Sergeant-at-Arms. These officers, with the exception of

the Sergeant-at-Arms, shall be elected from the Active Membership by a majority vote of the Active Members present and voting or voting by absentee ballot at the November monthly meeting. The Board of Directors, with the exception of the President, shall hold office for two year terms, or until their respective successors have been duly selected to take their place. No more than two individuals from the same agency or firm shall be elected or appointed to the Board. To be eligible to seek office, a candidate must meet the following criteria:

- a. Be a member in good standing of the North Texas Crime Prevention Association for at least one year.
- b. Have attended a minimum of one half of the regularly scheduled monthly meetings in the year prior to seeking office.

Section 2.

Duties of the President

- a. The President shall preside at all meetings of the North Texas Crime Prevention Association.
- b. The President shall be executive head of the North Texas Crime Prevention Association and shall exercise general supervision over its affairs, and shall be responsible for the enforcement of these By-laws.
- c. The President shall keep the Membership fully informed of the activities of the North Texas Crime Prevention Association.
- d. The President shall approve all expenditures not to exceed \$250.00. Expenditures in excess of \$250.00 must gain approval by a vote of a majority of the Board of Directors.
- e. The President shall appoint a Sergeant-at-Arms to fulfill the duties of that office for one calendar year.
- f. The President shall have the power to appoint chairpersons and members of all committees.
- g. The President shall vote only in the case of a tie vote.
- h. The President shall represent the North Texas Crime Prevention Association at public functions and be responsible for public relations.
- i. The President shall be the regional representative to all Texas Crime Prevention Association board meetings, or shall assign an appropriate delegate.
- j. The President shall have the authority to delegate any of these duties and responsibilities.

Section 3.

Duties of the 1st Vice President

- a. The 1st Vice President shall assist the President.
- b. In the absence or disability of the President, the 1st Vice President shall perform all the duties of the President.
- c. The 1st Vice President shall be responsible for planning, coordinating and conducting a minimum of 16 hours of TCLEOSE training during each calendar year at no charge to North Texas Crime Prevention Association members.

Section 4.

Duties of the 2nd Vice President

- a. The 2nd Vice President shall assist the President and the 1st Vice President.
- b. In the absence or disability of the 1st Vice President, the 2nd Vice President shall perform all the duties of the 1st Vice President.
- c. The 2nd Vice President shall be the membership chairperson, responsible for monitoring current membership, presenting membership applications to the Board for approval and apprising the Texas Crime Prevention Association monthly of new memberships and renewals, in accordance with Texas Crime Prevention Association procedures. The 2nd Vice President will obtain necessary funds from the Treasurer monthly to pay Texas Crime Prevention Association membership dues.

Section 5.

Duties of the 3rd Vice President

- a. The 3rd Vice President shall assist the President and the 2nd Vice President.
- b. The 3rd Vice President shall be the communications chairperson, responsible for maintaining current contact information for all members.
- c. The 3rd Vice President shall be responsible for the monthly meeting notice and quarterly newsletter.

Section 6.

Duties of the Secretary

- a. The secretary shall keep a record of all meetings of the North Texas Crime Prevention Association.
- b. The Secretary shall notify members of their election to office, keep a roster of

members, and perform other duties as may be assigned by the President.

c. The Secretary shall furnish the President with a list of unfinished business.

Section 7.

Duties of the Treasurer

a. The Treasurer shall receive and disburse all funds of the North Texas Crime Prevention Association as directed or approved by the President.

b. The Treasurer shall keep and preserve proper vouchers and books of account of for the North Texas Crime Prevention Association, which shall be open to inspection and which shall be subject to audit at any time by an auditing committee duly appointed by the President.

c. The Treasurer shall submit the following reports:

1. A detailed monthly financial report based on reconciliation of the monthly bank statement and other fiscal records. This report will be presented to the General Membership for approval at the monthly meeting.

2. The Treasurer will prepare a consolidated year end report and cause an independent report to be prepared by a Certified Public Accountant.

3. Both year end reports will be forwarded no later than ten days prior to the February general membership meeting to the Audit Committee and the President. The Audit Committee will report their findings to the General Membership.

Section 8.

Duties of the Civilian-at-Large

a. The Civilian-at-Large shall take primary responsibility as liaison between the North Texas Crime Prevention Association and civilian organizations.

b. The Civilian-at-Large shall actively represent the interests of the civilian component of the North Texas Crime Prevention Association Membership at all North Texas Crime Prevention Association functions.

c. The Civilian-at-Large shall perform other duties as assigned by the President.

Section 9.

Duties of the Sergeant-at-Arms

a. The Sergeant-at-Arms shall assist the President and shall conduct any business as directed by the President.

- b. The Sergeant-at-Arms shall be responsible for peace and order during all business sessions of the North Texas Crime Prevention Association in accordance with Robert's Rules of Order and the Constitution and By-laws of the North Texas Crime Prevention Association.
- c. The Sergeant-at-Arms shall regulate and control entrance to all sessions of the North Texas Crime Prevention Association to assure proper order is maintained.
- d. In the absence of the appointed Sergeant-at-Arms, the President shall appoint a Sergeant-at-Arms for that meeting.

Section 10.

Term of Office

- a. The term of office for members of the Board of Directors, with the exception of the President and the Sergeant-at-Arms, shall be two years, from January 1st following elections to December 31st of the next calendar year. The term of office for the President shall be one year, from January 1st to December 31st of the elected term year, with no more than two consecutive terms.
- b. Election of Officers will be held at the general membership meeting in November of each year.
- c. Board members' terms shall be staggered. The 2nd Vice President, Treasurer and Civilian-at-Large shall be elected in even numbered years. The 1st Vice President, 3rd Vice President and Secretary shall be elected in odd numbered years.

ARTICLE V

Section 1.

Standing Committees

- a. An Audit Committee shall be appointed by the President prior to the end of the fiscal year consisting of three members whose duty it shall be to examine the financial report made to the President and all the accounts of financial transactions made by the Treasurer. They shall attach to the financial report a statement that they have examined the accounts and submit a written report of their findings.
- b. A By-laws Committee shall be appointed by the President whose duty it shall be to review all proposed amendments to the North Texas Crime Prevention Association By-laws and make recommendations to the General Membership. This committee shall annually review current North Texas Crime Prevention Association By-laws to ensure that amendments are added, deleted or changed as they are voted on by the Membership. The committee shall have no less than three members.

Section 2.

Other Committees

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

ARTICLE VI

Section 1.

Quorum

Fifteen Active Members in good standing shall constitute a quorum for the transaction of any business.

Section 2.

Transacting Business

A majority vote of quorum present and voting shall be sufficient for the transaction of any business.

Section 3

Absentee Voting

- a. Absentee voting will be permitted and officially accepted if the absent member meets the following conditions:
 1. The member must be current as a paid member with voting rights.
 2. The member must have attended a minimum of two of the last six monthly meetings.
 3. The member must have received a minimum of three days prior notice on each matter to be voted on.
- b. Members in attendance who must leave the meeting before votes are actually cast may also submit absentee ballots.
- c. Each member (absent or present but leaving early) casting absentee ballots must sign each ballot submitted to ensure proper control and accurate counting of official votes.
- d. Absentee ballots shall be placed in a sealed envelope inscribed with the words "Official Ballot," and mailed or hand delivered to the Secretary of the North Texas Crime Prevention Association. Envelopes will remain sealed until the time of voting.

ARTICLE VII

Section 1.

By-Laws and Rules

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 North Texas Crime Prevention Association which are not inconsistent with provisions of the Articles of Incorporation or the laws of the State of Texas.

Section 2.

Amendments to By-Laws

Amendments to the By-laws must be submitted in writing to the Secretary at least 60 days prior to being considered for adoption.

ARTICLE VIII

Section 1.

Use of Funds

None of the funds received by the North Texas Crime Prevention Association shall be used for the private pecuniary profit of anyone connected therewith.

Section 2.

Funds Use Upon Dissolution

Upon dissolution of the North Texas Crime Prevention Association, all assets of the North Texas Crime Prevention Association shall be given to the Texas Crime Prevention Association for the furthering of the concepts of crime prevention in the State of Texas. Prior to transfer of North Texas Crime Prevention Association assets, a complete audit must be conducted.

ARTICLE IX

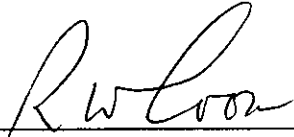
These written approved and adopted By-laws of the North Texas Crime Prevention Association shall be strictly adhered to. Amended and revised September, 2008

North Texas Crime Prevention Association

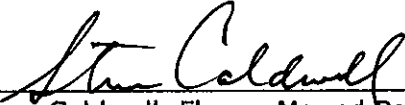
BY-LAWS SIGNATURE CLAUSE

The preceding document was researched, prepared and approved by the By-laws Committee of the North Texas Crime Prevention Association, as evidenced by the signatures hereto affixed, and were presented to and approved by the Membership at a General Membership meeting on the 21st day of August, 2008, as recorded in the minutes of that meeting.

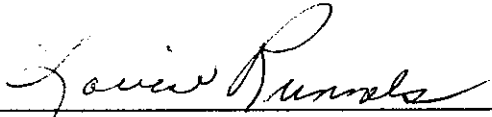
By-Law Committee Members Representing the Board of Directors:



Ron Cook, University Texas, Arlington – Police Department
By-law Committee Chairperson



Steven Caldwell, Flower Mound Police Department



Louise Runnels, Ft. Worth Citizens Police Academy Alumni

(Revision Effective Date: 08-01-2008)

North Texas Crime Prevention Association

BY-LAWS

SIGNATURE CLAUSE

2008 Board of Directors



President: Steve Garst, Little Elm Police Department



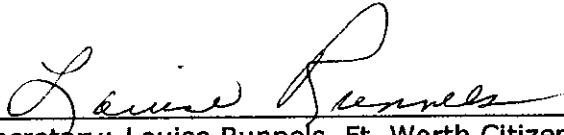
1st Vice-President: Steven Caldwell, Flower Mound Police Department



2nd Vice-President: Lita Snellgrove, University Park Police Department



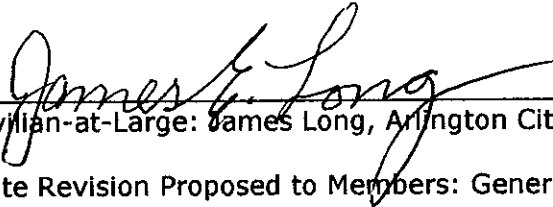
3rd Vice President: Mark Brazelton, Gainesville Police Department



Secretary: Louise Runnels, Ft. Worth Citizens Police Academy Alumni



Treasurer: Chris McCaslin, Greenville Police Department



Civilian-at-Large: James Long, Arlington Citizens Police Academy Alumni

Date Revision Proposed to Members: General Meeting May 15, 2008

Approved at: General Meeting September 18, 2008

HOME