

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

We, the members of the Texas Crime Prevention Association, Incorporated, 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”, through a concentrated, cooperative effort, from the Texas Crime Prevention Association, Incorporated (T.C.P.A.) 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, EXECUTIVE BOARD OF DIRECTORS AND MEETINGS

Section 1: The name of the Association shall be Texas Crime Prevention Association, Incorporated (T.C.P.A.) as set forth in the Preamble above.

Section 2: General membership meetings of T.C.P.A. shall be held at least twice a year at a time and location set by a vote of the general membership.

Section 3: The President shall call special meetings of the Executive Board of Directors whenever the need arises.

Section 4: The T.C.P.A. Executive Board of Directors shall be President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Membership Chairperson. These officers shall be elected from the active membership by a majority vote of members present and voting at the annual conference.

ARTICLE III MEMBERSHIP, DUES, AND TERMS

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. Members will have voting rights, serve on committees and all other privileges of both the State and a selected Regional Association. 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 of the following year. Dues will not be

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prorated. Dues must be paid prior to or at the Mid-Winter conference to attend the general membership meeting and or take the CCPS test.

B. Sponsor- All Businesses, organizations, or groups affiliated with design manufacture, supply, installation of security related products, all insurance industry, contractors, building 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,
- receive a free vendor table at each of the current year mid-winter and annual conferences, with first choice of table location, (a vendor application must be submitted before the deadline for each conference that will be attended)
- 1 mid-winter and 1 annual luncheon meal ticket
- the sponsor will be advertised on the T.C.P.A. website, Facebook and in the quarterly newsletter and
- may serve on committees

Each sponsor's membership application must be approved by the Board of Directors. New members who join before the annual conference will be \$500.00 and split between T.C.P.A. and the recruiting region. For new members who join at or after the annual conference membership will cover the remaining portion of the current year and all of the following year. Renewal membership will be \$500.00 and dues will not be prorated.

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, from the date they are appointed. There is no limit to the number of times that a member may be voted Honorary Membership

D. Life – This membership will be presented to the Executive Board of Directors by the Life Membership Committee, (see Article VIII Committees I). The committee will ensure the nominee meets the qualifications for Life Member. The TCPA Executive Board of Directors will present the nominee to the membership for a vote. 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 annual and mid-winter conferences without paying registration fees. This will include training, luncheons, banquet and welcome reception. The status of Life Membership shall remain until a justified reason is presented to the Life Membership Committee and the Executive Board of Directors to revoke the Life Membership. The Life Member may appeal the decision to the general membership who will have the authority to affirm or rescind the Executive Board of Directors decision by a two-thirds vote of the membership in attendance at the upcoming general membership meeting.

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This membership may not be awarded every year. Only one (1) Life Membership may be awarded in a year unless there are extraordinary circumstances that will be determined by the Life Membership Committee and will be awarded at the annual training conference only. Life Members may serve on any committee or run for any office on the State or regional board of directors.

Section 2: Application for Membership

A. The current T.C.P.A. membership application on the T.C.P.A. website and dues shall be submitted to T.C.P.A. membership chairperson. After documentation, the T.C.P.A. membership chairperson in a timely manner shall forward a copy of the membership application and payment to the T.C.P.A. treasurer who will forward the applications and a check for the amount of dues to the selected Regional Membership Chairpersons in a timely manner.

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 Executive Board of voting members present for any conduct deemed detrimental to the interest of T.C.P.A. The member may appeal the decision to the general membership who will have the authority to affirm or rescind the Executive Board of Directors decision by a two-thirds vote of the membership in attendance at the upcoming general membership meeting.

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 2 Sections 2, and 3. The Executive Board shall have the authority to appoint a member in good standing to fulfill the duties of that office until the next annual membership meeting at which time an election will be held for the remainder of the term.

ARTICLE IV T.C.P.A. BUSINESS

Section 1: Transactions of T.C.P.A. Business

Any business of the Executive Board of Directors may be conducted by mail, telephone or electronically without a formal meeting. All business conducted by mail, telephone or electronically must be documented and submitted to the T.C.P.A. secretary.

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Section 2: Use of T.C.P.A. Funds

None of the monies received by T.C.P.A. shall be used for the pecuniary profit of anyone connected therein.

Section 3: Disbursement of T.C.P.A. Funds

- A.** If necessary, T.C.P.A. will reimburse for travel expenses of the Executive Board members to and from Board meetings, mid-winter conference, annual conference and other T.C.P.A. business as approved by the Executive Board of Directors. In all cases each Executive Board member will be encouraged to find funds from sources other than T.C.P.A.
- B.** T.C.P.A. will reimburse for only the most reasonable and/or least expensive means of travel to and from each T.C.P.A. business meeting. In all cases each Executive Board member will be encouraged to find funds from sources other than T.C.P.A.
- C.** All travel expenses, other than vehicle expenses, must be supported by dated and itemized receipts.
- D.** When conducting T.C.P.A. business as approved by the Executive Board of Directors, actual expenses will be reimbursed when supported by dated and itemized receipts.
- E.** The Executive Board of Directors will have the right to authorize reimbursement of travel expenses of special committee members when necessary, and when the members are performing T.C.P.A. business.

ARTICLE V

LOGOS / ENDORSEMENTS

Section 1: Use of the T.C.P.A. 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 Incorporated must have written approval of the Executive Board of Directors.
- B.** The approval of the Executive Board of Directors for the use of T.C.P.A. name, initials, or logo is not an endorsement of the requestor their product and / or service.

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ARTICLE VI 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. and the region by-laws should mirror the T.C.P.A. Constitution, Bylaws and Standing Rules. Regions must show proof of non-profit status and must provide documentation to the T.C.P.A. Secretary annually.

ARTICLE VII ADMINISTRATION OF OFFICERS

Section 1: The Executive Board of Directors of T.C.P.A. shall be elected positions of President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and the State membership chairperson. The immediate past president will serve in an advisory non-voting position to the T.C.P.A. Executive Board of Directors. The Sgt at Arms and Parliamentarian are active T.C.P.A members, in good standing appointed by the T.C.P.A President. The Past President, Sgt at Arms and Parliamentarian serve in a non-voting capacity only as it relates to Executive Board of Directors decisions. Each regional association shall select a member to represent the regional association at the T.C.P.A. Executive Board of Directors meetings, and serve in a non-voting capacity. The Executive Board of Directors 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) Executive Board of Director members shall be from the same agency, firm, be related or live in the same household. No active member shall hold an office without having been a paid member for one (1) membership year immediately prior to the election. Should a vacancy become open from any Executive Board of Director member, this position will stay interim until the next annual membership meeting. The interim time or partial term served by these members shall not apply to their time in office.

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 Executive Board for the purpose of breaking such a tie.

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Section 3: TERMS OF OFFICE ELECTED OFFICERS

The Executive Board of Director members shall be elected from the active membership by a majority vote of the active members present and voting at the annual conference.

- 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 years 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 Chairperson** - voted on in even years for a two (2) year term.

T.C.P.A. President APPOINTED OFFICES- Non-voting Executive Board of Director positions. These appointments will be documented on an appointment letter presented in new business at the time of appointment.

- A. Sergeant-At-Arms-** appointed each year by the T.C.P.A. President
- B. Parliamentarian-** appointed each year by the T.C.P.A. President

Section 4: Duties of the President:

The President of T.C.P.A. shall preside over all of the T.C.P.A. meetings and shall be the executive head of T.C.P.A. The President shall exercise general supervision over T.C.P.A. affairs and shall be responsible for the enforcement of these bylaws. The president shall

- Be a T.C.P.A. Certified Crime Prevention Specialist (C.C.P.S.) prior to being elected to office
- Served at least one year term on a regional Board of Directors and elected and served one full term on the T.C.P.A. Executive Board of Directors prior to running for the office of President
- Be the chief administrator of the TCOLE training provider Advisory Review Board, or head of the sponsoring organization, and the designated training coordinator may only serve as ex-officio, non-voting member, Article XIV.
- Have the authority to appoint, oversee and confer with chairpersons and members of all committees
- Keep the active membership fully informed of all of T.C.P.A. business
- Approve all expenditures not to exceed \$250.00. In the event expenditures exceed \$250.00 approval must be received from the Executive Board of Directors

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- Vote only in the case of a tie
- Seek bids review and sign hotel contracts with the treasurer for Mid-winter and annual conferences
- Represent T.C.P.A. at any public function and be responsible for public relations
- Conduct Executive Board of Director meetings at least twice annually and create the agendas for the Executive Board meetings
- Arrange for an annual financial audit for T.C.P.A. when necessary.
- Offer assistance and referrals to each regional association as necessary or as requested
- Be responsible for planning and development for planned growth of T.C.P.A.
- Maintain lines of communications with other Board members
- Complete other duties as may become necessary for the operation of T.C.P.A.
- Chair a committee comprised of the regional presidents and meet with them at the mid-winter and annual conferences
- Upon relinquishing the position, immediately convey all property and an itemized inventory to the incoming successor

Section 5: 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 with their 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:

- Be a T.C.P.A Certified Crime Prevention Specialist (C.C.P.S.) prior to being elected to office
- Perform and assist all duties of the position of President as required in the event of the absence of the President
- Assist the President and immediate past President in their duties as required
- Be responsible for all legislative activity on a state level which will affect and or benefit or affect the good and welfare of T.C.P.A. and the crime prevention efforts in Texas
- Provide updates on legislative actions to the members of T.C.P.A.
- Be the liaison between the President and chairpersons of committees directed by the President
- Complete other duties as may become necessary for the operation of the Association
- Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary

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Section 6: 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, perform all the duties of the First Vice President. The Second Vice President shall:

- Be a T.C.P.A Certified Crime Prevention Specialist (C.C.P.S.) prior to being elected to office
- Assist the President and First Vice President in their duties as required in the absence of the President or First Vice President
- Be a TCOLE Certified Instructor
- Chair the Crime Prevention Specialist Proficiency Committee
- Serve as the ex-officio of the advisory board comprised of the regional training board members and meet with them at the mid-winter and annual training conferences
- Administer the Certified Crime Prevention Specialist, (CCPS) test to include
 - Updating the test
 - Administering the test
 - Maintaining the records of the CCPS test
 - Maintain the integrity of the CCPS material
 - Issue the certificates, pins and uniform bars
 - Notify members of the dates, times and locations of the tests.
 - Update training curriculum
 - Ensure compliance with commission rules and guidelines
 - Coordinate Conference Training with the hosting region
- Be the liaison between the President and chairpersons of committees directed by the President and complete other duties as may become necessary for the operation of T.C.P.A.
- Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary
- See Article XIV Section 4

Section 7: Duties of the Third Vice-President

The Third Vice President of the Texas Crime Prevention Association shall assist the President, First 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:

- Be a T.C.P.A Certified Crime Prevention Specialist (C.C.P.S.) prior to being elected to office
- Perform all the duties of the Second Vice President in the event of their absence or disability
- Assist the President, First Vice President, and Second Vice President as required

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- Have prior experience as a public information officer,(articles, press releases and interviews available to nomination committee prior to elections)
- Prior knowledge of maintaining a website and social media
- Produce a quarterly newsletter
- Be the editor of the official publication for T.C.P.A.
 - Collect, decipher and proof information for preparation of TCPA publications
 - Produce current information for publication
 - Assemble information obtained from regional associations for inclusion
 - Obtain original photographs of T.C.P.A. activities for publication
- Obtain contract information for publication that would seek the best interest of T.C.P.A. and prepare this information for presentation to the Executive Board
- Gather from past T.C.P.A. events, pictures, historical articles and maintain these files on the T.C.P.A. website
- Maintain and keep current copies of Regional by-laws and T.C.P.A. Constitution, By-laws and Standing rules and special awards with historical explanation attached and updated on the T.C.P.A. website.
- Update and maintain historical data on the T.C.P.A. website
- Be the liaison between the President and chairpersons of committees directed by the President
- Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary

SECTION 8: Duties of the Secretary

The Secretary shall keep accurate records of all meetings for T.C.P.A as well as, notifications of all meetings and documentation of such meetings. The Secretary shall

- Be a T.C.P.A Certified Crime Prevention Specialist (C.C.P.S.) prior to being elected to office
- Be responsible for accurately recording minutes of all T.C.P.A. Executive Board, special meetings and any T.C.P.A. business conducted by phone, mail and electronically
- Notify the Executive Board of Directors and general membership of the election results
- Be responsible for accurately recording the minutes of the general membership meetings of T.C.P.A
- Be responsible for preparation and distribution of minutes of board meetings, general membership meetings, all special meetings and bylaw amendments to be presented for approval by the general membership
- Be responsible for archival of all minutes for future reference and post on the T.C.P.A. website
- Maintain a roster of all attendees at the Executive Board of Directors, special meetings and general membership meetings

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- Be responsible for T.C.P.A. correspondence as required
- Maintain current copies of State and all Regional Bylaws, Standing Rules, Tax Exemption status and Secretary of State papers
- Complete other duties as may become necessary for the operation of T.C.P.A.
- Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary

SECTION 9: Duties of the Treasurer

The Treasurer shall receive and disburse all funds for T.C.P.A. keep and preserve proper vouchers and books of accounts for T.C.P.A and maintain all necessary records to fulfill the requirements of State and Federal tax exempt status and file forms and applications by the due date. The Treasurer shall

- Be a T.C.P.A Certified Crime Prevention Specialist (C.C.P.S.) prior to being elected to office
- Receive and distribute all funds for T.C.P.A. directed and approved by the Executive Board of Directors per the Texas Comptrollers Mileage Guide K
- Keep and preserve proper accounting, vouchers and books for T.C.P.A. which shall be open for inspection at any time by an audit committee appointed by the President or requested by a majority vote of the active membership
- Maintain records necessary to comply with all State and Federal law requirements in a timely manner
- Be responsible for all corporate status requirements and forms required by law from the Secretary of State for the Taxpayer ID number and 501 c (3) status
- Prepare and present reports concerning financial status when necessary
- Audit each mid-winter and annual conference within 30 days of the last day of the conference for the conference split of funds
- Assist each Region obtaining and keeping current on all state and federal laws regarding tax exemption status and Secretary of State papers
- Meet with T.C.P.A. President appointed audit committee
- Complete other duties as may become necessary for the operation of T.C.P.A.
- Chair a committee comprised of the regional treasurer board members and meet with them at the annual and mid-winter conferences
- Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation necessary

SECTION 10: Duties of the Membership Chairperson,

The State Membership Chairperson for T.C.P.A. shall be solely responsible for the processing of all applications for the state membership and for the proper dispersal of

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membership funds to the T.C.P.A. Treasurer. This position shall be responsible for current membership records and

- Be a T.C.P.A Certified Crime Prevention Specialist (C.C.P.S.) prior to being elected to office
- Be responsible for processing all membership applications for the State
- Maintain current membership records
- Notify members to re-new memberships expiring December 31, 90 days prior to mid-winter conference by mail and or electronic media
- Notify the President of all membership activities
- Provide all regional membership chairpersons with current records and membership information upon request and acknowledge within 7 business days of request
- Be the liaison between the regional association membership chairpersons and T.C.P.A.
- Be assigned the responsibility of the T.C.P.A. membership computer and equipment including the information contained in the computer
- Enforce the membership process
- Chair the membership committee comprised of the regional membership board members and meet with them at the mid-winter and annual conferences
- Complete other duties as may become necessary for the operation of the Association
- Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary

SECTION 11: Duties of the Immediate Past President

The Immediate Past President of the Texas Crime Prevention Association shall:

- Assist the President with all background and information regarding their administration that will affect the operation of T.C.P.A.
- Serve on the T.C.P.A. Executive Board of Directors in an advisory, non-voting position
- Convey information on projects and or tasks that were not completed under their administration
- Convey lists of committees including chairpersons and their current status
- Provide any other assistance and complete other duties that may be required by the President for the operation of T.C.P.A.
- Chair the constitution, by-laws, Standing Rules and nomination committees
- Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary

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SECTION 12: Duties of the Parliamentarian

- Be a T.C.P.A Certified Crime Prevention Specialist (C.C.P.S.) prior to being appointed to office unless the parliamentarian is hired by T.C.P.A.
- May be retained from a professional state or local parliamentarian organization, paid for by T.C.P.A. or may be appointed by the T.C.P.A. President
- Act as a resource to the President in the proper procedures and conduct in achieving meeting objectives and goals.
- Ensure proper interpretation of the T.C.P.A. Constitution, By-laws and Standing Rules and the most current edition of Roberts Rules of Order.
- Address all questions regarding proper planning and meeting preparation
- Shall be sent to a school on proper Parliamentarian procedures paid for by T.C.P.A.

SECTION 13: 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 Sgt. at Arms shall

- Be a T.C.P.A Certified Crime Prevention Specialist (C.C.P.S.) prior to being appointed to office
- Be appointed by the T.C.P.A. President
- Assist and serve at the direction of the President
- Be responsible for the peace and order of all T.C.P.A. business sessions
 - Control ingress and egress for the meetings
 - Supervise the balloting process at general elections
 - Select persons to assist in ballot canvassing
 - Present the Colors and lead the Pledge of Allegiance at all general membership meetings
- Assist the parliamentarian with any duties
- Complete other duties as may become necessary for the operation of T.C.P.A.
- Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary

ARTICLE VIII COMMITTEES

Section 1: Standing Committees

The Standing Committees of the-T.C.P.A. may be as follows:

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A. T.C.P.A. Presidents Committee:

Meet with all region presidents every mid-winter and annual conference. If the Region President cannot attend the mid-winter or annual conference the Region President may appoint an elected Regional Board of Director to represent the Region.

B. Membership Committee:

Chaired by the State Membership Chairperson, whose duty it shall be to investigate applications for membership and recommend to T.C.P.A. whether they shall accept or decline a membership. The Membership committee shall also be responsible for other duties as requested by the T.C.P.A Membership chairperson.

C. Conference Committee:

Chaired by the Second Vice President, whose duties it shall be to assist the hosting regional association in all arrangements for the mid-winter and annual conferences. The Conference Committee shall adhere to the minimum qualifications to host a T.C.P.A conference. The hosting region President will appoint a conference coordinator and treasurer who will report all conference planning and events to the T.C.P.A. President, T.C.P.A. 2nd Vice President and hosting Region President

D. Audit Committee

Shall be appointed by the T.C.P.A. President. 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 not limited to mid-winter and annual conferences general ledgers on any and all income and expenditures for T.C.P.A. business of the financial transactions made by the Treasure. 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 or T.C.P.A. President may recommend an audit by an independent CPA of the accounts of T.C.P.A.

E. Constitution, By-laws, and Standing Rules Committee

Chaired by the most recent Past President or appointed by the T.C.P.A. President whose duty it shall be to review all proposed amendments to the T.C.P.A. Constitution By-laws and Standing Rules. Make recommendations to the general membership. This committee shall also annually review current T.C.P.A. by-laws to ensure that amendments are added, deleted, or changed as they are voted on by the general membership. The Committee shall have no less than three (3) members.

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F. Nomination Committee

The chairperson of the nomination committee shall be the most recent Past President or appointed by the T.C.P.A. 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 T.C.P.A. President. Whose duty shall be to review all potential candidates for the T.C.P.A. Executive Board of Directors and to present the qualifying candidates to the general membership at each annual conference. 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, if applicable, prior to the first day of the conference to confirm eligibility. No nominations will be considered from the floor. The committee will confirm all candidates have met the minimum requirements to hold office.

G. TCPA/TCOLE Training Provider Advisory Review Board

Chaired by the TCPA 2nd Vice-President, whose duty shall be to review the Crime Prevention Training Curriculums for Crime Prevention I, # 2101, Crime Prevention II, # 2102, Crime Prevention III, (CPTED), Crime Prevention through Environmental Design # 2103 and Certified Crime Prevention Specialist Certification # 2104, courses, every even year, and make recommendations for updates/revisions to the T.C.P.A./TCOLE Training Provider Advisory Review Board. The board will also review any other courses presented for acceptance by the TCPA Board of Directors to be voted on by the membership. (See Article XIV Certification Sections 1, 2, 3 and 4)

H. Recruiting committee:

Chairperson appointed by the T.C.P.A. President. This committee will contact businesses, organizations, or groups affiliated with design, manufacture, supply, installation of security related products, all insurance industry, contractors, building industry, or others interested in the crime prevention effort.

I. Life Membership Committee:

Chaired by a Life Member in attendance at the annual conference that will be appointed by the T.C.P.A. President. The committee will have no less than four (4) additional life members appointed by the chairperson. The Life Membership nomination form will be in the standing rules. The form will be completed and submitted to the Life Membership Committee no later than May 1st of each year. Qualifications for the life member nomination:

- Be a Certified Crime Prevention Specialist
- Member in good standing of T.C.P.A. for 15 years or more

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- Served in crime prevention at least 10 cumulative years
- Documentation of significant contributions to T.C.P.A. and their regional association, leadership, teaching, writing, mentoring other members and volunteering in support of crime prevention
- Have the respect of their peers in the crime prevention field
- Served on the State and Regional board of Directors for a combined total of three (3) years

J. Awards Committee:

Chairperson appointed by the T.C.P.A. President. Awards presented at the Annual conference. This committee will have no less than four (4) committee members appointed by the chairperson. See Standing Rules for nomination forms.

Section 2: OTHER COMMITTEES

Other committees may be appointed by the T.C.P.A President as the need arises.

ARTICLE IX QUORUM

Section 1: Quorum Voting

Thirty (30) active members in good standing shall constitute a quorum at the Annual and Mid-Winter General Membership meetings for the transaction of T.C.P.A. business.

ARTICLE X AMENDMENTS

Section 1: The active membership shall have the power to make by-laws necessary to regulate the affairs and business of T.C.P.A.

Section 2: Amendments of the By-laws must be submitted in writing to the T.C.P.A. Secretary at least ninety (90) days prior to being considered for adoption. Amendments will be forwarded to the chairperson of the by-laws committee and 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.

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

Section 4: The Standing Rules of T.C.P.A. can be changed or amended at an annual conference by a majority vote of the voting members present and voting at the general membership meeting.

ARTICLE XI BONDS

Section 1: The President, First Vice-President, and Treasurer shall be bonded in an amount determined by the Executive Board of Directors.

Section 2: The Membership Chairperson and Treasurer shall be bonded in the amount of \$5,000.00

Section 3: The fee for such bonds shall be paid for by T.C.P.A.

ARTICLE XII FISCAL YEAR

The fiscal year of T.C.P.A. shall be from January 1st until December 31st. All memberships expire December 31st and must be renewed before or at the mid-winter conference.

ARTICLE XIII DISSOLUTION

Upon dissolution of T.C.P.A. all assets of the Texas Crime Prevention Association Incorporated shall be distributed to the active regions by the number of current paid members in each region.

ARTICLE XIV CERTIFIED CRIME PREVENTION SPECIALIST 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.

Section 2: 221.39 Crime Prevention Specialist Proficiency.

The Texas Commission on Law Enforcement, TCOLE proposes new Title 37, Texas Administrative Code Â§221.39, proficiency certificate that requires one year experience in a crime prevention assignment, completion of required courses, and passing a proficiency examination. The validity of the certificate is limited to two years and keeping

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

the certificate requires an update course or primary assignment as a crime prevention specialist every two years. This new rule adopted a Crime Prevention Specialist Proficiency certification for individuals who identify crime risks in local communities, coordinate resources, and employ strategies to reduce or eliminate these risks.

- A. Approved Crime Prevention Training Curriculums for
- a. Crime Prevention I, # 2101,
 - b. Crime Prevention II, # 2102,
 - c. Crime Prevention III, # 2103, Crime Prevention through Environmental Design (CPTED) and
 - d. Certified Crime Prevention Specialist Certification # 2104,

Section 3: Qualifications for Crime Prevention Specialist Proficiency

To qualify, an applicant for a crime prevention specialist proficiency certificate must meet all proficiency requirements including:

- at least one year experience serving in a crime prevention assignment
- successful completion of required courses
- proof of completion and
- pass an approved examination with a passing score of 75 for crime prevention specialist proficiency.

Certificate is valid for two years.

- To keep the certificate valid, the holder must successfully complete an update course or be assigned primarily as a crime prevention specialist by the appointing chief administrator once every two years
- If the certificate becomes invalid, a holder may obtain a new certificate under the application standards in this section and retest

The effective date of this section is January 7, 2013. Everyone that has tested prior to this date will be grandfathered.

Section 4: TCOLE Training Provider Advisory Review Board

§215.7 Advisory Board

TCPA Advisory Board must have at least three members who are appointed by the sponsoring organization. Board membership must not fall below a quorum for more than 30 days. A quorum of the advisory board is defined as a minimum of 51% of the voting membership. The Advisory Board may have members who are law enforcement personnel; however, one-third of the members must be public members, as defined in §1701.052 of the Texas Occupations Code, having the same qualification as any commissioner who is required by law to be a member of the general public.

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

The chief administrator (TCPA President), or head of the sponsoring organization, and the designated training coordinator may only serve as ex-officio, non-voting members. Board members are required to successfully complete the commission developed advisory board training course within one year of appointment to an advisory board. The TCPA President may appoint a board chair, or the board may elect a board member to serve as the board chair. The board may elect other officers and set its own rules of procedure. A quorum must be present in order to conduct business.

- A board must meet at least once each calendar year. More frequent meetings may be called by the board chair, the training coordinator, or the person who appoints the board
- A board will keep written minutes of all meetings. These minutes must be retained for at least five years and a copy forwarded to the commission upon request
- Board members will be appointed by the TCPA President
- A member may be removed by the TCPA President
- A board is generally responsible for advising on the development of curricula and any other related duty that may be required by the commission
- The board must, as specific duties:
 - discharge its responsibilities and otherwise comply with commission rules;
 - advise on the need to study, evaluate, and identify specific training needs;
 - advise on the determination of the types, frequency, and location of courses to be offered;
 - advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention; and
 - advise on the order of preference among employees or prospective appointees of the sponsoring organization and other persons, if any.
 - No person may be admitted to a training course without meeting the admission standards. The admission standards for licensing courses must be available for review by the commission upon request.
 - A board may, when discharging its responsibilities, request that a report be made or some other information be provided to them by a training or course coordinator.
 - The effective date of this section is January 7, 2013.

Section 5: Training Coordinator, §215.9

A training coordinator must hold a valid instructor license or certificate and ensure compliance with commission rules and guidelines prepare, maintain, and submit the following reports within the time frame specified

- reports of training:
- basic licensing course shall be submitted prior to students attempting a licensing exam
 - within 30 days of completion of continuing education course;

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

- self-assessment reports as required by the commission;
- a copy of advisory board minutes during an on-site evaluation;
- training calendars-schedules must be available for review or posted on the internet no later than 30 days prior to the beginning of each calendar quarter or academic semester;
- any other reports or records as requested by the commission;
- be responsible for the administration and conduct of each course, including those conducted at ancillary sites, and specifically:
 - appointing and supervising qualified instructors;
 - maintaining course schedules and course files, including lesson plans;
 - enforcing all admission, attendance, retention, and other standards set by the commission and the training provider;
 - securing and maintaining all facilities necessary to meet the inspection standards of this section;
 - controlling the discipline and demeanor of each student and instructor during class;
 - distributing a current version of the Texas Occupations Code, Chapter 1701 and commission rules to all students at the time of admission to any course that may result in the issuance of a license
 - distributing learning objectives to all students at the beginning of each course
 - ensuring that all learning objectives are taught and evaluated
 - proctoring or supervising all examinations to ensure fair, honest results; and
 - maintaining records of tests and other evaluation instruments for a period of five years.
- receive all commission notices on behalf of the training provider and forward each notice to the appointing authority; and
- attend or have a designee attend each academy coordinator's workshop conducted by the commission.

If the position of training coordinator becomes vacant, upon written request from the chief administrator (TCPA President) of the training provider the commission may, at the discretion of the executive director, waive the requirements for a period not to exceed six months. The effective date of this section is January 7, 2013. (See Article VII Section 6)



ARTICLE XV ROBERTS RULES OF ORDER THE MOST CURRENT EDITION

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

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

2013 Proposed amendments for T.C.P.A. Constitution, By-laws, and Standing Rules
Sent from the by-laws committee to the T.C.P.A. Secretary on 04-09-13 T.C.P.A.
membership voted on 07-10-13.

Sr. Cpl. Vickie Stonaker DALLAS POLICE DEPARTMENT 07-10-13
Senior Corporal Vickie Stonaker, CCPS DATE

Terry Garrett HEATH PUBLIC SAFETY 07-10-13
Chief Terry Garrett, CCPS DATE

Don Williams CRIME PREVENTION CENTER 07-10-13
Don Williams, CCPS DATE

Donna Beck-Crim MARY HARDIN BAYLOR PD 07-10-13
Donna Beck-Crim , CCPS DATE

Mark Poindexter ROCKWALL FIRE CHIEF 07-10-13
Chief Mark Poindexter, CCPS DATE

Sgt. Randy Gardner BEDFORD POLICE DEPARTMENT 07-10-13
Sgt. Randy Gardner, CCPS DATE

Sgt. Steve Garst, L.C.C. LITTLE ELM POLICE DEPARTMENT 07-10-13
Sgt. Steve Garst, CCPS DATE

Jeffery McGowan 07-10-13
Jeffery McGowan, CCPS, Harris County Sheriffs' Office, DATE
TCPA President

Rosie Salinas
Rosie Salinas, CCPS, Austin Police Department, 07-10-13
TCPA Secretary DATE

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

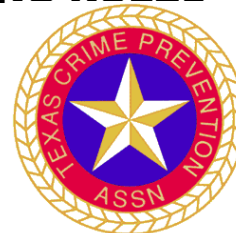
TEXAS CRIME PREVENTION ASSOCIATION STANDING RULES:

As a matter of daily business, many duties and tasks of the elected Executive Board of Directors of the Texas Crime Prevention Association, here after referred to as T.C.P.A. are subject to change. As is current, to change the duties requires a change in the bylaws. Therefore it is necessary to create Standing Rules of standardization for day to day operation of the Texas Crime Prevention Association. This document can be modified as necessary when the duties change by a majority vote of the general membership.

Each year at the Texas Crime Prevention will present awards for each category to members, agencies and volunteers who have achieved and made the most substantial contributions to the field of crime prevention and to the Texas Crime Prevention Association. (Not all of these awards may be awarded every year)

Nominations will be accepted for the period between April of the previous year and May before the Annual Conference held each July. An agency is defined as a unified body of professional law enforcement personnel. Awards may be submitted for sworn, civilian and volunteer whose objective is the prevention, control and or elimination of crime in their communities. Nominations will be submitted by a T.C.P.A. member in good standing. The agency nominated must have at least one TCPA member in good standing and the recipient must be a TCPA member in good standing.

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES



AWARD CATEGORIES:

1. OUTSTANDING CRIME PREVENTION AGENCY

- A) SMALL AGENCY – UP TO 99,999
- B) MEDIUM AGENCY – 100,000 TO 249,999
- C) LARGE AGENCY – 250,000 +
- D) SPECIALIZED AGENCY

*NOTE (BY POPULATION THE AGENCY SERVES, NOT THE SIZE OF THE AGENCY ITSELF).

An award will be presented in each category to agencies. The agency must have at least one TCPA member in good standing.

2. OUTSTANDING CRIME PREVENTION SPECIALIST

- A) SMALL AGENCY – UP TO 99,999
- B) MEDIUM AGENCY – 100,000 TO 249,999
- C) LARGE AGENCY – 250,000 +
- D) SPECIALIZED AGENCY

*NOTE (BY POPULATION THE AGENCY SERVES, NOT THE SIZE OF THE AGENCY ITSELF).

An award will be presented in each category to the specialists who have made the greatest contribution(s) to crime prevention. The agency must have at least one TCPA member in good standing and the recipient must be a TCPA member in good standing.

3. OUTSTANDING CRIME PREVENTION SPECIALIST – OVERALL.

An award will be presented to the individual specialist who has made the greatest overall contribution(s) to crime prevention. The recipient will be a TCPA member in good standing.

4. OUTSTANDING CRIME PREVENTION MANAGER.

An award will be presented to an administrator or crime prevention program director demonstrating the greatest support and leadership for personnel in crime prevention and has at least one TCPA member in good standing.

5. OUTSTANDING MEDIA AWARD.

An award will be presented to the media-print or electronic whose management and staff have been the most supportive of the goals and objectives of a crime prevention activity or activities. Must be submitted by a TCPA member in good standing

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

6. OUTSTANDING CITIZEN CRIME PREVENTION AWARD.

An award will be presented to a volunteer or to a citizen whose dedication to the crime prevention effort has earned special recognition. The recipient cannot be an employee, sworn or non-sworn of a law enforcement agency. Must be submitted by a TCPA member in good standing

7. OUTSTANDING CORPORATE / BUSINESS AWARD.

An award will be presented to the business that has made the greatest impact or provided the greatest support toward the crime prevention effort. Must be submitted by a TCPA member in good standing

8. ABOVE AND BEYOND AWARD

*NOTE (MAY OR MAY NOT BE GIVEN OUT EVERY YEAR)

An award will be presented to a TCPA member whose actions of notorious service or merit requiring valor, honor, and heroism was above and beyond the normal call of duty.

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

TEXAS CRIME PREVENTION ASSOCIATION AWARDS PROGRAM NOMINATION FORM



CATEGORIES: (PLACE AN "X" IN THE PARENTHESIS BESIDE THE NOMINATION CATEGORY –
SUBMIT A SEPARATE NOMINATION FORM FOR EACH NOMINATION IF MORE THAN ONE)

- 1.) **OUTSTANDING CRIME PREVENTION AGENCY**
 SMALL AGENCY – UP TO 99,999 MEDIUM AGENCY – 100,000 TO 249,999
 LARGE AGENCY – 250,000 + SPECIALIZED AGENCY
 - 2.) **OUTSTANDING CRIME PREVENTION SPECIALIST**
 SMALL AGENCY – UP TO 99,999 MEDIUM AGENCY – 100,000 TO 249,999
 LARGE AGENCY – 250,000 + SPECIALIZED AGENCY
 - 3.) **OUTSTANDING CRIME PREVENTION SPECIALIST - OVERALL**
 - 4.) **OUTSTANDING CRIME PREVENTION MANAGER**
 - 5.) **OUTSTANDING MEDIA AWARD** PRINT ELECTRONIC
 - 6.) **OUTSTANDING CITIZEN CRIME PREVENTION AWARD**
 - 7.) **OUTSTANDING CORPORATE / BUSINESS AWARD**
 - 8.) **ABOVE AND BEYOND AWARD**
- OVERALL**
-

PART I – NOMINEE

NOMINEE'S NAME:

AGENCY/COMPANY: _____ TYPE OF AGENCY: _____

POSITION/TITLE: _____

BUSINESS ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: (____) _____

POPULATION SERVED: _____

NAME OF AGENCY HEAD OR CHIEF: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: (____) _____

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

Texas Crime Prevention Association Special awards

These awards are named for members that exhibited exemplary dedication to the prevention of crime in Texas. These awards are not awarded every year. Nominees will be submitted for these special recognition awards to a separate awards committee chaired by the most senior or available past recipient.

C.G. GLENN CONNER AWARD is the most prestigious award given by the Texas Crime Prevention Association. This award is presented by the T.C.P.A. Executive Board of Directors to a T.C.P.A. member in good standing who has dedicated themselves to crime prevention and have had an impact on the program statewide.

C. G. Glenn Conner was born in 1909 and passed in 1974. His entire life was spent in hard work dedicated to self-improvement, not in wealth and material things but in knowledge. After graduating from a country high school Glenn attended the North Texas University with a major in history and a minor education and taught for 11 years. At the age of 29 he was the principal at Olney. He applied to be a patrol officer with the Texas Highway Department and was a member of the 6th recruit class and graduated in 1938. He rose through the ranks and was promoted to Assistant Chief of the Highway Patrol in 1956. In 1957 he was promoted to inspector and served in the Inspection and planning Division of the Texas Department of Public Safety. Mr. Conner authored one of the first operation manuals for the highway patrol agency and put into effect the first set of written traffic enforcement policies in the United States and developed a recruit training program which received several National Safety Council awards. His personnel file was filled with commendations from persons and organizations throughout the state and nation including some from such people as Col. Homer Garrison, Col. William E. Spier and J. Edgar Hoover. He served as President of the Texas Police Association and was a member of the International Association of Chiefs of Police and served on multiple committees for that organization. He was an active member in his community through the church and through the Lions, Kiwanas clubs and the Boy Scouts of America.

In 1969 Mr. Conner retired from the Texas Department of Public Safety to work with the Criminal Justice Division of the Governor's Office as Program Director for Police Services. In 1971 he fathered the concept in Texas by writing a program into the Criminal Justice Plan for Texas "*The objective is to acquaint individuals and businesses with the dangers of personal and property crimes, with methods of helping the police to detect criminal activity and with the need for support of and participation in the criminal justice system*"

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

Past Glenn Conner Award recipients:

1977- Hal Newsom	1989- C.B. Choate	2000- Jim Baylor
1979- Darrell Joy	1990- Don Williams	2013- Vickie Stonaker
1981- Louise Bocoock-Deceased	1991- Dick Koble	
1984- Bruce Mathis	1992- Rusty Kohler	
1985- Leland Wood	1993- Doug Stutts-Deceased	
1986- Larry Rollins-Deceased	1997- Rick Taylor	
1987- Jerry Smith-Deceased	1999- Terry Garrett	

T.C.P.A. PRESIDENTIAL AWARD: (may not be awarded every year)

Awarded by the current T.C.P.A. President

PUBLIC SPEAKING: (presented when hosting region has a judged presentation)

LOUISE (Mrs. Oscar) BOCOOCK: (awarded by the T.C.P.A. Executive Board

of Directors) was born in 1913 and lived in a house on Sixth Street in Austin, Texas, where a mighty oak tree grew in her back yard. Because of Louise Bocoock's enduring desire to spread the word about crime prevention she was dubbed "Mother Superior" by her peers. She was respected by her peers for her knowledge and her presentation of that knowledge and her personality. In her early years she began public speaking on familiar topics as "Neighbors on Watch." She played a vital role in the ground work of the 911 program and in the late 70's she traveled to Austin and testified before a legislative body on the importance of 911 in Corpus Christi and Texas. In 1976 she was recognized for her effort in the "Hands Up" program at the 38th Texas Safety Conference and Exposition. She received awards and was recognized by the National Volunteer Activist Award, Corpus Christi and Kiwanis Club Appreciation and the Texas Crime Prevention Association awards for Honorable Mention, Outstanding Citizen and TCPA's most prestigious award the Glenn Connor Award and Life Membership status. Mrs. Bocoock's enthusiasm blossomed when she became involved in Crime Prevention movement. (Material from Article by Steve Pierson in 1995). The college scholarship will be awarded to a college student taking criminal justice courses and is the child of a T.C.P.A. member in good standing. The University or college attended must be an accredited Texas school. Scholarship monies (\$500.00) five hundred dollars per semester will be forwarded to the schools financial aid office and not to the recipient. Scholarship nominees must meet Texas residency requirements for the school selected and a new application submitted each year.

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TEXAS CRIME PREVENTION ASSOCIATION "LIFE MEMBERSHIP" NOMINATION FORM

Life membership nomination form shall be completed and submitted to the Life membership committee no later than May 1st of each year. Qualifications for the life member nomination:

- Be a Certified Crime Prevention Specialist
- Member in good standing of T.C.P.A. for 15 years or more
- Served in crime prevention at least 10 cumulative years
- Documentation of significant contributions to T.C.P.A. and their regional association, leadership, teaching, writing, mentoring other members and volunteering in support of crime prevention
- Have the respect of their peers in the crime prevention field
- Served on the State and Regional board of Directors for a combined total of 3 years

Nominee's name _____ Contact information _____ Date: _____

Agency/Business (if applicable) _____

Year employed by the agency/Business (if applicable) _____

Supervisor's name _____ contact information _____

Year assigned to Crime Prevention _____ Year joined T.C.P.A. _____

CCPS# _____ Region Affiliation _____

Years and position(s) served on T.C.P.A. Executive Board of Directors:

Years and position(s) served on Region Executive Board of Directors

Nominators name and contact information: _____

Nominee's nomination for Life Membership: (5 copies of nomination form and documentation if not emailed)

(attach additional documentation)

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

PREFERRED QUALIFICATIONS TO HOST A TCPA CONFERENCE

NOTE: Smaller regions that may have less resources available to them in their region may request modifications from the TCPA Board of Directors regarding some of the qualifications to host a TCPA Conference or they may host their conference in another region.

TCPA Region, Organization / Agency planning to submit bids to host the Annual T.C.P.A. training will need to comply with the following minimum requirements and qualifications before submitting a bid:

1. Region announces to T.C.P.A. Board of Directors and membership that they would like to bid on a conference
2. Region seeks bids from local hotels
3. Suggestions/Guidelines:
 - Contact local Convention and Visitors Bureau
 - Chairperson may contact individual hotels
 - Announce that you are going to host conference
 - Send the TCPA conference requirements, and committee chairperson contact information. They will send out to local and area hotels.
 - Hotels that meet TCPA requirements will contact conference chairperson.
 - Make appointments to visit hotels (take 3-5 committee persons)
 - May make a hotel accommodation/comparison sheet
 - Gather information for your top 3 picks and present to the TCPA Executive Board of Directors and membership
 - (NOTE) Hotels may want to attend the conference prior to the one they are hosting or requesting to host. They may host a hospitality, set up a vendor table with free items for members, provide a free weekend door prize....(if they vendor there will be no charge)
 - TCPA President is the only signature authorized to sign contracts T.C.P.A.

Know the room nights for the past two annual or mid-winter conferences and were the nights met.....

Make notes regarding:

- ✓ Year hotel was built, last renovation, pool, jacuzzi-sauna, exercise room, room price good for the weekend before and after the conference
- ✓ Training rooms- complimentary, 4 breakouts seat 60 classroom style, set with water station, pens pads and mints
- ✓ 1 classroom (set for 25) conference style for Sunday T.C.P.A. Board of Directors meeting-coordinate with T.C.P.A. President
- ✓ 1 classroom (set for 25) classroom style (if offered) for
 - Crime Prevention 1
 - Crime Prevention 2

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- Crime Prevention 3 Crime Prevention through environmental design. CPTED, (coordinate with the TCPA 2nd VP or the conference coordinator)
- Sunday evening CCPS study session (coordinate with TCPA 2nd VP)
- ✓ 4 comp rooms: with upgrades, 1 each for the
 - TCPA President
 - TCPA 2ND Vice President
 - Conference Coordinator
 - Conference Staff
- ✓ Complimentary Hospitality suite, we bring in our own food and beverages
- ✓ Complimentary room turns
- ✓ Complimentary Vendor table drapes and electricity
- ✓ Complimentary parking
- ✓ Complimentary rooms 1 per 30 for conference staff or instructors
- ✓ Complimentary internet in classrooms, conference office, attendees rooms,

Annual Conference days: Sunday through Friday noon, usually the 2nd or 3rd week of July

Sunday

- Move in, set up conference office, registration, (committee meetings) Meeting rooms for
- TCPA Executive Board Meeting (25) includes Executive Board of Directors and Region Presidents and a room for
- CCPS study session 5-7 pm, 20 persons,
- Vendors may move in and set up

PREFERRED HOTEL REQUIREMENTS

- 150 rooms with 75 blocked for TCPA
- 4000 sq. ft. ballroom with a 150 banquet/luncheon banquet style seating rounds of 8 or 10, complimentary room turns
- 3000 sq. ft. for training classes, 4 break-outs to seat 60 persons each, (classroom style) complimentary internet in the classrooms, attendees rooms and conference office
- Classrooms for CP1, CP2 and CPTED classes, (set for 25 each) if they are offered- Monday through Friday for CP1 and CP2, Monday through Wednesday for CPTED
- Training classrooms set with water stations, mints, pens and tablets
- Classroom training door placards-hotel will make these for each training class once they receive the training schedule
- Vendor/exhibitors- accommodate 40+ in hallways in front of training classes- no charges for electricity, draping, table set up and tear down, room turns.
- Hotel restaurant that serves 3 meals a day
- Free Parking for guests
- Room safes for weapons-optional

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

- Complimentary shuttle to and from local airport
- 4 Complimentary rooms,
**TCPA President, **TCPA 2nd VP and **Region Conference Committee Chairperson, **Conference staff
- Complimentary hospitality room, (we bring our own food) open Sunday evening, daily and evenings for attendees and volunteers, have volunteers assigned to set up and break down, replenish
- Complimentary conference office near classrooms that can be secured with a phone
- Complimentary rooms 1 per 30 room nights-may be used for instructors or conference staff
- Complimentary podium, wireless mics for opening reception, general membership meetings, luncheons and awards banquet
- Complimentary internet access in classrooms, office and attendees rooms
- Access to copy machine-no charge(we bring our own paper)

The following **Annual Conference** events will be scheduled:

- Sunday set up conference office, registration, vendor set up
- TCPA Executive Board of Directors meeting, coordinate with TCPA President set for (25)
- Study session for CCPS test on Sunday evening 5-7 pm at the hotel (attendance is optional) set for (15) coordinate with the T.C.P.A. Second Vice President
- Committee chairpersons meetings-schedule with hosting conference coordinator
- C.C.P.S. Test will be administered on the first Monday of the conference the 1-3pm training slot. Attendees will receive 2 hours of TCOLE training coordinate with TCPA 2nd vice President
- Monday morning opening ceremony
- Monday evening, welcome reception
- Wednesday, General Membership Meeting and elections 11 am-2 pm, ballots
- Thursday evening awards Banquet - the last evening of the last full day of the conference
- Optional activities: Safety Fair, car show, public speaking competition, evening activities

Mid-Winter training conference events will be scheduled:

- Sunday, conference office, registration, vendor set up
- TCPA Executive Board of Directors, coordinate with TCPA President (25)
- Study session for CCPS test on Sunday evening 5-7 pm at the hotel (attendance is optional) (15) coordinate with TCPA 2nd Vice President
- Committee chairpersons and Regional meetings schedule with hosting conference coordinator
 - TCPA President and region presidents
 - TCPA 2nd Vice President and region training coordinators

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED CONSTITUTION, BY-LAWS, AND STANDING RULES

- TCPA Membership chairperson and region membership chairpersons
- C.C.P.S. Test will be administered on the first Monday of the conference the 1-3 pm training slot. Attendees will receive 2 hours of TCLEOSE training coordinate with TCPA 2nd Vice President
- Monday morning opening ceremony
- Monday evening, welcome reception
- Tuesday, General membership luncheon
- Optional activities: evening activities

Conference Check list/Suggestions/guidelines

- **Conference Committee responsibilities (establish time lines)**

**Conference Chairperson, appointed by the hosting region President

**Registration committee

Registration form-complete and distribute at the preceding conference

Registration at the conference- pre-registered, onsite registration, member and non-member, (blank copies of registration and membership forms)

Registration fee covers, welcome reception, luncheons, banquets, morning and afternoon coffee breaks, all food and beverage, decorations, training, materials, flash drives/CD's/notebooks, certificates of attendance, conference advertising, award plaques, name tags, goody bags, t-shirts/conference gift-(optional), publish schedule of events and training, conference registration forms, speaker evaluations and conference evaluation forms.

**Conference Secretary- set up conference office

**Conference Treasurer, registration income, expenditures, books to be audited within 30 days of the last day of conference, financial report (conference account should be separate from the regions account for auditing purposes)

**Conference Training Coordinator- speaker confirmation letter, (contact instructors the week before conference and confirm dates and times)

Mid-Winter training schedule- 8 hrs training Monday, 6 hrs. on Tuesday,
4 hrs. on Wednesday (include training hours for any after hours training)

Annual training conference-8 hrs each day Monday, Tuesday and Thursday,
6 hrs, Wednesday, 4 hrs Friday

Back up speakers-recommend 3-4 classes

Instructor thank-you certificates/gift- room facilitators may distribute these

Instructor- Bio, course outline for TCLEOSE, course description

Instructor audio visual needs

***Contact speakers the week before the training conference to confirm attendance.

**Audio Visual Committee: 7 am morning classroom set up, screens, projectors, heavy duty extension cords, 4 classrooms and any Crime Prevention classes offered

TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED

CONSTITUTION, BY-LAWS, AND STANDING RULES

**Room Facilitators Committee: Sign in sheets signed and turned into the 2nd VP after each training class, introduction of speakers, distribute instructor gifts

**Awards Committee: Annual conference program Guidelines-nominations, date they are due, order plaques, nomination forms are located in the Standing Rules

**Scholarship committee: TCPA President, form to Region Presidents at Mid-winter conference due April 1 for Annual conference registration

**Nomination Committee: nominees submit forms and agency letters before the first day of the conference, to run for the Executive Board of Directors

**Volunteer Committee: hospitality room, (suggestion: open Sunday evening and daily 6 am till) registration, office, 2 for each training classroom, sales of TCPA merchandise, Thank you letters/certificate

**Vendor Committee:

Vendor list

Vendor Registration form

Invitation Letter

Vendor opportunities, sponsorship, contract

**Door Prize Committee- collect, solicit donations from vendors, regions and members, distribute at the conference:

**Thank you Committee: volunteers- assist with outgoing correspondence and or acknowledgment letter

**Transportation Committee: if needed for special events

**Registration fees should cover the following activities for both conferences:

- Welcome reception food on Monday evening
- Luncheon food at the Mid-Winter and Annual conferences
- Morning coffees, afternoon snack
- Awards Banquet or luncheon food, award plaques at the Annual conference, special decorations
- All training and training materials, notebooks, flash drives, audio/visual expenses
- Registration bags/contents, t shirts
- Certificates of Attendance