



Texas Crime Prevention Association Incorporated Constitution, By-Laws, and Standing Rules

JULY 14, 2020

PRESIDENT GILBERT DE LA PORTILLA

Past President Andrew Samarripa

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 (TCPA) 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, GENERAL MEMBERSHIP, MEETINGS AND EXECUTIVE BOARD OF DIRECTORS

Section 1: Name

The name of the Association shall be Texas Crime Prevention Association Incorporated (TCPA) as set forth in the Preamble above.

Section 2: General Membership

The general membership meeting of the TCPA shall be held annually in July at a time and location set by a vote of the general membership.

Section 3: Meetings

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

Section 4: Executive Board of Directors

The TCPA 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.

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ARTICLE III

MEMBERSHIP, DUES AND TERMS

Membership is open to individuals, organizations, or businesses who have an interest in furthering the cause of Crime Prevention.

Many of the TCPA members are employed by Law Enforcement Organizations, however, TCPA's outreach will also include individuals and businesses/corporations that are involved in their respective communities to curb and assist in crime prevention.

Through educational programs, community outreach, and the motivation of others within the community, we are making a difference.

TCPA is made up of 9 regions across Texas. Current members as well as prospective members shall be able to join any region they feel meets their needs. Regions do have overlap in counties due to size of Texas, population make-up, adjoining cities, travel times and the vastness of the state. It is the purpose of TCPA to make an impact on crime prevention efforts across the state while at the same time growing its membership within the regions. Current members as well as prospective members should consider the ability of the region to meet their needs by understanding travel time, training offered, and the ability to do regional projects within the region they have chosen.

Section 1: There shall be **four (4) types of memberships**, 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 communities, 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 the following year. Dues will not be prorated. Dues must be paid annually on December 31 and prior to attending the Annual General Membership meeting and/or take the CCPS test.
- B. **Sponsor** – All businesses, organizations, or groups affiliated with design, manufacture, supply, installation, or 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 the annual conference, with first choice of table location (a vendor application must be submitted before the deadline for each conference that will be attended),

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- 1 annual luncheon meal ticket,
- The sponsor will be advertised on the TCPA website, Facebook, and in the quarterly newsletter, and
- May serve on communities

The Board of Directors must approve each sponsor's membership application. New members who join before the annual conference will be \$500.00 and split between TCPA 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 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 communities. 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). 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 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 Director's decision by a two-thirds vote of the membership in attendance at the upcoming general membership meeting. 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

The current TCPA membership application on the TCPA website and dues shall be submitted to TCPA Membership Chairperson. After documentation, the TCPA Membership Chairperson in a timely manner shall forward a copy of the membership application and payment to the TCPA Treasurer who will forward the applications and a

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check for the amount of dues to the selected Regional Membership Chairpersons in 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 TCPA. The member may appeal the decision to the general membership will have the authority to affirm or rescind the Executive Board of Director's decision by a two-thirds vote of the membership in attendance at the upcoming general membership meeting.
- B. The Executive Board shall have 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 TCPA BUSINESS

Section 1: Transactions of TCPA 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 TCPA Secretary.

Section 2: Use of TCPA Funds

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

Section 3: Distribution of TCPA Funds

- A. If necessary, TCPA will reimburse for travel expenses of the Executive Board members to and from board meetings, conferences, and other TCPA 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 TCPA.
- B. TCPA will reimburse for only the most reasonable and/or least expensive means of travel to and from each TCPA business meeting. In all cases, each Executive Board member will be encouraged to find funds from sources other than TCPA.

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- C. All travel expenses, other than vehicle expenses, must be supported by dated and itemized receipts.
- D. When conducting TCPA 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 TCPA business.

ARTICLE V

LOGOS / ENDORSEMENTS

Section 1: Use of the TCPA 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 TCPA name, initials, or logo is not an endorsement of the requestor, their products, and/or service.

ARTICLE VI

RECOGNITION

In order for a regional crime prevention association to be recognized by TCPA, they must be a definitive expression of affiliation with TCPA, and the region by-laws should mirror the TCPA Constitution, By-Laws, and Standing Rules. Regions must show proof of non-profit status and must provide documentation to the TCPA Secretary annually.

ARTICLE VII

ADMINISTRATION OF OFFICERS

Section 1: Administration of Officers

The Executive Board of Directors of TCPA 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

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non-voting position to the TCPA Executive Board of Directors. The Sgt at Arms and Parliamentarian are active TCPA members, in good standing appointed by the TCPA 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 TCPA 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, apart from 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: Voting Privileges

Each member of the Executive Board, apart from the President, shall have voting privileges. The President shall have voting privileges if a tie vote is present in the Executive Board to breaking such a tie.

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.

Section 4: TCPA 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.

- 1) Sergeant-At-Arms – appointed each year by the TCPA President
- 2) Parliamentarian – appointed each year by the TCPA President

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Section 5: Duties of the President

The President of TCPA shall preside over all the TCPA meetings and shall be the executive head of TCPA. The President shall exercise general supervision over TCPA affairs and shall be responsible for the enforcement of these bylaws. The President shall:

- Be a TCPA Certified Crime Prevention Specialist (CCPS) prior to being elected to office,
- Be a member in Good Standing within a region the Texas Crime Prevention Association,
- Have been elected or is currently serving an elected period for the President of a region and maintained that position for a minimum of one year, or
- Have been elected or is currently serving an elected period as the Vice President of a region and maintained that position for a minimum of two years, or
- Have been elected or is currently serving an elected position for the State Board of TCPA and served a minimum of one year in that position.
- 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 TCPA 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,
- Vote only in the case of a tie,
- Seek bids review and sign hotel contracts with the Treasurer for annual conferences,
- Represent TCPA 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 TCPA 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 TCPA,
- Maintain lines of communications with other Board members,
- Complete other duties as may become necessary for the operation of TCPA,
- Chair a committee comprised of the regional presidents and meet with them at the annual conferences,
- Upon relinquishing the position, immediately convey all property and an itemized inventory to the incoming successor.

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Section 6: 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 TCPA Certified Crime Prevention Specialist (CCPS) 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 TCPA and the crime prevention efforts in Texas,
- Provide updates on legislative actions to the members of TCPA,
- 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.

Section 7: Duties of the Second Vice President

The Second (2nd) 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 TCPA Certified Crime Prevention Specialist (CCPS) 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 TCLEOSE 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 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
 - Maintaining the integrity of the CCPS material
 - Issue the certificates, pins, and uniform bars
 - Notify members of the dates, times, and locations of the tests

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- Update the 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 TCPA,
- 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 8: 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 the duties of the office of the Second Vice President. The Third Vice President shall:

- Be a TCPA Certified Crime Prevention Specialist (CCPS) prior to being elected to office,
- Perform all of 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,
- 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 TCPA,
 - 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 TCPA activities for publication
- Obtain contract information for publication that would seek the best interest of TCPA and prepare this information for publication to the Executive Board,
- Gather from past TCPA events, pictures, historical articles and maintain these files on the TCPA website,
- Maintain and keep current copies of Regional by-laws and TCPA Constitution, By-Laws and Standing rules and special awards with historical explanation attached and updated on the TCPA website,
- Update and maintain historical data on the TCPA website,
- Be the liaison between the President and chairpersons of committees directed by the President,

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- 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 Secretary

The Secretary shall keep accurate records of all meetings for TCPA as well as, notifications of all meetings and documentation of such meetings. The Secretary shall:

- Be a TCPA Certified Crime Prevention Specialist (CCPS) prior to being elected to office,
- Be responsible for accurately recording minutes of all TCPA Executive Board, special meetings, and any TCPA 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 meeting of TCPA,
- 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 TCPA website,
- Maintain a roster of all attendees at the Executive Board of Directors, special meetings, and general membership meetings,
- Be responsible for TCPA correspondence as required,
- Maintain current copies of State and all Regional Bylaws, Standing Rules, Tax Exemption status and Secretary of State papers,
- Maintain nomination forms referenced in this document. Nomination forms will remain in agreement with the nomination criteria for either Awards or Life Membership,
- Secretary shall review and edit formatting, (e.g., line spacing, indention, page numbers), to ensure the integrity and readability of the Constitution, By-Laws, and Standing Rules as long as wording, punctuation, grammar, spelling, structure and context are unchanged. All formatting changes must be approved by a majority of the Executive Board,
- Complete other duties as may become necessary for the operation of TCPA,
- 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 10: Duties of the Treasurer

The Treasurer shall receive and disburse all funds for TCPA, keep and preserve proper vouchers and books of accounts for TCPA, and maintain all necessary records to fulfill the

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requirements of State and Federal tax-exempt status, and file forms and applications by the due date. The Treasurer shall:

- Be a TCPA Certified Crime Prevention Specialist (CCPS) prior to being elected to office,
- Receive and distribute all funds for TCPA directed and approved by the Executive Board of Directors per the Texas Comptrollers Mileage Guide,
- Keep and preserve proper accounting, vouchers, and books for TCPA 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 state requirements and forms required by law from the Secretary of State for the Taxpayer ID number and 501c (3) status,
- Prepare and present reports concerning financial status when necessary,
- Audit each annual conference within 30 days of the last day of the conference for the conference split of funds,
- Assist each Regional obtaining and keeping current on all state and federal laws regarding tax exemption status and Secretary of State papers,
- Meet with TCPA President appointed audit committee,
- Complete other duties as may become necessary for the operation of TCPA,
- Chair a committee comprised of the Regional Treasurer board members and meet with them at the annual conference,
- 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.

The Treasurer shall prepare a balance sheet and income statement which shall be submitted to the board by January 15, April 15, July 15 (or at the Summer Conference), October 15 of each year.

Section 11: Duties of the Membership Chairperson

The State Membership Chairperson for TCPA shall be solely responsible for the processing of all applications for the state membership and for the proper dispersal of membership funds to the TCPA Treasurer. This position shall be responsible for current membership records and:

- Be a TCPA Certified Crime Prevention Specialist (CCPS) prior to being elected to office,
- Be responsible for processing all membership applications for the State,
- Maintain current membership records,
- Notify members to renew memberships expiring December 31, 90 days prior by mail and or electronic media,
- Notify the President of all membership activities,

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- 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 TCPA,
- Be assigned the responsibility of the TCPA 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 annual conference,
- 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 12: 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 TCPA,
- Serve on the TCPA 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 status,
- Provide any other assistance and complete other duties that may be required by the President for the operation of TCPA,
- 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.

Section 13: Duties of the Parliamentarian

- Be a TCPA Certified Crime Prevention Specialist (CCPS) prior to being appointed to office unless the parliamentarian is hired by TCPA,
- May be retained from a professional state or local parliamentarian organization, paid for by TCPA or may be appointed by the TCPA 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 TCPA 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,

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- Shall be sent to a school on proper Parliamentary procedures paid for by TCPA.

Section 14: Duties of the Sergeant at Arms

The Sergeant at Arms shall be responsible for the peace and order during all business sessions including the ingress and egress from all meetings. This position will serve at the direction of the President. The President shall appoint this position. The Sergeant at Arms shall:

- Be a TCPA Certified Crime Prevention Specialist (CCPS) prior to being appointed to office,
- Be appointed by the TCPA President,
- Assist and serve at the direction of the President,
- Be responsible for the peace and order of all TCPA 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 TCPA,
- 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 TCPA may be as follows:

A. TCPA Presidents Committee

Meet with all Region Presidents every annual conference. If the Region President cannot attend 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 TCPA whether they shall accept or decline a membership. The Membership Committee shall also be responsible for other duties as requested by the TCPA Membership Chairperson.

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C. Conference Committee

Chaired by the Second Vice President, whose duties it shall be to assist the hosting regional association in all arrangements for annual conferences. The Conference Committee shall adhere to the minimum qualifications to host a TCPA conference. The hosting Region President will appoint a Conference Coordinator and Treasurer who will report all conference planning and events to the TCPA President, TCPA Second Vice President, and hosting Region President.

D. Audit Committee

Shall be appointed by the TCPA 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 annual conferences general ledgers on all income and expenditures for TCPA business of the financial transactions made by the Treasurer. They shall attest to the financial report in a statement that they have examined the accounts and that, they considered the report accurate or that a need exists for necessary corrections with detailed amounts, receipts or documentation. The Audit Committee or TCPA President may recommend an audit by an independent CPA of the accounts of TCPA.

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

Chaired by the most recent Past President or appointed by the TCPA President whose duty it shall be to review all proposed amendments to the TCPA Constitution, By-Laws and Standing Rules. Make recommendations to the general membership. This committee shall also annually review current TCPA 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.

F. Nomination Committee

The chairperson of the Nomination Committee shall be the most recent Past President or appointed by the TCPA President. The remainder of the committee shall consist of all TCPA 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 TCPA President. Whose duty shall be to review all potential candidates for the TCPA 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.

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G. TCPA/TCOLE Training Provider Advisory Review Board

Chaired by the TCPA Second 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 #2014, courses every even year, and make recommendations for updates/revisions to the TCPA/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 TCPA 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 TCPA President. The committee will have no less than four (4) additional life members appointed by the chairperson. The Life Membership nomination form will be maintained by and on file with the Secretary. The form will be completed and submitted to the TCPA Secretary no later than May 1st of each year. The TCPA Secretary will forward any nominations when received to the TCPA President to forward to the Life Membership Chair. Qualifications for the life member nomination:

- Be a Certified Crime Prevention Specialist
- Member in good standing of TCPA for 10 years or more
- Served in crime prevention at least 10 cumulative years
- Documentation of significant contributions to TCPA 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 or Regional Board of Directors for a combined total of three (3) years

J. Awards Committee

Chairperson appointed by the TCPA 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.

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Section 2: Other Committees

The TCPA President may appoint other committees, as the need arises.

ARTICLE IX QUORUM

Thirty (30) active members in good standing shall constitute a quorum at the Annual General Membership meetings for the transaction of TCPA 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 TCPA.

Section 2: Amendments of the By-laws must be submitted in writing to the TCPA 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.

Section 4: The Standing Rules of TCPA 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.

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

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 TCPA.

ARTICLE XII FISCAL YEAR

The fiscal year of TCPA shall be from January 1st until December 31st. All memberships expire December 31st and must be renewed before or at conference.

ARTICLE XIII DISSOLUTION

Upon dissolution of TCPA 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" (CCPS), if the member meets the certification qualifications.

Section 2: 221.39 Crime Prevention Specialist Proficiency

The Texas Commission of Law Enforcement Officer Standards and Education (Commission) proposes new Title 37, Texas Administrative Code §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 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 on local communities, coordinate resources, and employ strategies to reduce or eliminate these risks.

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Approved Crime Prevention Training Curriculum 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 17, 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 qualifications as any commissioner who is required by law to be a member of the general public.

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

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

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 17, 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;
- self-assessment reports as required by the commission;

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- 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 inspector 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 test 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 17, 2013. (See Article VII Section 7.)

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**

AMENDMENTS

2013 Proposed amendments for TCPA Constitution, By-laws, and Standing Rules sent from the by-laws committee to the TCPA Secretary on 04-09-13 TCPA membership voted on 07-10-13.

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

Terry Garrett HEALTH PUBLIC SAFETY 7-10-13
Chief Terry Garrett, CCPS DATE

Don Williams CRIME PREVENTION CENTER 7-10-13
Don Williams, CCPS DATE

Donna Beck-Crim MARY HARDIN BAYLOR PD 7-10-13
Donna Beck-Crim, CCPS DATE

Mark Poindexter ROCKWALL FIRE CHIEF 7-10-13
Chief Mark Poindexter, CCPS DATE

Sgt. Randy Gardner BEDFORD POLICE DEPARTMENT 7-10-13
Sgt. Randy Gardner, CCPS DATE

Sgt. Steve Garst, L.C.C. LITTLE ELM POLICE DEPARTMENT 7-10-13
Sgt. Steve Garst, CCPS DATE

Jeffery McGowen HARRIS COUNTY SHERIFF'S OFFICE 7-10-13
Jeffery McGowen, CCPS, TCPA President DATE

Rosie Salinas AUSTIN POLICE DEPARTMENT 7-10-13
Rosie Salinas, CCPS, TCPA Secretary DATE

**TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED
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AMENDMENT

2016 TCPA Constitution, By-Laws, and Standing Rules
General Membership voted July 13, 2016

ARTICLE III, Membership, Terms, and Dues – Members choice for region affiliation.

Andrew Samarripa, CCPS TCPA President	<i>Andrew Samarripa</i>	07-13-16
Jeffery McGowen, CCPS TCPA Past President	<i>Jeffery McGowen</i>	07-13-16
Maranda Tupper, CCPS TCPA Secretary	<i>Maranda Tupper</i>	07-13-16

AMENDMENTS

2017 TCPA Constitution, By-Laws, and Standing Rules
General Membership voted July 27, 2017

ARTICLE II, Name, Executive Board of Directors and meetings, Section 2 – Mid-winter conferences cancelled

ARTICLE VII, Administration of Officers, Section 4 – Added qualifications of President; Have been elected or is currently serving an elected period as the President of a Region and maintained that position for a minimum of 1 year, or

Have been elected or is currently serving an elected period as the Vice President of a Region and maintained that position for a minimum of 2 years.

STANDING RULES, Life Member – Added submit nominations to TCPA Secretary, nominations will be submitted to TCPA President. TCPA President will forward to Life Membership Chair.

Andrew Samarripa, CCPS TCPA President	<i>Andrew Samarripa</i>	07-27-17
Jeffery McGowen, CCPS TCPA Past President	<i>Jeffery McGowen</i>	07-27-17
Maranda Tupper, CCPS TCPA Secretary	<i>Maranda Tupper</i>	07-27-17

**TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED
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AMENDMENTS

2019 TCPA Constitution, By-Laws, and Standing Rules
General Membership voted July 17, 2019

ARTICLE VII, Duties of the Treasurer.

ARTICLE VIII, Section I, Life Membership Committee, Qualifications for the Life Member nomination.

Gilbert De La Portilla, CCPS TCPA President	<i>Gilbert De La Portilla</i>	07-17-19
Andrew Samarripa, CCPS TCPA Past President	<i>Andrew Samarripa</i>	07-17-19
Lydia Morgan, CCPS TCPA Acting Secretary	<i>Lydia Morgan</i>	07-17-19

AMENDMENTS

2020 TCPA Constitution, By-Laws, and Standing Rules
General Membership voted July 14, 2020

ARTICLE VII, Section 8, Duties of the Secretary regarding document formatting and form maintenance.

ARTICLE XV, Standing Rules, Awards Program Nomination Forms and Life Membership Nomination Forms removed. Both are maintained by Secretary.

ARTICLE VIII, Section I, Life Membership Committee, Life Membership Nomination Forms maintained by Secretary.

Gilbert De La Portilla, CCPS TCPA President	<i>Gilbert De La Portilla</i>	07-14-20
Andrew Samarripa, CCPS TCPA Past President	<i>Andrew Samarripa</i>	07-14-20
Lydia Morgan, CCPS TCPA Secretary	<i>Lydia Morgan</i>	07-14-20

**TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED
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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 TCPA are subject to change. As is current, to change the duties requires a change in the By-Laws. 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 TCPA 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. The Award Nomination Forms will be maintained and on file with the Secretary.

**TEXAS CRIME PREVENTION ASSOCIATION INCORPORATED
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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 (Educational Institutions, Hospitals, Military Agencies, etc.)
*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 (Educational Institutions, Hospitals, Military Agencies, etc.)
*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.

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.

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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 Special Awards

These awards honor members that exhibited dedication to the prevention of crime in Texas. TCPA does not award every year. Nominations for these special recognition awards are submitted separately to the 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 TCPA Executive Board of Directors to a TCPA member in good standing who has dedicated themselves to crime prevention and had an impact on the program statewide.

C.G. Glenn Conner (1909-1974) was born in 1909 and passed in 1974. His entire life was spent in challenging work dedicated to self-improvement, not in wealth and material things but in knowledge. After graduating from a rural high school, Glenn attended the North Texas University with a major in history and a minor education. He 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 develop a recruit training program which received several National Safety Council awards. His personnel file was filled with commendations from persons and organization 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."*

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Past Glenn Conner Award recipients:

1977 – Hal Newsom	1989 – C. B. Choate - Deceased	2000 – Jim Baylor
1979 – Darrel Joy	1990 – Don Williams	2013 – Vickie Stonaker
1981 – Louise Bocock - Deceased	1991 – Dick Koble	2018 – Rosie Salinas
1984 – Bruce Mathis - Deceased	1992 – Rusty Kohler	
1985 – LeLand Wood	1993 – Doug Stutts – Deceased	
1986 – Larry Rollins – Deceased	1997 – Rick Taylor - Deceased	
1987 – Jerry Smith – Deceased	1999 – Terry Garrett	

TCPA Presidential Award:

May not be awarded every year. Awarded by the current TCPA President.

Public Speaking:

Presented when hosting region has a judged presentation.

Louise (Mrs. Oscar) Bocock: (awarded by the TCPA 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 Bocock’s enduring desire to spread the work 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 efforts 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 Kiwanas 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. Bocock’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 TCPA 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 school’s 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.

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 TCPA training will need to comply with the following minimum requirements and qualifications before submitting a bid:

- 1) Region announces to TCPA 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 TCPA

Know the room nights for the past two annual conferences and were the nights met....Make notes regarding:

- 1) Year hotel was built, last renovation, pool, jacuzzi-sauna, exercise room, room price good for the weekend before and after the conference
- 2) Training rooms – complimentary, 4 breakouts seat 60 classroom style, set with water station, pen pads and mints
- 3) 1 classroom (set for 25) conference style for Sunday TCPA Board of Directors meeting-coordinate with TCPA President
- 4) 1 classroom (set for 25) classroom style (if offered) for
 - Crime Prevention 1
 - Crime Prevention 2

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

- Crime Prevention 3 - Crime Prevention Through Environmental Design (CPTED). Coordinate with the TCPA 2nd Vice President or the Conference Coordinator.
 - Sunday evening CCPS study session (coordinate with TCPA 2nd Vice President).
- 5) 4 comp rooms: with upgrades, 1 each for the
- TCPA President
 - TCPA 2nd Vice President
 - Conference Coordinator
 - Conference Staff
- 6) Complimentary Hospitality suite, we bring in our own food and beverages
- 7) Complimentary room turns
- 8) Complimentary Vendor table drapes and electricity
- 9) Complimentary parking
- 10) Complimentary rooms 1 per 30 for conference staff or instructors
- 11) Complimentary internet in classrooms, conference office, attendee 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 of Directors (25) includes Executive Board of Directors and Region Presidents
 - and a room for CCPS study session 5-7pm, 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.

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- Hotel restaurant that serves 3 meals a day
- Free Parking for guests
- Room safes for weapons - optional
- Complimentary shuttle to and from local airport
- 4 Complimentary rooms,
 - **TCPA President,
 - **TCPA 2nd Vice President
 - **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 attendee 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 TCPA 2nd Vice President.
- Committee chairpersons meetings-schedule with hosting Conference Coordinator
- CCPS Test will be administered on the first Monday of the conference the 1-3pm training slot. Attendees will receive 2 hours of TCLEOSE training coordinate with TCPA 2nd Vice President
- Monday morning opening ceremony
- Monday evening welcome reception
- Wednesday, General Membership Meeting and elections 11am - 2pm, 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

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Conference Check list/Suggestions/guidelines:

- **Conference Committee responsibilities** (establish timelines)
 - ** 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/CDs/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)
 - Annual training conference – 8 hrs each day Monday, Tuesday, and Thursday, 6 hrs Wednesday, and 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
 - ** Room Facilitators Committee: Sign in sheets signed and turned into the 2nd Vice President 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 Standing Rules

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**Scholarship Committee: T CPA President, form to Region Presidents 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 6am until) registration, office, 2 for each training classroom, sales of T CPA merchandise, Thank you letters/certificate

** Vendor Committee:

Vendor list

Vendor Registration form

Invitation Letter

Vendor opportunities, sponsorships, 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 acknowledgement 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 Annual conferences
- Morning coffee, 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