

**BYLAWS
OF THE
ALAMO AREA CRIME PREVENTION
ASSOCIATION**

A TEXAS NON-PROFIT ORGANIZATION

AS AMENDED ON

APRIL 17, 2007

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Standing rules are not part of these bylaws. Standing rules are added, modified, or altered as the Board of Directors sees fit in order to conduct the Association's business.

BYLAWS
OF THE
ALAMO AREA CRIME PREVENTION ASSOCIATION

a Texas Nonprofit Organization

Amended April 17, 2007

PREAMBLE

We, the members of the Alamo Area Crime Prevention Association, 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,” hereby through a concentrated, cooperative effort, form the Alamo Area Crime Prevention Association (AACPA) and adopt the following constitution and Bylaws:

ARTICLE I

ASSOCIATION

SECTION 1. NAME OF THE ASSOCIATION

The name of the Association shall be as set forth in the Preamble above.

SECTION 2. MEETINGS

Meetings of the Association will be held on a monthly basis. .

SECTION 3. BOARD OF DIRECTOR MEETINGS

The Board of Directors meetings will be held once each quarter and more often if necessary. The meeting of the Board of Directors shall be open to all members. The President may call the meeting of the Board of Directors upon seven (7) days written notice to all Board Members. The notice shall include the agenda of business to be discussed at the meeting. The President shall call a meeting of the Board of Directors upon written request by any Board Member.

SECTION 4. BOARD OF DIRECTORS

The Board of Directors shall consist of all elected Association officers and the immediate Past President.

SECTION 5. ASSOCIATION'S FISCAL YEAR

The Association's fiscal year shall be from January 1st through December 31st.

SECTION 6. TERRITORIAL LIMITS

The territorial limits of the Association shall be extended to the area inside the geographical boundaries of the following counties: Atascosa, Bandera, Bexar, Calhoun, Comal, DeWitt, Dimmit, Edwards, Frio, Gillespie, Goliad, Gonzales, Guadalupe, Jackson, Karnes, Kendall, Kerr, Kinney, LaSalle, Lavaca, Maverick, Medina, Real, Uvalde, Val Verde, Victoria, Wilson and Zavala.

ARTICLE II

PURPOSE

SECTION 1. PRIMARY PURPOSE

This Association was established in 1983 and is organized to educate and encourage citizens participation in prevention of crime through various awareness programs to preserve safe communities for the citizens of Texas, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under 501(c3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

SECTION 2. TAX EXEMPT STATUS AND NUMBER

AACPA's Tax Exempt Status: Non-Profit, Number: *17424799967*
File Number: *0101274301*

TCPA's Tax Exempt Status: Non- Profit, Number: *17424039158 (013)*

ARTICLE III

MEMBERSHIPS

SECTION 1. TYPES OF MEMBERSHIPS

There shall be three (3) types of memberships which are defined as follows:

ACTIVE MEMBER

Any individual who has a concerned interest in the promotion of Crime Prevention in the State of Texas. These members will have voting rights and may serve in committees. An active membership can be maintained as long as dues are paid and subject to approval of the membership.

HONORARY MEMBER

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 (1) year. There is no limit to the number of times that an individual may be voted Honorary membership.

REGIONAL LIFE MEMBER

Persons, who by vote of the membership have shown outstanding service to the purpose of the Association. There shall be no dues for this call of membership. Life members shall enjoy all the rights of Active membership. The status of Life Member shall remain until it is removed by a vote of the general membership.

SECTION 2. APPLICATION FOR MEMBERSHIP

- a. Application for active membership shall be submitted to the membership committee chair person.
- b. Application for Honorary membership shall be submitted to the membership committee chair person. The membership committee chair person shall review the application and make recommendation on approval or disapproval to the Board of Directors for concurrence and presentation to the general membership at the next monthly meeting. Honorary membership must be adopted by two-thirds (2/3) vote of the active membership present at the monthly meeting.

- c. Application for Life Membership shall be presented to the membership committee chair person. The membership committee shall review the application and make recommendation to the Board of Directors for concurrence and presentation to the general membership at its next monthly meeting. Life membership must be adopted by a two-thirds (2/3) vote of the active membership present at the monthly meeting.

SECTION 3. SUSPENSION

- a. The Association shall have the power to exclude, suspend or expel any member by a majority vote of the active members present and voting at a regular called meeting, for any conduct deemed to be detrimental to the best interest of the Association. Conduct deemed detrimental to the best interest of the Association shall include, but is not limited to, illegal acts, false advertisement, deceptive practice or actions not in the best interest of the Association.
- b. All reasons for suspension must be presented in writing to the President for action. The President shall present the reasons to the membership for a vote of the active members present at the next meeting of the Association.

ARTICLE IV

MEETINGS

SECTION 1. MEETING DATES AND LOCATIONS

- a. The Association will conduct monthly meetings. Any general meeting which may include a luncheon will be held at a location designated by a simple majority vote of the active members in attendance, and the cost of said luncheon shall be absorbed by each individual member.
- b. All current members shall be notified as to the date and location. It shall be mandatory that the purpose of the monthly meetings be to further the crime prevention effort in the Alamo Area (*as defined in Article I above*) and used as a vehicle to exchange information and ideas between members in the area of crime prevention.
- c. The next monthly meeting may be canceled when no business is scheduled or association projects conflict with the meeting upon approval of majority vote of active members present at the meeting. The President may cancel a scheduled meeting due to inclement weather upon approval of a majority of the Board of Directors. The cancellation of a meeting shall be communicated to the membership as practical as may be done.

SECTION 2. TRAVEL AND EXPENSES OF GUESTS

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

SECTION 3. ELECTION OF OFFICERS

The election of officers shall take place at the December meeting. Installation of new officers shall be at the January meeting.

SECTION 4. CONDUCT OF ASSOCIATION BUSINESS

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

SECTION 5. DISBURSEMENT OF ASSOCIATION FUNDS

- a. If necessary, the Association will reimburse for Association business as approved by the Board of Directors.
- b. The Association may reimburse for only the least expensive means of travel via air or via land mileage in a vehicle, whichever is least costly. Vehicle mileage will be paid at state mileage rates. Air fare paid to nearest airport.
- c. All Association business expenses must be supported by receipt and approved by the Board of Directors. In all cases, each member will be encouraged to find funds from other than the Association.
- d. The Board of Directors will have the right to authorize reimbursement of travel expenses of members when necessary, and when the members are performing Association business.
- e. The Board of Directors shall have the right to authorize reimbursement of luncheon expenses for the President and/or the Program Guest(s) at the membership meetings.

ARTICLE V

ADMINISTRATION OF OFFICERS

SECTION 1. ASSOCIATION OFFICERS

The officers of the Association shall be the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President and three advisory officers; one each to be elected from the Civilian Sector, Military Sector, and the Law Enforcement Sector. These officers, with the exception of the immediate Past President, shall be elected from the active membership by a majority vote of active members present and voting at the annual meeting, in December, and shall hold office for two years or until their respective successors have been duly selected to take their place. No two officers shall be from the same agency, firm or family. Elections for President, 2nd VP, Treasurer, and Law Enforcement Sector will be held on alternating years from the 1st VP, Secretary, Civilian Sector Representative and the Military Sector Representative.

SECTION 2. DUTIES OF THE PRESIDENT

- a. The President shall preside at all meetings of the Association. The President shall have the power to appoint members of all committees upon approval of membership present at the monthly meeting.
- b. The President shall be the executive head of the Association and shall exercise general supervision over its affairs, and shall be responsible for the enforcement of these Bylaws.
- c. The President shall keep the active membership fully informed of the activities of the Association.
- d. The President shall approve all expenditures of funds not to exceed \$250.00. In the event expenditures exceed \$250.00, approval must be approved by the Board of Directors. All expenditures exceeding \$250.00 must be paid by check.
- e. The President shall appoint the Sergeant-at-Arms as needed.
- f. The President shall vote only in case of a tie vote.
- g. The President shall represent the Association at public functions and be responsible for public relations.
- h. The President shall represent AACPA by attending all TCPA functions and conferences held each year.

SECTION 3. DUTIES OF THE FIRST VICE-PRESIDENT

- a. The First Vice-President shall assist the President.
- b. The First Vice-President shall in the absence or the disability of the President, perform all the duties of the Office of the President.
- c. The First Vice-President shall be responsible for arranging training and instructors for training sessions, insuring that the necessary equipment and supplies are obtained as needed for training sessions.
- d. The First Vice-President shall be responsible for the preparation and input of Association information to the Texas Crime Prevention Association (TCPA) and prepare input to the Association's Newsletter and web site.

SECTION 4. DUTIES OF THE SECOND VICE-PRESIDENT

- a. The Second Vice-President shall assist the President and the First Vice-President.
- b. The Second Vice-President shall in the absence of the First Vice-President, perform all the duties of the Office of the First Vice-President.
- c. The Second Vice-President shall be responsible for the generating and maintaining information of all legislative activity which will affect and/or benefit the crime prevention effort in Texas.
- d. The Second Vice-President shall be responsible for fund raising, membership requirement and grants.

SECTION 5. DUTIES OF THE SECRETARY

- a. The Secretary shall keep a record of meetings of the Association.
- b. The Secretary shall notify members of their election to office, keep a roster of members, issue notices of all meetings of the Association, keep the minutes of the Association, and perform such duties as may be assigned by the President.
- c. The Secretary shall provide a copy of the minutes of the last meeting to the Second Vice-President for publication, prior to the established dead line, for publication in the Association's Newsletter to all members and shall include the notice of the time, date and the location of the next meeting.

SECTION 6. DUTIES OF THE TREASURER

- a. The Treasurer shall receive and disburse all funds of the Association as directed or approved by the President and/or the Board of Directors.
- b. The Treasurer shall keep and preserve proper vouchers and books of all accounts of the Association, which shall be open to inspection and which shall be subject to audit anytime by an auditing committee duly appointed by the President or at such time as requested by a majority vote of the active membership. The outgoing Treasurer will assist the incoming Treasurer with transfer of all bank accounts and preparation of bank signature cards for the new incoming Board of Directors.
- c. The Treasurer will ensure that each members dues (50% share of annual dues) which are payable to TCPA is done in a timely matter, including all necessary forms required by TCPA.
- d. The Treasurer shall submit reports monthly, and a final report of the fiscal year annually.
- e. The Treasurer shall maintain all records necessary to fulfill the requirements of State and Federal Tax Exempt Status held by the Association.
- f. The Treasurer shall provide the proper disposal of all paid dues to the Association.

SECTION 7. SERGEANT-AT-ARMS

The President may appoint any active member present as Sergeant-at-Arms if in the opinion of the President one shall be needed at any meeting of the Association. The term of the office shall be for the duration of the meeting.

- a. The Sergeant-at-Arms shall assist the President
- b. The Sergeant-at-Arms shall be responsible for the peace and order during all meetings of the Association.
- c. The Sergeant-at-Arms shall regulate and control entrance to all meetings of the Association to assure proper order is maintained at entrances.
- d. The Sergeant-at-Arms shall conduct any business as required by the President.
- e. The Sergeant-at-Arms will ensure that an accurate count of members and guests is maintained at each meeting and that the Secretary is furnished it at the close of the meeting.

ARTICLE VI

COMMITTEES

SECTION 1. STANDING COMMITTEES

- a. An audit committee shall be appointed, if requested by the Board of Directors, prior to the annual meeting consisting of three (3) members whose duty it will be to examine the financial report made to the President and all accounts of the financial transactions made by the Treasurer. They shall attest the financial report in a statement that they have examined the accounts and they have considered the report to be accurate or that a need exists for necessary corrections with detail accounts, receipts, or documentation. If inconsistencies are found, the matter will be referred to the Board of Directors for appropriate action with a full report of their findings to the membership during the annual meeting or the next monthly meeting if the matter is not clarified during the annual meeting.
- b. A nominating committee, consisting of 3 members, whose duty it shall be to select a slate of officers for elections to each elected officer position of the Association. The committee shall present the slate of officers to the membership at the monthly meeting prior to the annual meeting of the Association.

SECTION 2. OTHER COMMITTEES

Other committees may be appointed by the President as the need arises upon approval of the members present at the monthly meeting.

ARTICLE VII

ORDER OF BUSINESS

SECTION 1. ORDER OF BUSINESS FOR ASSOCIATION MEETINGS

1. Call to order
2. Welcoming remarks
3. Invocation
4. Pledge of Allegiance
5. Minutes of the previous meeting
6. Introduction of Guest Speaker (if applicable)
7. Officers Report
8. Unfinished Business
9. New Business
10. Announcements
11. Adjournments

SECTION 2. CHANGING THE ORDER OF BUSINESS

The order of business may be changed at the meeting upon approval of the membership present. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised; except where a conflict exists in these Bylaws.

ARTICLE VIII

QUORUM VOTING

SECTION 1. QUORUM FOR TRANSACTION OF BUSINESS

Ten (10) active members in good standing shall constitute a quorum for the transaction of business except when an amendment to the Bylaws is on the agenda for vote of the membership in which case fifteen (15) active members shall be required.

SECTION 2. MAJORITY VOTING AND EXCEPTIONS

A majority vote of a quorum present and voting shall be sufficient for the transaction of business except with respect to an amendment to the Bylaws or where specific exceptions are stated in these Bylaws.

ARTICLE IX

ADMENDMENTS

SECTION 1. POWERS OF ACTIVE MEMBERS

The active membership shall have the power to make such Bylaws and rules as are necessary to regulate the affairs and business of the Association.

SECTION 2. ADMENDMENTS OF THE BYLAWS

Amendments of the Bylaws must be submitted in writing to the Secretary prior to being considered for adoption, and copies provided to the membership by mailing the proposed changes to the membership thirty (30) days prior to the meeting at which they are to be considered, for new business and set for vote at the next meeting.

SECTION 3. APPROVAL OF BYLAW CHANGES

A two-thirds (2/3) vote of the active membership present and voting shall be necessary to carry an amendment to the Bylaws or Rules.

ARTICLE X

ANNUAL DUES

SECTION 1. MEMBERSHIP PERIOD

Membership shall be from January 1st to December 31st of each year.

SECTION 2. DUES

Dues amount is set by Texas Crime Prevention Association (TCPA).

- a. **ACTIVE MEMBER** - annually (January 1st through December 31st) of which 50% shall be forwarded to the Texas Crime Prevention Association (TCPA) to be applied toward state association dues. New members joining on or after the first day of the TCPA summer conference shall have their memberships expire on December 31st of the following year.
- b. **HONORARY MEMBER** - There are no dues for this membership. The term of membership will be for current year only.
- c. **REGIONAL LIFE MEMBER** - There are no dues for this membership. If a Regional Life Member of this Association is not a Life Member of the Texas Crime Prevention Association (TCPA) and wishes to be an active member of TCPA, the Regional Life Member shall pay the 50% share of the annual dues of an active member for TCPA. The 50% share, when received, shall be forwarded to TCPA to be applied toward their state association dues.

ARTICLE XI

STATE AFFILIATION

SECTION 1. STATE AFFILIATION TO TCPA

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

SECTION 2. PAYMENT OF DUES AND REPORTS TO TCPA

The Board of Directors shall provide for the prompt payment of all dues, reports and other obligations to the Texas Crime Prevention Association (TCPA).

ARTICLE XII

DISSOLUTION

SECTION 1. DISSOLUTION REQUIREMENTS

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such matter, or to such organization or organizations organized and operated exclusively for charitable purpose as shall at the time qualify as an exempt organization or organizations under Section 501(c3) of the Internal Revenue Code of 1954, or the corresponding provisions of any future

United States Internal revenue Law, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Association is then located, exclusively for such purpose or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

In the event of dissolution, no portion of the assets or property or funds of this organization shall be distributed to any of the officers, directors, members or members of the Board of Directors.

ARTICLE XIII

STANDING RULES

The Board of Directors of this association shall have the power to adopt, and from time to time, amend, such rules pertaining to the purposes, activities, and affairs of the association as it deems necessary and desirable, provided that such rules and regulations do not conflict with any provisions of law, or the Bylaws of this association. Such rules and regulations shall be known as the Standing Rules of the Association.

CERTIFICATE OF SECRETARY

I, the undersigned certify that I am the present, elected and acting Secretary of The Alamo Area Crime Prevention Association, a Texas non-profit organization, and the above Amended Bylaws are the Bylaws of this association, as adopted at a meeting of the membership, which was held on 17 April 2007 ..

Executed this 17th day of April 2007, at San Antonio, County of Bexar, Texas.

Karen Tucker (signed on original and filed for record)
Secretary

Sworn subscribed before me this 17th day of April 2007

Donald V. Carr Jr.
Signature of Notary

(SEAL ON ORIGINAL FILED COPY)

SEAL