



SOUTH PLAINS
POLICE CHIEFS ASSOCIATION

BY-LAWS

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1.00 NAME, AFFILIATION AND TERM

- 1.01 This organization, created in 2010, shall be known as the South Plains Police Chiefs Association. This organization shall also be known and referred to by the letters SPPCA in capital letters.
- 1.02 This organization shall be in concert with the Texas Police Chiefs Association.
- 1.03 The duration of the South Plains Police Chiefs Association (SPPCA) as an organization shall be perpetual.

2.00 PURPOSE

- 2.01 The purpose of the SPPCA shall be to support the Texas Police Chiefs Association (TPCA) in its promotion and professional development of all executive and management personnel within duly constituted law enforcement agencies as well as other missions of the TPCA, and to facilitate opportunities to encourage participation and interaction among police chiefs in the Panhandle and South Plains of Texas for the purpose of communications, training, discernment of issues, and promoting the TPCA.

3.00 STRUCTURE

- 3.01 The SPPCA shall be a nonprofit, nonunion, nonpartisan, nonsectarian organization whose members shall have the sole right to govern and control all activities through their duly elected officers. The SPPCA shall be governed by the Executive Board, which shall consist of the following members: President, Vice-President, Secretary, Treasurer, and the Immediate Past President of the SPPCA. All members of the Executive Board present at a meeting of the Executive Board shall constitute a quorum and shall be entitled to voting privileges. (Minimum of 3 members of the board must be present for a quorum)

4.00 MEMBERSHIP

4.01 Active Members

- A. Active membership may be extended to any person who is the chief administrative head of the police department, or whatever title they may be called, of any incorporated city or town, institution of secondary or higher education, public junior college or airport police in the Panhandle or South Plains Texas area.

- B. May be extended to any person who is certified by the Texas Commission of Law Enforcement (TCOLE) as a police officer who serves as an assistant Chief or whatever title they may be called, that is the next level of command below Chief, sponsored by the agency's Chief.
- C. An individual must make application to the SPPCA for active membership, and may be admitted as an Active member upon approval of the Executive Board and the payment of proper dues. Active members shall be eligible to hold elected office, shall have the privilege to vote and participate in all aspects of the SPPCA meetings and activities.
- D. All honorably retired active members may retain active membership, but cannot hold an elected officer position of the Association as defined in Section 5.00

4.02 Associate Members

- A. Associate membership may be extended to Regional State Agency Commanders or special agent in charge of any office of any federal law enforcement agency.
- B. An individual must make application to the SPPCA for Associate Membership and may be admitted as an Associate Member upon approval of the Executive Board and the payment of proper dues. Associate Members shall not be eligible to hold elected office, but shall have the privilege to vote, and attend and join in the discussion at official meetings and conferences. Associate members may serve on committees and chair certain committees as appointed by the President.

4.03 Honorary Members

Honorary membership may be extended to:

- A. Any person who is certified by TCOLE as a police Officer who serves at a rank immediately below the second level of command in a police agency; or,
- B. An individual who does not meet the requirements as set forth in the Sections 4.01 A., or 4.02 A., however the individual holds a position that works directly with criminal justice operations and the Active Membership. Such individual must first be nominated by the Executive Board and approved by a majority vote of the SPPCA voting members present, voting at any official meeting.
- C. Upon approval for Honorary Membership an individual must complete an application to the SPPCA and provide payment of proper dues. Honorary

Members shall not be eligible to hold elected office, and shall not have the privilege to vote. Honorary Members may attend and join in the discussion at official meetings and conferences. Honorary Members may serve on the committees and chair certain committees as appointed by the President.

4.04 **Corporate Members**

Any company having an office or conducting business in the State of Texas may become a corporate member of the SPPCA, after approval of the Executive Board and the payment of appropriate dues. Corporate members shall not be eligible to hold office or to vote, but shall have the privilege of having representatives attend and join in the discussion at all official meetings, unless otherwise designated by the President

4.05 Application

Each new application for membership shall be made in writing and shall contain such information as prescribed by the Executive Board. The application shall be presented to the Executive Board, which shall approve or reject the application.

4.06 Annual Dues

- A. The dues of the SPPCA shall be determined by the Executive Board and shall be payable upon becoming a member on or in advance of the individual's membership.
- B. Dues for new members must be paid within 30 days after the individual has applied for and been accepted as a member or membership in the organization will be suspended. An individual cannot attend meetings until dues have been paid. Dues are annual and not pro-rated.
- C. Renewal dues must be paid at least 60 days after the beginning of the fiscal year or membership in the organization will be suspended.
- D. Any change in the dues structure will require a minimum of two (2) months notice to the membership. Addendum "A" to the By-laws shall outline the annual dues structure and can be updated by the Executive Board when changes are determined by the Executive Board. Such changes are not subject to vote of the membership as required under By-law Section 12.00, Amendments.

4.07 Renewal of Membership

Membership shall be renewed each fiscal year, as defined in Section 7.01, by payment of dues to the Treasurer.

4.08 Duties of Members

- A. Each member shall support the purpose of this SPPCA.
- B. Each member shall work for the betterment of the police profession.

4.09 Actions Against Members

- A. A member of the SPPCA shall be considered suspended from membership based on the following:
 - 1. Severing connections with law enforcement except through retirement or disability.
 - 2. Non-payment of dues.
- B. The Executive Board may censure, suspend or expel any member for cause; provided that notice of such proposed action and reasons therefore be mailed or given said member ten (10) days in advance of the action. Provided further, that such member shall have an opportunity within ten (10) days after such notice, to answer such charges in writing, directed to the Executive Board, or request a hearing before the Executive Board, which hearing shall be held at such time, place and manner as may be prescribed by the Board. An appeal from the decision of the Executive Board may be taken at the next called meeting of the SPPCA, where, by majority vote of the Active voting members present, such decision may be sustained, reversed or modified.
- C. Upon elimination of the cause of suspension, the suspended member may be reinstated by the Executive Board.

5.00 OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION TERM, AND DUTIES

5.01 Officers of the SPPCA

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Immediate Past President

5.02 Qualifications for Officers of the SPPCA

- A. Only Active Members with at least two years' continuous service with the SPPCA may be a candidate for office.
- B. The candidate shall be a member of the SPPCA and in good standing.
- C. The candidate shall be regularly engaged in salaried, active police service as the chief administrator or second in command of an agency.

5.03 Succession of Elected Officers

At the end of the elected officer's term the succession is as follows:

- A. President to Immediate Past President
- B. Vice-president to President
- C. Secretary to Vice-President
- D. Treasurer to Secretary
- E. Treasurer position will be filled by nomination from the floor with a vote by the attending membership.

5.04 Nomination of Candidates for Treasurer of SPPCA

- A. Nominations will be taken from the floor and voted on by the attending Active and Association membership.

5.05 Election of Officers

- A. Election shall take place at the **October** meeting and shall comply with Robert's Rules of Order
- B. Election shall be by written ballot when more than one candidate for the same office is nominated, otherwise election may be by acclamation.

5.06 Terms and Conditions of Office

- A. Terms

All officers' terms shall be for one year beginning in October of the current year in which the election take place, or until their successors are elected and installed.

- B. Conditions

Officers of the organization shall serve as members of the Executive Board and shall not be monetarily compensated for their time and service. The Executive Board serves for the good of the SPPCA and to further the SPPCA's goals and objectives. The Board may establish procedures consistent with these By-Laws to

govern this organization unless amended or repealed by a majority vote of the Executive Board Members present.

5.07 Duties and Responsibilities of President

- A. Serve as the executive head and official spokesperson for the SPPCA, representing the SPPCA in all outside activities.
- B. reside at all regular or called meetings of the SPPCA and Executive Board.
- C. Call meetings of the Executive Board as required
- D. Appoint standing and special committees as needed.
- E. Determine the order of business for the SPPCA; Schedule and prepare agendas for all regular and called meetings and board meetings.
- F. Serve as an ex-officio member of all committees with the right to vote.
- G. Exercise personal leadership in the motivation of other officers, committee members, and general membership; establish and fulfill the goals and objectives; work in partnership with the Executive Board in managing the affairs of the SPPCA.
- H. Present slate of Officers for the election to the SPPCA membership.

5.08 Duties and Responsibilities of the Vice-President

- A. Serve as presiding officer in the absence or disability of the President.
- B. Fill an unexpired term of the President in the event of a vacancy.
- C. Schedule programs and select meeting locations for regular meetings.
- D. Perform such other duties as may be assigned by the President or the Executive Board.

5.09 Duties and Responsibilities of the Secretary:

- A. Keep complete and accurate minutes of the SPPCA meetings and present minutes of the previous meeting at the next meeting.
- B. Notify the membership of meeting events.

5.10 Duties and Responsibilities of the Treasurer:

- A. Collect all dues and be responsible for all funds of the SPPCA and for the records of its financial affairs. Preserve all books, papers and other property belonging to the SPPCA and make a complete report of the conditions of the SPPCA on an annual basis. Have the authority to disburse funds for the SPPCA expenses. Place

all unexpected money in a fund to the credit of the SPPCA. Account for and deliver to the successor in office all monies and property of the SPPCA and perform all other duties as voted by the SPPCA or as required by the President or Executive Board.

- B. Distribute renewal notices
- C. Update and distribute the membership roster

5.11 Line of Succession

- A. In the event of a vacancy in the office of the President, the Vice-president shall succeed the President for the unexpired term and shall be eligible to the position of President for the following year.
- B. In the event of a vacancy in the position of the Vice-president, the Secretary shall succeed the Vice-President for the unexpired term and shall be eligible to the position of Vice-President for the following year.
- C. In the event of a vacancy in the position of the Secretary, the Treasurer shall succeed the Secretary for the unexpired term and shall be eligible to the position of Secretary for the following year.
- D. In the event of a vacancy in the position of the Treasurer, the Executive Board shall appoint a member to fill the office for the unexpired term and shall be eligible to the position of Treasurer for the following year.

6.00 MEETINGS

- 6.01 The SPPCA shall meet in the beginning month of each quarter unless otherwise announced and or rescheduled by the President.
- 6.02 Regular meetings shall be structured to include if necessary, a Chief's session for active members immediately following the general session for all members.
- 6.03 Cancellation of regular meetings should be announced two (2) weeks prior to the scheduled meeting date.
- 6.04 SPPCA meetings shall not conflict with the scheduled meetings of the Texas Police Chiefs Meetings
- 6.05 Only the President, with approval of the Executive Board, may call special meetings.
- 6.06 A quorum for a general SPPCA meeting shall consist of those members present at the meeting.
- 6.07 Only the presiding officer may determine and /or revise the agenda.

- 6.08 Robert's Rules of Order newly revised shall govern all meetings of the SPPCA, the Executive Board, and of all other communities. Minutes of all meetings will be filed with the Secretary. The President may appoint a Parliamentarian.
- 6.09 The presiding officer shall preserve order and decorum.
- 6.10 Members may bring guests to a general SPPCA meeting. Such guests should be individuals who support the purposes of the SPPCA. Prior to meeting, members need to inform the presiding officer or another Executive Board officer that a guest is present at the meeting and the identity of the guest. Based upon the nature of the meeting agenda, the Executive Board may request that guests leave the room during portions or all of the discussion related to SPPCA business.

7.00 FISCAL YEAR

- 7.01 The fiscal year for the SPPCA shall be from October 1 through September 30.
- 7.02 Independent Review of Fiscal Accounting

The Executive Board shall call for an independent review and findings shall be distributed to the membership.

8.00 STANDING COMMITTEES

- 8.01 Standing Committees shall be:

- A. Goals and Objectives
- B. Membership
- C. Legislative
- D. By-Laws

- 8.02 Appointments

Committee appointments shall become effective at the beginning of the fiscal year for a term of one year.

- 8.03 Duties

- A. Goals and Objectives Committee

Responsible for assessing the present condition, and future direction of the SPPCA with a focus on identifying strategy(s) to strengthen and improve the organization.

B. Membership Committee

Responsible for encouraging active participation amongst the membership in the SPPCA. Shall serve as a welcoming committee to newly appointed police chiefs and inviting them to join the SPPCA.

C. Legislative Committee

Responsible for identifying and developing legislative positions on issues of concern to law enforcement and the SPPCA. During SPPCA meetings shall provide a report to the membership on the status of legislative issues.

D. By-Law Committee

1. Review the by-laws on an annual basis to determine if changes are required.
2. Edit/correlate all proposed amendments and resolutions; present proposed changes to the Executive Board.
3. May propose amendments and resolutions.
4. Distribute approved amendments and/or resolutions to the membership after Executive Board approval.

8.04 Additional committees and their responsibilities as determined by the President or Executive Board approval.

9.00 REVENUE

9.01 No income, contribution or other revenue or funds shall benefit any individual member.

10.00 ENDORSEMENTS AND SPONSORSHIP

10.01 No member, non-member or non-member organization shall be permitted to use the name or initials of the SPPCA in a manner to state or imply sponsorship or endorsement or any commercial product or service, except as approved by the Executive Board.

10.02 The Executive Board may approve outside organizations, agencies or individuals to sponsor SPPCA meetings

10.03 The Presiding Officer may allocate time for the sponsor for presentation purposes during SPPCA meetings.

11.00 REIMBURSEMENT

11.01 Officers and members may be reimbursed for any costs or expenses incurred as a result of the performance of their duties. All reimbursements must be approved by the Executive Board.

12.00 AMENDMENTS

12.01 These by-laws may be amended, altered, or revised as follows:

- A. By a two-thirds vote, provided copies of the proposed amendments shall have been distributed to all voting members one (1) month prior to the meeting at which the vote will be taken.
- B. By unanimous vote of the voting membership, if such amendments have not been distributed as required by "A." of this section.

ADDEMDUM A

Structure of Dues

- A. Active member \$50.00 per year
- B. Associate Member \$40.00 per year
- C. Honorary Member \$30.00 per year
- D. Corporate Member \$150.00 per year

(Dues change will take effect next year)