

Texas Public Safety Association

Organization Bylaws

Adopted October 2nd, 2023



Article 1: Name

This organization shall be named the "Texas Public Safety Association" and is abbreviated as TPSA.

Article 2: Address

The official address of the Texas Public Safety Association will be established by the incoming Treasurer biennially and shall be a post office box within a reasonable distance of the Treasurer. The Post Office box address shall be published on the official TPSA website within 30 days.

Article 3: Mission Statement

The mission of TPSA is to promote knowledge, skills, leadership, and student growth within the Law and Public Service (LPS) pathway. TPSA will accomplish this through real-world experiences, career preparation, leadership opportunities and competitions.

Article 4: Nondiscrimination Statement

It is the policy of TPSA not to discriminate based on race, color, national origin, sex (including pregnancy, sexual orientation, and gender identity) or handicap in its membership and activities. The Executive Director will serve as the person designated to handle inquiries regarding the non-discrimination policies. TPSA follows the United States Department of Education's policy guidance materials related to Title IX of the Education Amendments of 1972, as found on their website.

Article 5: Purpose

The purpose of TPSA is to extend learning beyond the classroom for teachers/advisors and students. TPSA is a co-curricular non-profit student organization across the state of Texas. TPSA focuses on expanding the knowledge of current students participating in LPS local Career and Technical Student Organizations (CTSO). The students participating in TPSA must be enrolled in the 8th-12th grades of a Texas public, private or charter school that offers courses within the Texas Education Agency's (TEA) LPS Pathway and be a member of TPSA.

Article 6: Financial Management

Section 1: Assets, Funds, and Records

As a non-profit organization, all funds and assets belonging to TPSA shall not be used for personal gain by any member. The Treasurer shall maintain all financials of TPSA, and the Chief Financial Officer will oversee financials. All expenditures must be approved per TPSA policy.

Section 2: Donations

The organization may solicit donations and accept money to assist with its mission and purpose. Use of the TPSA name to solicit donations or money shall be submitted to the Board of Directors for approval before solicitation.

Section 3: Dissolution

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for a public purpose.

Article 7: Organizational Structure

A visual representation of the organizational structure can be found at <https://tpsa.info/orgchart>.

Section 1: Board of Directors

The Board of Directors shall be comprised of the Executive Director (CEO), Financial Director (CFO), and Information Technology Director (CTO).

Section 2: Executive Council

The Executive Council Members shall be comprised of the President, Vice President of Regions, Vice President of Leadership, Treasurer, and Secretary. Executive Council Members shall be elected biennially in even-numbered years during a general business meeting at State Competition. New Executive Council members will take office at the conclusion of the State Competition, pending reconciliation of unfinished official business.

Section 3: Regional Representatives

Each region will have an Advisor Regional Representative who will oversee and represent the region as well as serve as a liaison of the Executive Council. Regional Representatives from odd-numbered regions are elected during odd-numbered years, and representatives from even-numbered regions during even-numbered years. The method of election will be conducted via an online ballot, with results posted at the conclusion of the state conference. New Regional Representatives will take office at the conclusion of the State Conference.

Current representatives from even-numbered regions will be given the option to continue to serve their term until 2026 without election, otherwise, these positions will be available for election in 2024.

Section 4: Organization Staff

Organization staff shall be appointed or removed by the Executive Council President with prior confirmation by the Board of Directors. Staff shall be governed by personnel policies established by the Board of Directors.

Section 5: General Business Meetings

General Business Meetings of TPSA membership shall occur as needed. The date(s), time and location shall be published 30 days before the meeting. A quorum for a meeting of the members shall consist of at least twenty percent (20)% of the active chapters. All issues to be voted on shall be decided by a simple majority of active chapters present at the meeting in which the vote takes place. Each active chapter shall have one vote cast by a voting delegate. Chapters not present at the General Business Meeting may cast an absentee ballot in coordination with the Executive Council Secretary.

Section 6: Remove of Executive Council or Board of Directors

If a member of either the Board of Directors or the Executive Council identifies conduct that is inconsistent with the values and objectives of TPSA, either during standard business operations or outside of them, that member is authorized to initiate a "vote of no confidence" against a member of the Board of Directors or the Executive Council. Should another member second this motion, an emergency meeting of the Board of Directors and the Executive Council will be convened within five business days, at which the individual can give a statement and vote on their behalf. Upon receiving a second for this motion from another member, the individual will be immediately notified in writing that they are suspended from all duties and access to organizational systems by a member of the Board of Directors or President of the Executive Council, pending the outcome of an emergency meeting. For the vote to be valid, a quorum consisting of at least 75% of the combined members of the Board of Directors and the Executive Council must be present. If a majority of this quorum votes favor removal, the member in question will be immediately relieved of their duties. The line of succession will be enacted as defined in the organization's by-laws and policies. The removed member will be prohibited from serving on the TPSA Board of Directors or the Executive Council until a quorum of at least 75% of the combined members of the Board of Directors and the Executive Council vote to allow their return.

Article 8: Board of Directors

Section 1: Responsibilities

The Board of Directors is the legal governing body of TPSA. The primary functions of the Board of Directors are to set policy related to program, personnel, and fiscal matters and to be responsible for sound management. TPSA's Executive Director serves as the Chief Executive Officer of the organization. The board receives and acts upon the recommendations of the President of the Executive Council relative to the management of personnel, program, and fiscal matters.

Section 2: Vacancy

Upon the resignation of a member of the Board of Directors, a new member shall be appointed by the Board of Directors and approved by the Executive Council.

Article 9: Executive Council

Section 1: Responsibilities

The duties of the Executive Council Members are as follows:

- **President:** The President of the Executive Council shall provide leadership, guidance, and coordinate the activities of the Executive Council. Additionally, they will serve as the primary liaison between the Executive Council and the Executive Director. In case of a tie vote, the President provides the deciding vote. The President also represents TPSA externally, fosters a positive culture within the organization, and oversees all event planning and execution. In collaboration with the Board of Directors, the President reviews strategic plans, approves budgets, and develops policies for smooth operations. Regular updates to the organization about operations are expected from the President.
- **Vice President (Career Development Program):** The Vice President (Career Development Program) fills the President's role in their absence. The Vice President (of CDP) not only oversees the development and execution of the Career Development Program but also serves as the coordinator for regional representatives. They ensure that the regional representatives are adequately prepared and equipped to organize and manage their respective regional conferences. The Vice President (of CDP) is responsible for maintaining quality control over these regional events, ensuring they adhere to organizational standards and contribute meaningfully to the overall goals of the Career Development Program. It is also their duty to ascertain that adequate support staff is available for the successful operation of the program.
- **Vice President (Leadership Program):** The Vice President (Leadership Program) acts as an alternate for the Vice President of the Career Development Program and oversees the development and execution of the Leadership Program. The Vice President (of LP) is responsible for maintaining quality control over Leadership Program events and activities, ensuring they adhere to organizational standards and contribute meaningfully to the overall goals of the Leadership Program. It is also their duty to ascertain that adequate support staff is available for the successful operation of the program.
- **Secretary:** The Secretary, acting as the Public Information Officer, prepares and distributes agendas and minutes for all TPSA meetings, manages all TPSA official communications, and works with Regional Representatives for information dissemination. The Secretary is also responsible for administrative support to the Executive Council, assists with policy development, maintains stakeholder relationships, and prepares various official documents. It is also their duty to ascertain that adequate support staff is available for the successful operation of their duties.
- **Treasurer:** The Treasurer maintains TPSA financial accounts as per the policies set forth by the CFO, oversees all financial operations including budgeting, forecasting, financial reporting, and cash flow monitoring. The Treasurer also provides financial analyses and recommendations, prepares public budgets in collaboration with the CFO, and develops fundraising strategies. They also manage membership dues and competition fees, processes reimbursements, and ensures tax and regulatory compliance. It is also their duty to ascertain that adequate support staff is available for the successful operation of their duties.

Section 2: Vacancy

In the event of an Executive Council vacancy, the President may recommend a candidate they feel is competent for the position or leave it vacant until the next election. The recommendation will be presented to the Executive Council for a majority vote. The Board of Directors will approve/deny the candidate after a majority vote. In the event of a Presidential vacancy, one Vice President will serve as President for the remainder of the term, decided by a majority vote of the Executive Council. The New President may appoint a candidate they feel is competent for the

Vice President position. The recommendation will be presented to the Executive Council, and a majority vote will occur. The Board of Directors will approve/deny the candidate by majority vote.

Section 3: Election

A member may be allowed to serve in a consecutive office term if re-elected at the end of their term and if their name is on the election ballot. If no one is elected President, the Board of Directors may appoint an interim President until a new election can be held. Outgoing Executive Council members may not appoint an unfilled board position.

Section 4: Meetings

The Executive Council will conduct a mandatory meeting each summer for all elected and appointed members. The date(s), time and location shall be published 60 days before the meeting. Regular board meetings shall be held throughout the year. These meetings may occur in person or remotely. Any Executive Council member may call a meeting as the need arises. All meetings, except the mandatory summer meeting, shall be announced no less than 72 hours before the meeting.

Article 10: Regional Representatives

Section 1: Responsibilities

Regional Representatives act as liaisons between their respective regions and the Executive Council, disseminate TPSA business information, secure competition venues, assist with competition planning and execution, and verify payments for each school. Additional duties will be They can form regional committees, fulfill State Conference responsibilities, and collaborate with TPSA leadership and regional school advisors. Regional Representatives are expected to attend monthly meetings with the Vice President (Career Development Program) and commit to their responsibilities with diligence and professionalism.

Section 2: Vacancy

In the event of a Regional Representative vacancy, the Vice President of Regions may select an eligible candidate and present them to the Executive Council for approval by a majority vote. The Board of Directors will then approve/deny the candidate by a majority vote. If no Regional Representative is appointed to the vacant position, the Executive Council is responsible for ensuring that all Regional business is carried out per the TPSA mission and vision. Any region starting the school year with a representative vacancy may be divided among other regions for competition.

Section 3: Meetings

Regional Representatives will attend monthly meetings with the Vice President of Regions.

Article 11: Membership

Section 1: Chapter Membership

Membership is attained when a school applies for membership per TPSA policy. Only one Chapter per school shall be permitted. Law Enforcement, Public Safety Explorers Post, or their representatives are not eligible for a Chapter.

Section 2: Member Membership

Who are members

- Students: Any student enrolled in the 8th-12th grades who is a paid active member of a TPSA chapter.
- Advisors: Any faculty member who is a paid active member of a TPSA chapter and teaches a TEA LPS Course.
- Any person serving on the Board of Directors, Executive Council, Regional Representatives, or Organization Staff.

Any person who does not meet the above qualifications is prohibited from serving in an advisor capacity at any TPSA activity.

Section 3: Good Standing

Only members in good standing with TPSA can participate in TPSA activities. Good standing is defined as follows:

- Membership dues paid in full
- Competition fees paid in full
- Currently not under TPSA suspension
- Students must be in compliance with TEA No Pass/No Play Policies

Section 4: Code of Conduct

TPSA Members/Chapters will adhere to representing TPSA professionally and ethically. No member may negatively compromise TPSA. TPSA reserves the right to remove, suspend or place a member/chapter on probation for conduct the Executive Council or Board of Directors deems as a violation of the TPSA Code of Conduct.

Article 12: Brand Guidelines

TPSA shall be recognized throughout all print mediums per the brand guidelines outlined on the TPSA website. The brand guidelines may not be amended without the Board of Directors' approval. The Board of Directors' approval must be obtained for any brand usage outside the organization's normal business operations.

Article 13: Amendments

Articles in the TPSA bylaws may be amended or expunged during any official business meeting of the Board of Directors and the Executive Council. A majority vote of those present shall pass amendments at the meeting.

Article 14: Oath of Office

Newly and currently elected or appointed officials taking office for the following term shall take the following oath of Office as a part of their acceptance to the position:

"I, (State Your Name), duly elected by the members of the Texas Public Safety Association to the Office of (Office), do solemnly agree (or affirm) that I will support the bylaws and Code of Conduct of the Texas Public Safety Association. I agree to execute this Office's duties faithfully and uphold the Mission and Purpose of the Texas Public Safety Association. I understand that if needed, I may be asked to step down and grant someone else the opportunity to fulfill my role."

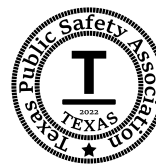
Incoming Council/Board Members will take the Oath of Office during the State Conference Closing Ceremony. The Oath shall be administered by a outgoing President or Vice President of this Organization. The President or Vice President will administer the oath to any newly appointed officer after the State Conference.

Board of Directors

Kira Hassler Newsom
Executive Director

Thomas Helgoth
Finance Director

Connor Winston
IT Director



Executive Council

Johnnie Shepherd
President

Melissa Hollingsworth
Vice President

Terri Massey
Secretary

Previous Amendments

[August 8th, 2023](#)

[October 2nd, 2023](#)