

Texas Environmental Law Enforcement Association
Bylaws
Adopted April 15, 2021

Article I: Name of Organization

Texas Environmental Law Enforcement Association (“TELEA”)

Article II: Term of the Association

The term of this Association shall be perpetual.

Article III: Mission of the Association

The Mission of TELEA shall be:

To create a statewide network of technical and criminal environmental enforcement professionals;

To increase the utilization of traditional law enforcement officers in criminal environmental enforcement efforts;

To provide a forum for sharing information regarding changes in laws, regulatory policies, and technological developments in environmental law enforcement;

Increase professionalism in environmental law enforcement through specialized training and certification; and,

To increase public awareness and support for criminal environmental law enforcement.

Article IV: Membership of the Association

Section 1 - Membership

Membership in the Association shall be limited to the following:

Regular Members

Any active or retired environmental enforcement professional which may include: environmental investigator, peace officer, environmental program specialist, code enforcement officer, registered sanitarian, designated representative (OSSF) administrator, policy-maker, prosecutor, judge and/or any individual who’s position duties encompass environmental investigations and/or enforcement.

Associate Members

This membership designation includes individuals and non-profit organizations whose interests are aligned with the mission of the Association. Individuals who meet the requirements set forth by the Association shall have the right to apply for regular membership status.

Honorary Members

Honorary membership shall be determined by the Board and bestowed upon those individuals who have acted exceptionally to further the Mission of the Association. Honorary members are exempt from dues.

Section 2 - Dues

Annual membership dues of the Association shall be established by the Board and will be payable in advance for each calendar year. Annual membership shall commence on April 1 of each year and terminate on March 31 of the following year. Individuals becoming members during the year shall pay a pro-rated amount for the period from their date of joining until the next March 31. A Member is considered to be "in good standing" provided all dues have been paid for the year.

Section 3 - Right to Vote

All Regular Members in good standing are eligible to vote on all issues put before the membership.

Section 4 - Suspension from Membership

A Member of the Association shall be suspended from membership:

- (a) Upon non-payment of dues after 45 calendar days from date of renewal; or,
- (b) Upon participation in any criminal activity contrary to the best interests of law enforcement, as evidenced by any criminal indictment or criminal conviction. Suspensions shall require a majority vote of the Board of the Association. Suspended Members may petition the Board in person for reconsideration and they may request a hearing from at the next Board meeting.

Article V: Board of Directors

The Board shall consist of nine individuals: President, Secretary, Treasurer, Immediate Past-President, Vice-President for Education, Vice-President for Membership, Vice-President for Bylaws, Vice-President for Legislative Affairs, and Vice-President for Communications.

No person shall be eligible to hold office in this Association unless they are a Regular Member in good standing.

No more than two (2) Members from the same agency can serve on the Board at the same time.

No Member of the Board shall receive any compensation for services rendered to the Association in their official capacity. The Board shall meet quarterly, the time, place and date to be determined by the President and at such other times as the President may determine necessary, provided that no Regular or Special Board meeting shall be called with less than ten (10) calendar days' notice to the Board Members. A quorum of five (5) voting Board Members is required to hold a meeting of the Board.

All Board meetings, and all meeting of any Committees reporting to the Board, shall be conducted according to Robert's Rules of Order, 12th Edition, or any newer edition when available from the Robert's Rules Association.

The location, date, time, and agenda for all Board meetings shall be posted on the Association web site at least ten calendar days prior to the meeting. Due to TELEA being a statewide organization and wanting to achieve the best possible inclusion of Board representatives from throughout the state, the Board has significant obstacles in meeting as a Board. Therefore, the Board will hold quarterly business meetings to insure the progression of the organization. One meeting will be held in person and will be held at the yearly training conference at which is open to the membership. The three additional quarterly meeting can be held in person or electronically/ telephonically or a combination thereof at the discretion of the President. In order to be held electronically/ telephonically, the membership must be notified by email a minimum seven days in advance of the electronic/telephonic meeting and must have access to participate in the meeting should they desire at their own expense. It is the responsibility of the individual member to provide the telephone with long distance capabilities and/or webcam with internet connection to participate.

All Members are encouraged to attend Board and committee meetings as often as possible.

Article VI: Duties of Elected Officers

Section 1 - President

The primary duty of the President shall be to assure the continued legal and financial existence of the Association, including assuring the timely filing of all state and federal reports.

The President shall convene and preside at all Regular and Special Board Meetings at a time, place and date to be determined by the President. In the event that the President is unavailable to preside at a Regular or Special Meeting, he or she shall designate a Vice-President to perform these duties. In the event that the office of President becomes vacant, the Board shall, within thirty days of the vacancy, select a new President from among the Vice-Presidents to serve the remaining term as President. Upon election, this person shall assume all duties and responsibilities as President, and his or her former Board position shall be filled as described in Section 7 below. The President is a member of all committees in the Association.

Section 2 - Vice-Presidents

There shall be five (4) Vice Presidents.

The Vice-Presidents shall perform all duties associated with their office as well as any other duties for the good of the Association required of them by the President. The Vice-Presidents shall be responsible for designated areas of interest as follows:

Vice-President for Education, who assumes primary responsibility for developing and implementing training and certification programs for the Association.

Vice-President for Membership, who assumes primary responsibility for the recruitment of new members and the retention of current members.

Vice-President for Bylaws, who assumes primary responsibility for continually reviewing and suggesting modifications of the Associations' Bylaws.

Vice-President for Legislative Affairs, who assumes the primary responsibility for keeping the Members informed of legislation and rule changes impacting the enforcement of Texas criminal environmental laws.

Each Vice-President may form a committee to assist him or her in performing these tasks, and such committee shall include no fewer than four Regular Members who are not Board members. Each of these committees shall develop a comprehensive plan to fulfill its duties, including specific activities in support of the Mission of the Association.

Section 3 - **Treasurer**

The Treasurer is responsible for all cash receipts and payments in which the Association is a party. Following each Board election or appointment, the Treasurer shall assure that all documents required by the Association's depository bank are complete, including the completion of any new signatory cards required by the bank. The Treasurer shall recommend policies to the Board concerning Association banking practices and implement those policies as approved and directed by the Board. The Treasurer shall provide a monthly statement to the Board showing the receipts, deposits, and balance for the month. The Board shall make this information available to any Regular Member upon request.

Section 4 - **Secretary**

The Secretary shall serve as Secretary to the Executive Board and perform other such duties as directed by the President, including keeping Minutes of all Regular and Special Board Meetings and of business transacted at the Annual Members Meeting. In the event the Secretary is not available to take Minutes as required, the President shall appoint a Temporary Secretary to serve as Secretary for that meeting. The Secretary or Temporary Secretary shall circulate Minutes among Board Members within ten days following any meeting for which Minutes were recorded for review. Board members shall provide corrections to the Secretary or Temporary Secretary within ten days of receipt. The Secretary shall be responsible for all correspondence to the membership of the Association and shall maintain an accurate membership roster. The Secretary shall serve as the central depository of all records of the Association and shall be provided with written Minutes from all official committee activities.

Section 5 - **Member-at-Large**

The Member at large assumes the responsibility of assisting in communications with the members, coordinates with the other board members the dissemination of information to include training events and registration.

Section 6 - **Immediate Past-President**

The Immediate Past-Presidents shall be a member of the Board. He or she is responsible for providing continuity, stability, and historical perspective to Board deliberation

Section 7 - Vacancies

If any Board office becomes vacant, the Board shall by majority vote select a Regular Member to complete the term of office, except that if the vacancy occurs in the office of President, the Board shall fill that vacancy in the manner prescribed in Section 1 (above).

Article VII: Committees

Section 1 - Preface

The Board shall, by simple majority vote of Board members present at a Regular Meeting, appoint committees that it deems necessary, from time to time, to fulfill the Mission of the Association. These are in addition to the four committees formed by the Vice-Presidents as described above.

Section 2 - Annual Audit Committee

The President shall appoint an Annual Audit Committee, not later than the first business day of February in each year, consisting of not fewer than three Regular Members. This committee shall be responsible for conducting an annual audit of the Association financial transactions and reporting their findings to the Board and directly to the Membership at the Annual Meeting.

Article VIII: Election of Board Members

Section 1 - Term of Office

The President, Treasurer, Secretary and Vice-President shall be elected at the first organizational meeting, and these individuals shall serve until the first Annual Members Meeting, at which time they shall resign from office and all new Board members elected. Board member elections shall take place at the Annual Members Meeting each year, which will usually occur in April. If the Annual Members Meeting is delayed, Board members will continue to serve until the Annual Members Meeting takes place.

The following Board positions shall be elected for a two-year term in even numbered years: President; Vice-President for Membership; Vice-President for Legislative Affairs; and Secretary.

The following Board positions shall be elected for a two-year term in odd numbered years: Treasurer; Vice-President for Education; Vice-President for Bylaws; and Vice-President for Communications.

Board members elected in 2021 to offices that will in the future be elected in even numbered years shall serve an initial term of one year.

The Immediate Past-President serves from the time the new President is elected or appointed until the time that new President leaves office, thereby becoming the next Immediate Past-President. If the position of President becomes vacant by resignation or other means not punitive in nature by the organization, the out-going president shall assume the duties of past president unless the out-going president notifies the Board of his/her inability to serve in the position. In such a case and to continue the continuity of the Board, the previous Past President shall continue to remain in the Past President's position on the Board. In the event the Past President is unable to perform the duties of the Board, the previous past president will be asked to fill the post. In cases where the President was removed or resigned not in good standing, the previous past president will retain the seat on the Board.

Section 2 - Election Process

The election of Board members, according to the schedule immediately above, shall take place at each Annual Members Meeting. The President shall preside at the election. All nominations for Board positions to be elected in any particular year shall be made at the time of the election from the floor by Regular Members. The tabulation of votes shall be in a manner prescribed by the President. New Board members shall assume office immediately upon election. Board members leaving the Board for any reason shall turn over all TELEA records in their possession to the President within seven days of leaving office.

Article IX: Bylaw Changes

A majority of regular Members present at an Annual Members Training Conference must agree before these bylaws can be modified. All proposed changes to these bylaws shall require a minimum of two days' notice and discussion to all members present at the annual training conference prior to the casting of the ballots. Any Regular Member may propose a change in these bylaws to the Board, which will also from time to time receive suggested changes from the Vice-President for Bylaws. The Board will review all suggested changes. Those which a majority of the Board considers appropriate for Association Regular Member consideration will be set for the next Annual Members Training Conference. Approved revised bylaws will be posted on the website within 30 days of the approved revisions for all members to access and review.

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Article X: Non-Discrimination Statement

The Association shall not tolerate illegal discrimination for any reason.

Article XI: Full Force and Effect

The bylaws shall be in force and effect immediately upon adoption.

