

**2021
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Texas Law Enforcement Explorer Advisors Association



BY-LAWS

Adopted: January 23rd, 1989
Revised: May 2021

www.tlecaa.org

TEXAS LAW ENFORCEMENT EXPLORER ADVISORS ASSOCIATION

BY-LAWS

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ARTICLE I – NAME

The official name of this association shall be the Texas Law Enforcement Explorer Advisors Association, hereafter referred to as TLEEAA or the Association.

ARTICLE II – ESTABLISHED/PURPOSE

TLEEAA is a non-profit, non-partisan educational entity established for the purpose of promoting Youth Law Enforcement Programs within the State of Texas through the following activities:

- Sponsoring and supporting law enforcement agencies that enhance the mission of youth law enforcement programs.
- Developing and implementing educational, recreational and competitive programs and events that foster vocational awareness, professional knowledge, character development and overall fitness.
- Assisting law enforcement agencies with the formation and development of new youth law enforcement programs.
- Encouraging youth law enforcement programs to participate in local, regional and national youth law enforcement conferences, competitions and other events.
- Planning and conducting specialized training programs for youth participants and adult leaders.
- Engaging in such other activities as deemed necessary to support the mission of youth law enforcement programs.

ARTICLE III – ADMINISTRATION

TLEEAA shall be administered by the elected officers of the Association with the assistance of appointed standing, special and/or ad hoc committee chairpersons and their respective committee members.

ARTICLE IV – MEMBERSHIP

Membership in TLEEAA shall be open to any qualified individuals meeting the below requirements. Applicants for membership shall file with the TLEEAA Board Secretary an application in such form as the Association shall determine.

4.1 Classifications of Membership: There shall be four (4) classifications of membership in TLEEAA, which are defined as follows:

- A. ACTIVE MEMBER:** Includes any qualified individual whom is:
 - 1. Registered as an adult leader with an a Youth Law Enforcement Program within the State of Texas; or
 - 2. A sworn member of a local, state or federal law enforcement agency located within the State of Texas.
- B. ASSOCIATE MEMBER:** Includes any qualified individual whom is:
 - 1. Registered as an adult leader with a Youth Law Enforcement Program within the United States of America (excluding the State of Texas); or
 - 2. A sworn member of a local, state or federal law enforcement agency located outside the State of Texas.
- C. HONORARY MEMBER:** Includes any qualified individual whom has rendered outstanding service to the Association and/or a Youth Law Enforcement Program, but does not meet the criteria for “Active Member” or “Associate Member.”
- D. LIFE MEMBER:** Includes any qualified individual that served as a past Board President of TLEEAA for their entire term and ended their service honorably. Reasonable expenses equal to those of active board members should be provided for Life Members who volunteer to instruct at Advisor Seminars.

4.2 Membership Process:

- 1. **Active Member/Associate Member:** The TLEEAA Board of Officers will consider any qualified individuals for membership status as an

“Active Member” or “Associate Member” and approve after online application is submitted.

- 2. Honorary Member: Any “Active Member” may nominate any qualified individual for consideration as an “Honorary Member” at any regular constituted board meeting. The TLEEAA Board of Officers will evaluate the nominations of Honorary Members and approve for same by a majority vote of the TLEEAA Board of Officers at any regularly constituted board meeting.**
 - 3. Life Member: Any past Board President of TLEEAA may be granted lifetime membership for their service to the Association as long as they served for their entire term honorably and approve for same by a majority vote of the TLEEAA Board of Officers at any regularly constituted board meeting. Life Members shall be assumed to have membership until they resign from the Association or has a period of inactivity with the Association of more than twelve consecutive months.**
- 4.3 Membership Voting: Once a qualified individual is approved membership status by the Board of Officers, they may attend any regularly constituted board meetings.**
- A. Only “Active Members” or “Life Members” who have maintained current/updated annual membership records shall be eligible to vote at any regularly constituted board meetings or at the yearly Board Officer elections and can be elected to serve on any of the Board Officer positions.**
 - B. “Associate Members” and “Honorary Members” shall not have any voting rights. “Associate Members” and “Honorary Members” shall not serve on the Board of Officers, but may serve on TLEEAA Standing or Special/Ad Hoc Committees.**
 - C. For purposes of voting, each law enforcement post with active TLEEAA membership will receive one vote per Post, regardless of the number of active members that Post may have. Each primary post advisor or their designee will be responsible to determine who their voting representative will be. It will be assumed by TLEEAA the voting representative casting the vote for each Post has been authorized to vote on behalf of all their active members.**
 - D. For the purposes of voting, each law enforcement post with active TLEEAA membership but no Active Member or Life Member not in attendance at any regularly constituted board meeting may:**

1. use another Active Member or Life Member to cast a proxy vote, as long as the TLEEAA Board Secretary has received written notice a minimum of two (2) hours prior to the vote that specifies which individual is authorized to cast the proxy vote on their behalf (Proxy vote notification can be sent via email format); or
 2. Submit an absentee vote for their Post, but it must be received by the TLEEAA Board Secretary a minimum of two (2) hours prior to the vote being held. (Absentee votes can be sent via email format.)
- 4.4 **Membership Fees:** Active Members, Honorary Members, or Life Members shall have no fees to join TLEEAA. Each Out of State Associate Member post shall pay a cost of \$20.00 dollars per annual year to keep their membership with TLEEAA active. This can be accomplished by paying the fee at any TLEEAA sponsored competition(s), seminar(s) or event(s).
- 4.5 **Termination of Membership:** The Association may, for just cause, terminate the membership of any member by affirmative vote of the majority of all active members present at a regularly constituted meeting. Prior to taking any action for removal, the member in question will be advised in advance, by letter transmitted via certified mail and/or by email, of the reason(s) for seeking such action and permitted to present a response by mail or in person at a regularly constituted meeting.
- 4.6 **Resignation:** Any member may resign from the Association by submitting a letter of resignation with the Board Secretary, however, such resignation shall not relieve the member so resigning of the obligation to pay any assessments or other charges theretofore accrued and unpaid while actively serving.
- 4.7 **Reinstatement:** Upon a letter of request, signed by the former Board member and filed with the Board Secretary, the Association may, by affirmative vote of the majority of all active members present at a regularly constituted meeting, reinstate such former member upon such terms as the Association may deem appropriate.
- 4.8 **Transfer of Membership:** Membership in the Association is not transferable or assignable.
- 4.9 **Renewal of Membership:** All members shall be required to renew/update their membership records annually. Membership period is from May 1st through April 30th yearly.

ARTICLE V – OFFICERS, REGIONAL REPRESENTATIVES & COMMITTEES

- 5.1 TLEEAA Board of Officers:** shall consist of a President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Sergeant at Arms and Technical Director, Director of Public Relations, Parliamentarian, Membership Chair, Historian. All Board Officers are not paid any form of salary or income for their position and serve as unpaid volunteers.

A. Eligibility for Board Officers

- 1. Must be an Active Member or Life Member and maintain those requirements.**
- 2. For the Treasurer, Secretary, Technical Director or Sgt. at Arms, Director of Public Relations, Parliamentarian, Membership Chair or Historian positions, applicants must have attended for no less than one year to TLEEAA meetings with no less than 75% attendance (also accepting attendance by voice or video conference). Board Officers must attend one TLEEAA sponsored event and should attend the TLEEAA State Competition.**
- 3. For the President, 1st Vice President, or 2nd Vice President positions, applicants must have served previously as the TLEEAA Treasurer, Technical Director, Secretary or Sgt. at Arms, Director of Public Relations, Parliamentarian, Membership Chair, or Historian for a period of no less than one term and must have attended (also accepting attendance by voice/video conference) no less than 75% of all TLEEAA meetings. Board Officers must attend one TLEEAA sponsored event and should attend to the TLEEAA State Competition.**
- 4. For the Membership Chair, Director of Public Relations, Parliamentarian, and Historian positions, applicants must have attended no less than 6 months to TLEEAA meetings with no less than 75% attendance (also accepting attendance by voice or video conference). Board Officers must attend one TLEEAA sponsored event and should attend the TLEEAA State Competition.**

- 5.2 TLEEAA Regional Representatives:** shall consist of nineteen (19) district representatives appointed by the President. They are as follows: Alamo Area (San Antonio), Bay Area (Galveston), Buffalo Trail (Midland), Caddo Area

(Texarkana), Capital Area (Austin), Circle Ten (Dallas), Concho Valley (San Angelo), East Texas (Nacogdoches), Golden Spread (Amarillo), Longhorn (Fort Worth), NeTseO Trails (Paris), Northwest Texas (Wichita Falls), Rio Grande (Harlingen), Sam Houston (Houston), South Plains (Lubbock), South Texas (Corpus Christi), Texas Trails (Abilene), Three Rivers (Beaumont), and Yucca (El Paso). All Regional Representative positions are not paid and serve strictly as volunteers only.

- 5.3 **TLEEAA Committees:** shall consist of but not limited to: Audit Committee, Conference and Competition Committee, Awards & Scholarships Committee, Public Relations & Communications Committee, Training & Education Committee, Elections Committee, and Sponsorships Committee. All TLEEAA Committee member positions are not paid and serve strictly as volunteers only.
- 5.4 **Election and Term of Office:** The Board Officers of the Association shall be elected annually by the majority of votes received from the designated voting representatives of the “Active Members” and “Life Members.” Voting for the Association Board Officers shall be by secret ballot at the annual TLEEAA competition. All Board Officers shall not hold the same board position for more than four (4) consecutive years. At the end of the 4th year, the Board Officer may choose to run for a different elected Board Officer position. Additionally, Board Officers must vacate their position for a period of one term. Any Active Member or Life Member can only run for one elected Board Officer Position annually. No person may hold more than one office in the Association at the same time.
- A. The terms of office for 1st Vice President, Treasurer, Secretary, Director of Public Relations and Parliamentarian are from competitions held in odd years to odd years.
- B. The terms of office for the President, 2nd Vice President, IT Director and Sgt. at Arms, Membership Chair and Historian are from competitions held in even years to even years.

Each regional representative, committee member and committee chairperson shall serve at the pleasure of the President and until their successor is appointed, unless sooner terminated, or unless such member is removed by the President with the concurrence of the Board of Officers.

- 5.5 **Vacancies:** Should any Board Officer, with the exception of the President, vacate their office for whatever reason, an interim replacement will be named by the Board of Officers and a special election to permanently select a replacement will be held at the next regularly constituted meeting. In the event the President vacates their office, the 1st Vice-President will assume the position for the remainder of the term.

Any vacancy in any regional representative position or committee member or committee chairperson may be filled by appointment by the Board President.

- 5.6 **Removal:** Any Board Officer of the Association may be removed, for just cause, by the affirmative vote of two-thirds of all active members present at a regularly constituted meeting. Prior to taking any action for removal, the Board Officer in question will be advised in advance by direct contact from a member of the Board of Officers of the reason(s) for seeking such action and permitted to present a response by mail or in person at the next regularly constituted meeting.

5.7 **TLEEEA Board Officers Duties & Responsibilities:**

- A. **PRESIDENT:** shall be the principal executive officer of the Association. The President shall:
1. Preside at all Association meetings except in those instances in which such authority is expressly delegated to another Board Officer.
 2. Oversee all business affairs and functions of the association, as well as ensure that all resolutions and directives approved by the Board of Officers are carried into effect except in those instances where such responsibility is assigned to some other individual(s).
 3. Have the power to appoint regional representatives, as well as the chairperson and members of all committees.
 4. Represent the Association at all official and public functions.
 5. Ensure adherence to all Association by-laws.
 6. Only vote in the event of a tie at any regularly constituted meeting of the Association.
 7. Serve as an ex-officio member of all Association committees.
 8. Have overall responsibility for making notification of Association meetings via regular mail or electronic mail and on the TLEEEA website.
 9. Discharge such other duties incident to the office of President and/or other responsibilities as may be prescribed by the Board of Officers and membership of the Association.
 10. May establish a PIO (Public Information Officer) position or appoint another TLEEEA Board member to act as the PIO.
- B. **1st VICE-PRESIDENT:** shall assist the President in the discharge of their duties. The 1st Vice-President shall:
1. Perform all duties of the President in the absence or disability of the President and when so acting shall have all the powers and

- privileges granted to the President as outlined in the Association by-laws.
2. Serve as general coordinator with the Competition Committee Chair for the annual TLEEAA sponsored competition and any other such future competitive program or conferences that may be sponsored by the Association.
- C. **2nd VICE-PRESIDENT:** shall assist the 1st Vice-President in the discharge of their duties. The 2nd Vice-President shall:
1. Perform all duties of the 1st Vice-President in the absence or disability of the 1st Vice-President and when so acting shall have all the powers and privileges granted to the 1st Vice-President as outlined in the Association by-laws.
 2. Serve as general coordinator with the Training and Education Committee Chair for any TLEEAA sponsored Explorer Leadership Training Seminar for Law Enforcement Explorers.
 3. Serve as coordinator over the appointed Regional Representatives and ensure effective two-way communications with the designated regions.
 4. Serve as general coordinator of all TLEEAA assets. Coordinate inventory and log for usage all assets and need of replacement.
- D. **SECRETARY:** shall be the principal custodian of records, reports, files, images, and membership of the Association. The Secretary shall:
1. Be the custodian for all non-financial records for the Association.
 2. Record and maintain accurate notes for all Association meetings.
 3. Maintain a current membership roster for the Association.
 4. Keep a record of all incoming and outgoing correspondence for the Association and respond to all correspondence for the Association.
 5. Serve on the Public Relations & Communications Committee.
 6. Prepare the agenda, as directed by the President, for all Association meetings.
 7. In association with the Treasurer, be responsible for filing annual reports and other documentation required by the state or federal government to maintain the Association's status as a tax exempt, non-profit entity.
 8. Serve as general coordinator with the Public Relations and Communications Committee Chair.
- E. **TREASURER:** shall be the principal accounting and financial officer of The Association. The Treasurer shall:
1. Be responsible for maintaining financial records for the Association in accordance with generally accepted standards of accounting.

2. Receive, deposit and disburse Association funds as directed by the Board of Officers.
3. Manage all Association fiscal accounts
4. Shall assist with providing all financial information to an external annual audit of all Association funds conducted by an independent certified public accountant (CPA).
5. Maintain financial statements, bank records, vouchers, receipts and other such documents required by law and/or the Board of Officers.
6. In association with the Secretary, be responsible for filing annual reports and other documentation required by the state or federal government to maintain the Association's status as a tax exempt, non-profit entity.
7. Serve as general coordinator with the Awards and Scholarship Committee.

F. SERGEANT AT ARMS: The Sergeant at Arms shall:

1. Assist the President as necessary in establishing order at all Association meetings and functions.
2. Regulate and control entrance at all Association meetings and functions.
3. Ensure that only active members vote at regularly constituted Association meetings.
4. Greet and introduce all visitors to Association meetings and functions.
5. Assist 2nd Vice President with transporting and coordination of all TLEEAA assets.
5. Discharge such other duties incident to the office Sergeant at Arms and/or other responsibilities as may be prescribed by the Board of Officers and membership of the Association.

G. TECHNICAL DIRECTOR: The Technical Director shall:

1. Be the administrator of the TLEEAA website solely responsible for all content, inputs and updates.
2. Be custodian in charge of all TLEEAA electronic equipment.
3. Be administrator for all social media pertaining to TLEEAA
4. Be custodian in charge of TLEEAA Drop Box to include updating approved usage by TLEEAA Board members.
4. Photograph, video and any other duties as assigned by the Board President.

H. MEMBERSHIP CHAIR: The Membership Chair Shall:

1. Recruit new posts.
2. Coordinate Social Activities and events during the competition (sports games, dances, etc).

3. Contact out of state Explorer Advisor Associations to inform about TLEEAA hosted trainings and events.

I. DIRECTOR OF PUBLIC RELATIONS: The Director of Public Relations shall:

1. Be the administrator for all social media pertaining to TLEEAA.
2. Take and upload photographs and videos to TLEEAA's social media accounts and website.
3. Assist the Technical Director with updating content on the TLEEAA website.
4. Serve as the point of contact for any media inquiries at the direction of the President.
5. Prepare a quarterly newsletter detailing the TLEEAA Board's activity and highlight results from competitions from around the state.

J. PARLAMETARIAN: The Parliamentarian shall:

1. Assist the President and other board members as needed with parliamentary procedures.
2. Organize and execute the yearly board member elections.
3. Prepare bylaw amendments or revisions as necessary.
4. Ensure conduct of board is in accordance with the current bylaws.
5. Remain nonpartisan at all times.

K. HISTORIAN: The Historian shall:

1. Create and/or maintain a record book that includes such items as the year's officers, award winners, events held, and results of the yearly competition.
2. Assist the Director of Public Relations with documenting events through writing and photographs/videos.
3. Coordinate the collection of nominees for various awards presented at the yearly competition and present to the board the nominees for a vote.

5.8 TLEEAA Regional Representatives Duties & Responsibilities: In order to provide representation to all youth law enforcement programs in Texas, the President may appoint adult regional representatives to each of the nineteen (19) districts in Texas. Each adult representative must be an active member of TLEEAA, and will serve youth law enforcement programs in their respective area of responsibility and kept apprised of TLEEAA programs and other matters of importance to law enforcement youth and adult leaders. Regional representatives also will convey to the President and Board of Officers suggestions or concerns about youth law enforcement programs and related matters as expressed by the adult leaders and/or youth participants in their area. Supervision and coordination of communication for the Regional Representatives shall be the responsibility of the 2nd Vice-President.

5.9 TLEEEA Committees: TLEEEA may establish by means of the Association by-laws such standing committees as deemed necessary to accomplish continuing activities, tasks and functions. The Board of Officers may also establish by special resolution or ad hoc committees. A committee chairperson may form such sub-committees as necessary in order to provide for the effective and efficient operation of their respective committee. No member of any type of committee may initiate any formal action in behalf of the Association; make any public statement for the Association; or in any way commit the Association contractually, financially or with regard to policy unless such action is explicitly approved by the Association by-laws, resolution or the Board of Officers.

A. Standing Committees: The following standing committees are designated for the indicated purpose:

- 1. Audit Committee – Responsible for assisting and overseeing an annual audit of Association finances, property and other assets. This committee shall conduct business under the supervision of the President.**
- 2. Conference and Competition Committee – Responsible for planning, coordinating and conducting the annual competition sponsored by the Association and any future competitive events or conferences. This Committee shall conduct business under the supervision of the 1st Vice-President.**
- 3. Awards, and Scholarships Committee – Responsible for developing various types of Association recognition awards along with the eligibility criteria and the selection process for same. This committee also will administer any scholarship approved by the Board of Officers and may develop independent scholarship sources that may be administered by the Association. The annual awards shall be presented at the awards ceremony of the TLEEEA Competition. This committee shall conduct business under the supervision of the Treasurer.**
- 4. Public Relations and Communications Committee – Responsible for promoting the purpose and objectives of the Association as well as any Association sponsored events. This committee also will maintain the Association's website to ensure all information**

contained therein is current, accurate and presented in the best possible manner. This committee shall conduct business under the supervision of the Secretary.

5. **Training and Education Committee** – Responsible for planning, coordinating and conducting training programs that enhance the mission of the Association and youth law enforcement programs. This committee shall also identify and promote educational opportunities that may further the personal and professional development of its members. This committee shall be tasked with maintaining and updating the Basic and Advanced Training Courses and conduct business under the supervision of the 2nd Vice-President.
 6. **Elections Committee** – Responsible for identifying candidates for positions on the Board of Officers and presenting each April a slate of nominees for consideration and selection by the membership. In a manner approved by the Board of Officers, the committee shall conduct election proceedings, receive ballots, and announce the election results. This committee shall be appointed by the President and approved by the Board of Officers.
 7. **Sponsorships Committee** – Responsible for developing financial support and donations for the Association. Specifically, the committee will coordinate all fundraising efforts for the Association and ensure proper recognition for these supporters at the annual TLEEAA Competition. The committee shall conduct business under the supervision of the Treasurer.
- B. **Special or Ad Hoc Committees:** The TLEEAA Board of Officers may by special resolution, designate one or more special or ad hoc committees for the purpose of carrying out specific duties and functions as outlined in the resolution. Except as otherwise provided in such resolution, the President of the Association shall appoint members and a chairperson thereof subject to the advice and consent of the Board of Officers.

ARTICLE VI – MEETINGS AND QUORUM

- 6.1 **Regular Meeting:** Regular meetings of the Association shall take place at least once every other month, but may occur more frequently, at such time and such place as designated by the Board of Officers.

- 6.2 **Special Meeting:** Special meetings of the Association may be called by the President or any two members of the Board of Officers.
- 6.3 **Place of Meeting:** The Board of Officers may designate any appropriate and reasonable location as the place for any regular or special meeting.
- 6.4 **Notice of Meeting:** The President shall be responsible for making notification of Association meetings via regular or electronic mail and on the TLEEAA websites. Such notification will include the date, place and time for such meeting, along with, if possible, a copy of the meeting agenda. Notifications for special meetings should include the reason for calling such a meeting.
- 6.5 **Exigent Action by Board of Officers:** In the event a situation should arise that requires immediate action by the Board of Officers, and time and/or other circumstances does not permit the calling of a special meeting, the President, or in their absence the 1st Vice-President, may conduct a telephone or electronic mail poll of the Board of Officers in order to obtain majority approval for whatever action is deemed appropriate. Such a situation, and the action taken by the Board of Officers, shall be fully reported and recorded into the minutes of the next regularly constituted meeting of the Association.
- 6.6 **Quorum:** Four (4) or more members of the Board of Officers shall be considered a quorum for any regular or special meeting of the Association. If a quorum is not present, the meeting shall be postponed until such time a quorum is established or the meeting is cancelled for a lack thereof.
- 6.7 **Voting Method:** With the exception of a proposal to amend the Association by-laws, the method for voting for all Association business, resolutions and related matters shall be by show of hand or voice unless otherwise requested by any active member present at the time of such vote.
- 6.8 **Annual Meeting:** The annual meeting will be the meeting held after the annual state competition in which the new Board of Officers will be in place and the Treasurer's annual audit will have been completed.
- 6.9 **Order of Business:** The agenda and order of business at all Association meetings shall be as follows:
- Call to Order
 - Roll Call (Attendance)
 - Secretary's Report
 - Treasurer's Report
 - Committee Reports
 - Unfinished Business
 - New Business
 - Adjournment

ARTICLE VII - FINANCES

- 7.1 Gifts/Contributions:** The Board of Officers, may accept on behalf of the Association any contribution, gift, bequest, or devise for the general purpose or any special purpose of the Association providing such contribution, gift, bequest, or will explicitly be used for the benefit of or to further the objectives of the Association.
- 7.2 Deposits:** All Association funds shall be deposited to the credit of TLEEAA accounts in such banks, trust companies or other depositories as approved by the Board of Officers.
- 7.3 Fiscal Control:** The Board of Officers shall ensure that a system of fiscal controls is maintained for the purpose of ensuring that no one person is permitted to expend, withdraw or transfer Association funds without approval from the Board of Officers. The Treasurer will be responsible to share monthly financial/bank account statements with the Board Officers at any regularly constituted meetings.
- 7.4 Annual Audit:** An annual audit of TLEEAA funds, to include but not limited to receipt of funds, deposits and expenditures, will be conducted by a certified public accountant (CPA) approved by the Board of Officers. The Association Treasurer shall assist with the audit. The Board of Officers shall conduct an inventory of all assets after the annual state competition of each year and will prepare and deliver an audit report to the Board of Officers at the regularly constituted meeting in the month of June.

The Treasurer shall deliver all financial records to an independent certified public accountant (CPA) to audit, review and report their findings on all TLEEAA financials. The decision to hire an outside independent auditor shall require a majority vote of the Board of Officers at any regularly constituted board meeting.

If the Board Treasurer position is vacated or they resign from their position for whatever reason during the year, an audit will be completed immediately before the books are transferred to the new Treasurer.

- 7.5 Association Funds:** Each Board Officer will be issued a credit and/or debit card from the approved TLEEAA financial institution. Prior to issuance each Board Member shall sign a credit/debit card acceptance use form so designated by the Board. These cards will be used to make purchases that have been approved by

the members at any regularly constituted meeting. Purchases of an emergency nature shall be made only after approval has been received from four (4) or more Board Officers.

- 7.6 **Training Costs/Fees:** All Board Officers, Regional Representatives, and Life Members actively serving in their positions may attend any of the Associations adult development programs/seminars and are exempt from paying any registration fees. Any actively serving Board Officers (that are also certified TCOLE instructors) teaching at any of the Associations adult development programs/seminars can have the Association pay for their lodging/airfare/travel expenses or by being reimbursed by submission of their lodging/airfare/travel receipts by approved resolution at any regularly constituted meeting.
- 7.7 **Receipts:** All approved TLEEAA purchases will require the original receipt be returned to the Treasurer at the next regular constituted meeting or sooner. The Treasurer can accept (via fax or email) a scanned digital image of the original receipt; a photocopy of the original receipt; or any digital electronic receipt as a temporary record until the original can be returned, unless the digital electronic receipt is the original receipt. Failure to submit any documentation of any approved purchases without proper receipts to the Treasurer within sixty (60) calendar days from the date of purchase may result with the Board Member being suspended or removed from their office. This will not preclude the Board of Officers from seeking criminal or civil charges for any unauthorized purchases.
- 7.8 **Dissolution:** The Association shall use its funds only to accomplish the purposes and objectives specified in these bylaws, or for the purposes outlined in any resolution adopted and approved by the Board Officers. Upon dissolution of the Association, the Board Officers shall, after paying or making provisions for the payment of all TLEEAA financial liabilities, dispose of all Association assets, financial or otherwise, in such a manner as to equitably benefit the Law Enforcement Explorer Posts represented by the active members of the Association.

ARTICLE VIII – AMENDMENTS

These by-laws may be altered, amended or repealed, and new by-laws may be adopted, by a two-thirds vote of any present “Active Member” or “Life Member” voting representatives, including proxy votes, and absentee votes at any regularly constituted board or special meetings. The by-laws may contain any provision for the regulation and management of TLEEAA so long as such provision is not inconsistent with the law or purposes and objectives of the Association. Proposed amendments to the by-laws may be submitted, in writing, to the Board Secretary by any Active Member or Life Member of the Association. Proposed amendments must be posted on the TLEEAA website for at least thirty (30) days, notification sent out to all TLEEAA members via electronic mail or standard mail and read at the next regularly constituted board meeting to be considered for adoption. “Active Members” and “Life Members” with voting representation for each Post may vote in person, vote for another Post by proxy vote, or submit an absentee vote for any proposed amendments. Absentee votes/proxy vote notification must be received by the TLEEAA Board Secretary a minimum of two (2) hours prior to the vote being held. Proxy vote notification must specify which qualified individual is authorized to cast the proxy vote on behalf of their Post. Absentee and Proxy vote notifications can be submitted via electronic mail format.

- 8.1 **IMMEDIACY ACT:** Amendments deemed necessary due to immediacy may be passed temporarily by the elected Board with a majority voting in favor for the proposal. Amendments voted under the immediacy act will remain enforce for three months after the vote and will be reversed/removed unless proper procedures are followed for the adoption of the proposal is followed.

ARTICLE IX – RECORDS

The Association shall maintain complete and accurate documentation of all financial transactions, accounting statements, meeting minutes, membership rosters, committee reports, event records and other pertinent information that memorializes the actions and activities of the Association. These records shall be maintained for an indefinite period of time for legal, historical and review purposes.

ARTICLE X – PARLIAMENTARY AUTHORITY

For procedures not articulated in the by-laws or resolutions of the Association, the Board Officers will vote to establish new protocols or procedures by majority vote and

be the governing authority until such time a membership vote can be made at any regularly constituted general meeting.

ARTICLE XI – MISCELLANEOUS

- 11.1 Management, Debt, and Liability:** The Association Board Officers shall be fully responsible for its management, fiscal affairs and for any debts or liabilities it may incur. Its members shall not be responsible for the liability or debts of the Association nor shall the Association take any action to cause its members to incur or be subject to the liabilities or debts of the Association.
- 11.2 Waiver of Liability/Insurance Policy:** All TLEEAA sponsored competitions, seminars, training events, and activities are covered under the TLEEAA General liability Insurance Policy. TLEEAA competitions, activities and events will require all participating members (both adult and youth) to sign waiver of liability forms releasing TLEEAA from any potential liabilities.
- 11.3 Media Releases:** The media at times may be informed by the TLEEAA Public Relations and Communication Committee of upcoming competitions, activities and events. TLEEAA Board Officers may be required to give statements to the media or conduct interviews to explain the mission and purpose of TLEEAA for Youth Law Enforcement Programs in a positive image. All TLEEAA competitions, activities and events will require all participating members (both adult and youth) to sign a media release form for use of their images, photos, videos, recordings, for any media purposes, including but not limited to: use on the official TLEEAA website, newsletters, brochures, print media, promotional videos or presentations, television news broadcasts, etc.
