

**BYLAWS OF TEXAS ASSOCIATION
OF
PROPERTY AND EVIDENCE
INVENTORY TECHNICIANS**

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**TEXAS ASSOCIATION
OF
PROPERTY AND EVIDENCE INVENTORY TECHNICIANS

BYLAWS**

ARTICLE I MEMBERSHIP

Section 1 General Eligibility Requirements

- 1.1 Members shall be admitted in strict conformity with the category requirements herein set forth. Members shall not be denied on the basis of race, color, creed, national origin, or numerical limitation.
- 1.2 The category of membership enjoyed shall reflect the current employment status of the member.
- 1.3 Membership shall be restricted to individuals satisfying one of the following criteria:
 - 1.3.1 Individuals who work in and/or directly support the operation and/or management of a property and evidence section of any law enforcement agency, or other entity that performs the essential functions of property and evidence sections.
 - 1.3.2 Individuals who are employed by a law enforcement agency, or other entity that performs the essential functions of property and evidence sections, and can demonstrate an interest in property and evidence sections that would be of benefit to the Association and/or its members.
 - 1.3.3 Individuals who have made significant contributions to the Association and no longer actively work in and/or directly support property and evidence sections.
 - 1.3.4 Individuals who can demonstrate an interest in property and evidence sections that would be of benefit to the Association and/or its members.
- 1.4 With the exception of Corporate Group member category, the members of the Association are individuals. The membership of the Association shall be divided into the following categories: Active, Inactive, and Corporate. The designation of Life and Honorary may

be added to any designator only after voted and approved by the Board of Directors.

Section 2 Categories

- 2.1 Active Membership: To be eligible for membership in this category the individual shall be directly involved and/or directly support the operation and/or management of a property and evidence section of any law enforcement agency, or other entity that performs the essential functions of property and evidence sections, Such person must be employed by, retired from or a volunteer of a law enforcement agency or entity. Members must be actively engaged in the performance of the described services on a regular basis and may not have a conflicting commercial interest which provides a significant portion of their income. Examples of qualifying positions include but are not limited to police chiefs, sheriffs, managers, supervisors, property and evidence technicians and crime scene technicians.
 - 2.1.1 Members in this category may vote at any General Membership Meeting, may enjoy all benefits and privileges and may serve in any capacity in the Association.
 - 2.1.2 Retirees are considered active members who have retired from their employer. Retirees may vote at any General Membership Meeting and enjoy all benefits and privileges.
 - 2.1.3 Retirees that have served as President are ineligible to return to the Board of Officers.
 - 2.1.4 Retirees may serve as a member of the Board but not as Executive Officers of the Board.
- 2.2 Corporate Membership: This category is reserved for companies who receive compensation in any form for services rendered in business and industry which provides a significant portion of their income.
 - 2.2.1 Members in this category may not vote or serve in any capacity in the Association, but may enjoy all other benefits and privileges.
- 2.3 Inactive Membership: Members who have not paid their annual dues by the deadline will be considered inactive. Upon payment of annual dues, active membership status will be reinstated.

- 2.4 The officers and board of directors reserve the right to consider membership qualifications on an individual basis.

Section 3 Designations

3.1 Life Member

3.1.1 This highest level of membership shall be awarded only to those persons currently holding another category of membership in the Association. The Life Member title shall be added to that of any other category of membership. This title and the member's regular other membership category title with all its privileges and benefits shall be enjoyed, and held exempt from dues, for the life or resignation of such member.

3.1.1.1 Only the Board of Directors may confer this membership. A nomination for this membership may only be received from a member of the Board of Directors. The person nominating a member for this designator shall submit to the Board of Directors a resume of the nominee's accomplishments.

3.1.1.2 The nominee must receive at least two-thirds of the votes (assuming all other criteria is met) to receive the designator Life Member.

3.1.2 This honor may be bestowed upon members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association. Consideration will be given to the range of applicable accomplishments that demonstrate the candidate's breadth of contributions to the purpose of TAPEIT.

3.1.3 To be eligible for TAPEIT Life Member, the nominee shall, at a minimum, complete the requirements of either 3.1.3.1 or 3.1.3.2, as identified below:

3.1.3.1 Served a minimum of two (2) full terms as President of TAPEIT; or,

3.1.3.2 Been a member of TAPEIT for a minimum of ten (10) years and made at least five (5) major accomplishments towards meeting the needs of TAPEIT and furthering the goals and objectives as established. A list of suggested major accomplishments which may be used as a guideline to determine Life Member qualifications is shown below:

3.1.3.2.1 Served three (3) or more years as an Officer, other than President;

3.1.3.2.2 Served five (5) or more years on the Board of Directors;

3.1.3.2.3 Served as Chair of an Association Standing Committee, or Special Committee; chairing each such Committee would constitute a single accomplishment;

3.1.3.2.4 Served as an Active Member of one or more Association Standing Committees; not more than two (2) accomplishments may be counted from this subsection;

3.1.3.2.5 Served as Chair of an Annual Conference:
and,

3.1.3.2.6 Made other contributions that promote TAPEIT or to the art of property and evidence management.

3.2 Honorary Member

3.2.1 The President may confer this category of membership with the approval of the Board of Directors.

3.2.2 This membership is limited to those individuals who may have no incentive to obtain membership in any category but, by virtue of their position or accomplishments, it is in the best interest of TAPEIT that the individual have information regarding TAPEIT, including the Newsletter and other TAPEIT publications and other items of information regarding the activities of TAPEIT.

3.2.3 Membership shall be established with the publication of a list (annually) of qualified individuals as determined by the Board of Officers and Directors.

3.2.4 The Honorary Member shall not vote or hold office in any capacity, except they may serve as Ex Officio members of any committee.

Section 4 Application

4.1 A procedure shall be established in the TAPEIT Policy Manual for processing membership applications and renewals.

Section 5 Revocation

5.1 Membership in TAPEIT may be revoked by the Board of Directors upon a documented showing of reasonable cause.

5.2 A revocation proceeding shall be extended for a period of not less than 30 days or more than 60 days during which time the affected member shall be notified and permitted to plead their case.

5.3 A revoked membership may not be reinstated without the approval of the Board of Directors. Dues are not refundable; however, a reinstatement does not require additional dues if a revocation is annulled during the same paid up dues period as the revocation was initiated.

ARTICLE II DUES

Section 1 Rates

- 1.1 Rates of dues shall be specified in the TAPEIT Policy Manual.
- 1.2 Rates may be increased only upon receiving a two-thirds vote by the Board of Directors.
- 1.3 Any changes to the dues rate shall be effective January 1 of the next year.

Section 2 Payment

- 2.1 Dues are due and payable of each calendar year at the Annual Conference.
- 2.2 Dues shall be included in the annual conference fee. If a member does not attend the conference, they shall be billed and collected in accordance with the procedures outlined in the Policy manual.

ARTICLE III MEMBERSHIP QUORUM

Section 1 Meetings

1.1 General Membership

1.1.1 The Active members attending a General Membership meeting at the Annual Conference shall constitute a quorum of such meeting.

1.1.2 The meeting shall be conducted in accordance with the requirements of the TAPEIT Policy Manual.

1.2 Board of Directors

1.2.1 The directors attending the mid-year and annual conference meetings shall constitute a quorum of such meeting.

1.2.2 The meeting shall be conducted in accordance with the requirements of the TAPEIT Policy Manual.

ARTICLE IV BOARD OF OFFICERS

Section 1 Duties

- 1.1 In addition to other such duties as may be required, the President shall:
 - 1.1.1 Preside at all Association business meetings, except as determined during the annual conference;
 - 1.1.2 Annually set goals for the Association and pursue their purpose
 - 1.1.3 Appoint committees in accordance with the Policy Manual;
 - 1.1.4 Keep the membership appropriately informed;
 - 1.1.5 Make appointments to fill vacancies in office with approval from the Board of Directors;
 - 1.1.6 Ensure the Policy Manual is adequately maintained and properly adhered to in the day-to-day functioning of the Association;
 - 1.1.7 Be an Ex Officio member of all committees.
- 1.2 In addition to other such duties as may be required, the First Vice-President, or in the absence the Second Vice-President, shall act as presiding officer of the Association during the absence or temporary disability of the President. The First Vice-President shall automatically succeed to the office of President in the event of disability, resignation or removal from office of the President, and will serve for the un-expired term thereof. In the event of death, disability, resignation or removal from office of the President and First Vice-President, the Second Vice-President will automatically succeed to the office of President, and will serve the un-expired term thereof.
- 1.3 In addition to other duties as may be required, the Treasurer shall;
 - 1.3.1 Maintain complete accountability of all monies coming into the custody of the Association;
 - 1.3.2 Provide a financial report when requested by the President, but at a minimum at the general membership and Board meetings;

- 1.3.3 Timely pay all expenditures with proper documentation;
- 1.3.4 Collect all monies due the Association through proper billing.
- 1.4 In addition to other duties as may be required, the Secretary shall:
 - 1.4.1 Maintain all records, other than financial, of the Association;
 - 1.4.2 Record the minutes of all meetings and distribute the minutes to all Board members at least 30 days prior to the next scheduled Board meeting. Minutes of the last General Membership Meeting shall be posted on the Association's website at least 30 days prior to the next scheduled meeting.
- 1.5 The President-elect shall plan, appoint members-elect of committees, and otherwise prepare for their pending administration in order to maintain the momentum of the Association, provided, the President shall be kept currently informed and the President's prior approval shall be required for the expenditure of funds for such purposes.
- 1.6 In addition to other duties as may be required, the Editor shall:
 - 1.6.1 Publish the *Property Times* newsletter, at a minimum of three times per year in hard copy and placed on the Association's website;
 - 1.6.2 Actively solicit articles from members of the Association for entry into the *Property Times* newsletter;
 - 1.6.3 Coordinate with the Chair of the Vendor Sponsorship Committee to ensure advertisements are accurately published in newsletters;
 - 1.6.4 Establish deadlines for article and photo submission for each publication of the *Property Times* newsletter. Deadlines shall be posted on the Association's website and provide a minimum of 45 days notice;
 - 1.6.5 Establish times of publication to timely promote the Annual Conference and include the Conference Agenda;
 - 1.6.6 Annually set goals and pursue the purpose;

- 1.6.7 Secure other such beneficial publicity for the organization as may be in their power;
 - 1.6.8 Be reimbursed for any expense incurred during the year for publication of newsletters as approved by the Board of Directors.
- 1.7 In addition to other duties as may be required, the Historian shall:
- 1.7.1 Take photographs of the activities at the Annual Conference, to include but not limited to registration, speakers, social night, Awards Banquet, varied groups of members of the Association;
 - 1.7.2 Take photographs at the Board's mid-year meeting;
 - 1.7.3 Prepare power point presentations to be shown at various events, e.g. Annual Conference, Social Night, Awards Banquet, promotional events attended by TAPEIT.
 - 1.7.4 Research and obtain published articles wherein TAPEIT is promoted;
 - 1.7.5 Place photo presentations and other promoting material on the Association's website.
- 1.8 In addition to other duties as may be required, the Webmaster shall:
- 1.8.1 Be responsible for the maintenance of the website.
 - 1.8.2 Make certain the web server, hardware, and software are working properly.
 - 1.8.3 Updating the design of website, generating and updating all files / pages of website.
 - 1.8.4 Be responsible for the security and integrity of all information posted on the site, submitted to the site, and stored on the website.

Section 2 Terms of Office

Active members of the Association are eligible to hold an Officer position provided that they are members in good standing with the Association, have been an active member for four consecutive years, and have attended at least

three meetings of the general body of the Association in the past four years of their membership.

- 2.1 Every two (2) years the members of the Association shall elect a President, First Vice-President, Second Vice-President, and Sergeant at Arms.
 - 2.1.1 The President and Second Vice President shall be elected in even years and the First Vice President and Sergeant at Arms shall be elected in odd years.
 - 2.1.2 The President, First Vice-President, Second Vice-President, and Sergeant at Arms may serve two (2) consecutive terms equaling four (4) years.
 - 2.1.3 If the President, First Vice-President, Second Vice-President, or Sergeant at Arms is appointed during another's term, they are still eligible for two (2) consecutive terms equaling four (4) years in that position.
- 2.2 Every three (3) years the members of the Association shall elect a Secretary and Treasurer.
- 2.3 All officers shall be elected in accordance with Section 4 procedures for Elections as outlined in the TAPEIT Policy Manual.
- 2.4 The Editor, Webmaster and Historian positions will be appointed by a majority vote of the Board of Directors. The standing Editor, Webmaster and Historian positions will be reviewed annually, and both positions will serve at the will of the Board of Directors.

Section 3 Succession and Election

- 3.1 The President-elect shall automatically succeed to the office of the President.
- 3.2 The incoming President-elect, First Vice-President, Second Vice-President, Sergeant at Arms, Secretary and Treasurer shall be elected in accordance with the procedures outlined in the TAPEIT Policy Manual Section 4 Procedures for Elections, procedures established by the Board of Directors shall, at a minimum, include the following:

ARTICLE V BOARD OF DIRECTORS

Section 1 Duties

- 1.1 In addition to other duties as may be required, each Director shall:
 - 1.1.1 Act as Chair of at least one standing Committee and/or a special Committee;
 - 1.1.2 Set goals, policies and pursue the purpose of their respective committee(s);
 - 1.1.3 Provide at least two Committee status reports each year to the President.
- 1.2 Exhibit and promote the professional standards established by TAPEIT.
- 1.3 Annually review and approve the goals and objectives set by the President.

Section 2 Terms of Office

Active members of the Association are eligible to hold a Director's position provided that they are members in good standing with the Association, have been an active member for 2 consecutive years, and have attended at least one meeting of the general body of the Association in the past two years of their membership not counting the current years' meeting of the general body of the Association.

- 2.1 Members of the Board of Directors shall serve from the time they are installed in office until their successors are installed in office unless they are suspended or removed from office due to impeachment in accordance with the procedures established in this Article, they resign, or the office is otherwise vacated.
- 2.2 Normally, Directors shall be installed in office during the Annual Conference General Membership Meeting.
- 2.3 Directors may be installed in office at other such times as necessary due to the filling of a vacancy or other cause.
- 2.4 There shall be six (6) Directors Positions of two-year terms.
 - 2.4.1 Three (3) of the six (6) positions shall be elected on odd years and the remaining three (3) positions in even years.

Section 3 Succession and Election

- 3.1 The incoming Directors-elect shall be elected in accordance with the procedures outlined in the TAPEIT Policy Manual Section 4 procedures for elections.

ARTICLE VI CANDIDATES FOR OFFICE

Section 1 Eligibility Requirements

- 1.1 Candidates for Board of Directors shall meet the minimum requirements as set forth in Article IV and Article V, respectively.
- 1.2 The Nominations Committee shall evaluate the qualifications of each candidate and shall certify compliance with these requirements at the Annual Conference General Membership meeting.
- 1.3 Each applicant shall complete appropriate paperwork within the required time frame as set forth in the TAPEIT Policy Manual Section 4 Procedures for Elections.
- 1.4 Each applicant shall pass a required background check as set forth in the TAPEIT Policy Manual Section 4 Procedures for Elections.

Section 2 Declaring Candidacy

- 2.1 Candidates shall submit a declaration of their candidacy to the Chair of the Nominations Committee or any member of the Nominations Committee by February 15th of the year in which they are seeking election at the General Membership Meeting.
- 2.2 In the event no candidate declares their candidacy for a particular office by September 1 the first day of the Annual Conference or in the event that all candidates withdraw their name(s) from consideration prior to the actual election, then nominations may be accepted from the floor during the General Membership Meeting held at the Annual Conference. Insofar as at least one candidate has declared his/her candidacy by April 1st and remains a candidate at the time of election, no nominations for that office shall be accepted from the floor at the General Membership Meeting.
- 2.3 The positions of Editor and Historian are appointed positions and therefore, are exempt from the requirement of declaring candidacy.

Section 3 Removal from Office

- 3.1 The President, First Vice-President, Second Vice-President, Sergeant at Arms, Secretary, Treasurer and any member of the

Board of Directors may be removed from office only for reason of malfeasance of duty, misfeasance of duty, nonfeasance of duty, or for committing an act that brings significant discredit to the Association.

- 3.2 The Editor, Webmaster and Historian may be removed from office only for reason of malfeasance of duty, misfeasance of duty, nonfeasance of duty, or for committing an act that brings significant discredit to the Association.
- 3.3 The President may suspend an officer or director from the performance of his/her duties during the period between that individual being impeached and the Board of Directors adjudicating the matter. In the event the President is accused of an impeachable act, the Board of Directors shall first suspend the President by two-thirds vote of 100% of the Board of Directors. The Secretary will chair the meeting for this action; this vote may be taken electronically. The Board of Directors shall appoint a member of the Board or the Association to collect information to prove or disapprove the allegation. If the allegation is proven the President will be impeached. The Board will then elect a member of the Board to act as President until the next annual conference. The President Elect will be elevated to the office of President at the meeting of the Board of Directors meeting during the conference. If the allegation against the President is disapproved the President will be restored to office.

ARTICLE VII COMMITTEES

Section 1 Standing Committees

- 1.1 A Standing Committee shall be defined as a committee that is essential to the function of the Association in accomplishing the goals and objectives. A Standing Committee may have assigned duties in the Association's Constitution, Bylaws, or the TAPEIT Policy Manual.
- 1.2 Standing Committees shall be established in accordance with the requirements of the Policy Manual.

Section 2 Other Committees

- 2.1 The President shall appoint other Committees as necessary, in accordance with the requirements of the Policy Manual.
- 2.2 Committees shall be disbanded when the need for the particular committee no longer exists. If the Committee is determined to be essential to the function of the Association, it shall become a Standing Committee and therein established in accordance with the requirements of the Policy Manual.

ARTICLE VIII CONFERENCES, MEETINGS, REGIONAL TRAINING

Section 1 Annual Conference

- 1.1 The Association shall meet every October, or as near such date as possible. Such meeting shall be known as the Annual Conference.
- 1.2 The place of such conference shall be determined through a majority vote at the General Membership Meeting of the preceding year.
 - 1.2.1 The Board of Directors shall present a minimum of two locations, and no more than three, to the General Membership for consideration.
 - 1.2.2 Locations will be determined based on the overall factors of availability, cost, amenities, etc., submitted by hotels in their respective cities.
- 1.3 Due to the number of attendees at the Annual Conferences, sites for future conference are limited and may cause the Association to contract with a site two or more years in advance of the conference. In the event the Association is afforded the opportunity to contract with at a site that can accommodate the size of the conference, while providing reasonable costs that benefit the members as a whole, the Board of Directors is authorized to enter into a contract with the selected site without a vote from the General Membership. All attempts, however, will be made to allow the General Membership to vote on the location for future conferences.

Section 2 Meetings

- 2.1 General Membership
 - 2.1.1 Held during the Annual Conference, usually on the last day.
 - 2.1.2 All Annual Conference attendees may attend the meeting.
 - 2.1.3 Presided over by the President.
 - 2.1.4 The Treasurer provides an annual financial report.
 - 2.1.5 The Secretary provides minutes of the last meeting.
 - 2.1.6 Elections are held to fill vacancies of Officers and Directors.
- 2.2 Board of Directors

- 2.2.1 Conducted at least twice yearly; one is immediately prior to the Annual Conference and one in March, or as near such date as possible. Other Board meetings may be held as necessary. The March Board Meeting is critical in that agendas and activities are planned for the Annual Conference. As such, all Board members should make every effort to attend.
- 2.2.2 General members are encouraged to attend; however, they shall not vote on any issue brought before the Board.
- 2.2.3 Presided by the President.
- 2.2.4 The Treasurer provides a financial report, including the final revenues and expenses of the immediate past Annual Conference.
- 2.2.5 The Secretary provides minutes of the last Board meeting.

Section 3 Regional Training

- 3.1 Regional Training shall be conducted on a request, or “as needed” basis.
- 3.2 Regional Training shall not be conducted a minimum of three months prior to or after the Annual Conference.
- 3.3 A minimum of 20 students must register or the class will be cancelled.
- 3.4 Advertising for the training can be accomplished in many ways, e.g. Association website, newsletter, TLETS message.
- 3.5 Any and all material(s) used for training purposes must be submitted to the Board of Directors through the Training Committee for approval.

Section 4 Reimbursement

- 4.1 The President of TAPEIT is authorized to incur reasonable and proper personal expenses in the conduct of TAPEIT’s business subject to reimbursement and to authorize reimbursement of reasonable and proper personal expenses by others in the conduct of Association business.

ARTICLE IX PUBLICATIONS

Section 1 Property Times Newsletter

- 1.1 The primary publication of TAPEIT shall be the *Property Times* newsletter. It shall be published at such intervals as directed by the Board of Directors.

Section 2 Other Publications

- 2.1 There shall be publications printed and distributed at such intervals as shall be deemed desirable for the purpose of the Association. The contents of these publications shall be of interest to all categories of membership.
- 2.2 The Association shall publish other materials at such times as may be directed by the Board of Directors. Such material shall not be of such nature or distributed at such times as to conflict with the purpose of the newsletter.

Section 3 Publications Management

- 3.1 Publications shall be governed by the Board of Directors.
- 3.2 The President shall appoint the Editor to the Board of Directors. The Editor will serve on the Board as a non-voting member. He/She can participate in the discussion of issues brought before the Board but he /she will not have a vote.

ARTICLE X ASSET MANAGEMENT

Section 1 Retention

- 1.1 All rights, title and interest, both legal and equitable, in and to property of the Association, shall remain in the Association.

Section 2 Release

- 2.1 Association Property in the hands of others for the purposes of the Association shall be returned to the Association immediately upon demand.

Section 3 Bonding

- 3.1 The Board of Directors shall require persons in the Association who are identified as those handling significant amounts of the Association's funds to be adequately bonded.

Section 4 Costs

- 4.1 The Association shall bear all costs associated with this Article.

ARTICLE XI AWARDS AND GRANTS

Section 1 Awards

- 1.1 The Association may make awards at all levels of the Association as evidence of appreciation to those who have performed outstandingly in the field of property and evidence management and/or made significant contributions to the Association.

- 1.2 The TAPEIT Policy Manual shall set forth the performance criteria and the awards presentation process.

Section 2 Grants

- 2.1 Monetary grants may be awarded to agencies of which Association members in good standing are employed. These grants are not required to be repaid.

- 2.2 Grants may be awarded to agencies to assist in purchasing equipment designed exclusively for use in Property and Evidence Management or to subsidize agency funds utilized exclusively for Property and Evidence Management training purposes.

- 2.3 The TAPEIT Policy Manual shall set forth the criteria for bestowal of this award.

ARTICLE XII RULES OF ORDER

Section 1 Parliamentary Authority

- 1.1 The Rules contained in “Robert’s Rules of Order, revised” shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or special rules of order of the Association.

ARTICLE XIII AMENDMENT

Section 1 Requirements

- 1.1 The Association Bylaws may be amended only as provided for in Article V, Section 1, of the Constitution.
- 1.2 A proposal to amend the Bylaws shall be submitted in accordance with the process defined in the Policy Manual.

Section 2 Effective Date

- 2.1 Resolutions to amend the Bylaws become effective upon the adjournment of the Annual Conference at which they were adopted, unless the resolution specifies an alternate effective date.
- 2.2 Non-substantive changes, as defined in Article V, Section 1.3 of the Constitution, that are submitted by the Constitution and Bylaws Committee shall become effective upon ratification of the Board of Directors.

ARTICLE XIV DISSOLUTION

Should TAPEIT be dissolved, all of its' interests shall be distributed to an organization or organizations of similar purposes as selected by a two-thirds vote of the General Membership at the Annual Conference or by the Board of Directors if done between conferences.