

## **Texas Public Safety Association**

Organization Bylaws

*Adopted February 5th, 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 shall consist of the President, Vice President, Treasurer, and Secretary.

### *Section 3: 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 4: 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:** The Vice President fills the President's role in their absence. The Vice President 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 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.

- **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 will recommend a candidate they feel is competent for the position. 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, the Board of Directors will recommend a candidate they feel is competent for the position. The recommendation will be presented to the Board of Directors for a majority vote. The Executive Council will approve/deny the candidate by majority vote.

#### *Section 3: 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: 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 employee of a school who is an active member of a TPSA chapter..
- Staff: Any person serving on the Board of Directors, Executive Council, or Organization Staff.

#### *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 11: 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 12: 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 13: 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*

**Melissa Hollingsworth**  
President

**Cory Lemons**  
Vice President

**Terri Massey**  
Secretary

**Jessica Soto**  
Treasurer

## **Previous Amendments**

[August 8th, 2023](#)

[October 2nd, 2023](#)

[February 5th, 2024](#)

[February 24th, 2025](#)

[July 22nd, 2025](#)

## Texas Public Safety Association

Code of Conduct

Adopted February 5th, 2023



TPSA believes that each member should demonstrate high standards of ethics and sportsmanship. These qualities promote the development of good character and employability skills necessary for success in the Law and Public Safety field. The TPSA Code of Conduct is a guiding document created to maintain a safe, professional learning environment for all participating members.

The highest potential for success is achieved when everyone is committed to pursuing all activities per our five core principles; trustworthiness, respect, responsibility, caring, and citizenship.

**Trustworthiness:** I must be worthy of trust in all that I do by exhibiting:

- *Integrity* - I must demonstrate ethics and sportsmanship.
- *Honesty* - I must live and compete honorably.
- *Reliability* - I must fulfill my commitments.
- *Loyalty* - I must be loyal to my school and team.

**Respect:** I must treat all people with respect and require the same of others by exhibiting the following:

- *Class* - I must be a good sport in victory and defeat.
- *Respectful Conduct* - I must maintain respectful conduct with everyone.

**Responsibility:** I must demonstrate responsibility by focusing on the following:

- *Importance of Education* - I must commit to maintaining grade eligibility.
- *Role-Modeling* - I must consistently exhibit good character and conduct myself as a positive role model.
- *Self-Control* - I must exercise self-control.
- *Healthy Lifestyle* - I will refrain from illegal substance use.
- *The integrity of the Competition* - I will protect the integrity of this organization by adhering to the rules.

**Caring:** I must demonstrate a caring attitude by exhibiting;

- *Concern for Others* - I must demonstrate concern for others.
- *Team* - I must help promote the well-being of my teammates.

**Citizenship:** I must promote citizenship in this organization by;

- *Playing by the Rules* - I must maintain a thorough knowledge of and abide by all organization rules.
- *Spirit of Rules* - I must honor the spirit and the letter of rules.

## Enforcement

All members must have read and understand the expectations set forth by this Code of Conduct. All members must understand that they are expected to perform according to this code. All members understand that any violation of this code can result in:

- Probation, suspension, or revocation of membership privileges.
- Loss of awards
- Loss of eligibility for competitive events
- Removal from leadership positions

The Executive Council and Board of Directors will review violations of this code of conduct. The Executive Council and the Board of Directors shall issue consequences as deemed appropriate. Decisions are final and cannot be appealed.