

Texas Narcotic Officers Association

CONSTITUTION

ARTICLE I ORGANIZATION

Section 1: Name: The name of this non-profit organization shall be “TEXAS NARCOTIC OFFICERS ASSOCIATION,” hereinafter referred to as the “Association.”

This Association was organized on May 5, 1970, by virtue of a state charter in the State of Texas.

Section 2: Address: The mailing address of the Association shall be designated by the Executive Director of the Association with approval by the Executive Board of the Association.

Section 3: Insignia: The official insignia of the Association shall be in the following form: The words “TEXAS NARCOTIC OFFICERS ASSOCIATION” in capital letters encircling an outline of the State of Texas which will be in front of a circle. There will be a five point star in the center of Texas. The official colors shall be that of the state flag of Texas: Red, White, and Blue. Gold will outline the emblem.

(Repealed by vote of the membership March 14, 2012, Insignia: The Official Insignia of the Association shall be in the following form: The words “TEXAS NARCOTIC OFFICERS’ ASSOCIATION” in capital letters encircling an outline of the State of Texas with a five point star in the center. The official colors of the Association shall be that of the official colors of the State of Texas; Red, White & Blue.)

Section 4: There shall be five (5) regions organized according to geographical regions, to wit: North, South, East, West and Central.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapters and addendum to add regions)

ARTICLE II PURPOSES

This Association is organized for the following purposes:

Section 1: To continually provide training for members in all aspects of narcotic enforcement.

- Section 2:** To facilitate the exchange of information among members of the Association on the movements of drug violators and to provide updates on new techniques used by either criminals or investigators.
- Section 3:** To recommend legislation favorable to effective drug enforcement and to oppose detrimental legislation.
- Section 4:** To keep the membership advised of new drug abuse trends, current changes in the law, and judicial decisions.
- Section 5:** To provide the public with appropriate information on narcotic and drug abuse.
- Section 6:** To promote the professionalization of drug enforcement.
- Section 7:** To serve as a benevolent organization for its members.
(Addendum by vote of the membership March 29, 2013.)

ARTICLE III MEMBERSHIP

Section 1: Membership Categories

The Association shall consist of the following categories of membership to wit: active, associate, supporting, life and honorary.

- A. Active** Active membership shall be defined as any duly sworn members, either regular or reserve, of any organized local, state, out of state, or federal law enforcement agency, or military personnel engaged in narcotic enforcement. Active membership shall continue only as long as such public officials receive salaries from public funds or are employed by statutorily authorized law enforcement agencies, and not otherwise. Further, the member or applicant shall be engaged on a full time basis in law enforcement. Exception: Any active member of the Association in good standing for three (3) years prior to his retiring from government service may continue as an active member. Non-qualifying applicants or members may be admitted to active membership upon approval of the Executive Board of the Association. Only active members residing in the State of Texas shall be eligible to hold any office in the Association.
- B. Associate** Associate membership shall be defined as anyone who does not qualify as an active member, has a valid concern in narcotic control, and is approved by the regional membership committee of the region in which he/she resides.

C. Supporting Supporting membership shall be defined as any person, firm, or corporation, interested in the advancement of the Association.

(Addendum by vote of the membership on March 29, 2013: C. Supporting Supporting membership shall be defined as any person, firm or corporation, who being interested in the advancement of interests of the Association.)

D. Life Life membership shall be defined as:

1. All past Presidents of the Association.
2. Any active member of the Association in good standing for the past three (3) consecutive years prior to his/her retirement may purchase a life membership and shall have all the rights and privileges as an active member.
3. Qualifying members must request life membership within one year of his/her retirement. After the one year limit has expired, life member applicants must receive approval from the Regional Board. Each Regional Board shall consist of the Regional Vice President and its two Directors or its designees. The Regional Board will review the application and make a determination to approve or disapprove said application.

(Addendum by vote of the membership on July 15, 2013: Add item # 3.)

E. Honorary Honorary membership shall be defined as those persons deserving of recognition for their contributions to the Association as follows:

1. Any guest or deserving person conferred the title of Honorary Member of the Association by the President, with the consent of the Executive Board; or
2. The surviving spouse of an active member in good standing who is killed in the line of duty.

Such membership shall not be subject to annual dues or any other obligation required of active members nor can such honorary member vote on Association matters. Certificates will be issued by the Executive Director clearly showing "Honorary Member," as well as any other identification items.

Section 2: Eligibility

- A.** An applicant shall be certified eligible for membership after adequate screening by the Regional Membership Chairman and the Regional Vice President. In the event that a member takes exception to such approval or disapproval for new membership, that member shall be provided adequate time to state his/her reasons at the next regional meeting. The

applicant will be accepted or rejected by the vote of the members in attendance at such meeting.

- B.** Proposals for membership in all categories, dues to be charged and collected, and other appropriate, proper, and necessary rules and regulations not consistent with this constitution shall be governed by the bylaws.

Section 3: Removal from Membership

Each member shall conduct him/herself in such a manner so as to not bring discredit upon him/herself or this Association. Any membership may be suspended or terminated for cause. A violation of the bylaws or any lawful rule or practice duly adopted by the Association, or any other conduct prejudicial to the interests of the Association, is sufficient cause for suspension or termination of membership.

- A.** A member shall lose good standing in the Association for any of the following reasons:

1. non-payment of dues, assessments, or other obligations to the Association when due and payable;
2. upon suspension by the Executive Board; or
3. conviction for, or entry of a plea of nolo contendere to, a crime originally charged as a felony.

- B.** Misconduct shall consist of the following:

1. refusing or failing, without justifiable cause, to comply with or abide by the provisions of the Association bylaws or the valid decision of any officer or officers of the Association;
2. committing any act of fraud, embezzlement, larceny, or misappropriation of any funds or property or other things of value belonging to the Association or refusing, failing, or neglecting to comply with the provisions of the bylaws requiring a full and accurate accounting of all forms, property, books, and records for examination and audit;
3. failing, refusing or neglecting to appear, without proper cause, as a prosecuting witness after filing charges against a member or officer of the Association;

4. filing false charges against any officer or member of the Association, which charges are filed recklessly or in bad faith and without substance, foundation, or reasonable basis of support. For purposes of this provision, false charges are not deemed to include charges of which an officer or member is acquitted.;
5. committing any physical assault upon any officer, member, representative, or employee of the Association while such person is engaged in the performance of his/her duties for the Association;
6. failing or refusing to abide by the rules of order or parliamentary procedure established for the conduct of meetings of the Association;
7. conduct unbecoming a member of the Association. This provision shall be valid only when charges are set forth in specific terms specifying the act or acts or conduct alleged to be unbecoming a member; or
8. abuse of authority as an officer, director, or committee member of the Association:

By majority vote of a quorum of the Executive Board at a regularly called board meeting, a member may be suspended or terminated from membership in the Association, if the board finds said member guilty of conduct detrimental to the good name or best interest of the Association, or said member has exhibited traits of character or conduct inconsistent with such membership. However, no member shall be terminated without being afforded an opportunity to defend or explain his/her position or to offset the charges against him/her either on his/her own behalf or through another member after due notice by mail.

Suspension or termination shall be by two-thirds (2/3) vote of a quorum of the Executive Board present at a called Executive Board meeting; provided that, a statement of the charges was sent by certified or registered mail to the last recorded address of the member at least twenty (20) days before final action is taken. This statement shall be accompanied by a notice of the time and place of the meeting of the Executive Board at which the charges shall be considered.

(Addendum by vote of the membership on March 29, 2013: Section 3: Removal from Membership A. A member shall lose good standing in the Association for any of the following reasons:

1. Non-payment of dues, assessments, or other obligations to the Association when due and payable.
2. Upon suspension by the Executive Board.
3. By majority vote of the Executive Board at a regularly called board meeting, providing a quorum is present, a member may be expelled or suspended from

membership in the Association, if the board finds the said member is guilty of conduct prejudicial to the good name or best interest thereof or who has exhibited traits of character or conduct not consistent with such membership. No member shall however, be so expelled without being afforded an opportunity after due notice by mail, to defend or explain his position or to offset the charges against him either in his own behalf or through another member.)

ARTICLE IV MEETINGS

- Section 1:** Each region shall hold at least one (1) meeting per yearly quarter, with the exception of the quarter in which the annual conference is held.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Regional Chapter addendum to add region)
- Section 2:** The Association shall hold one (1) annual meeting. This meeting shall be designated as the Annual Training Conference.

ARTICLE V VOTING

- Section 1: Who can vote:**
- A.** Active members residing in the State of Texas
 - B.** Life members.
 - C.** Exception: No officer or other member of the Executive Board shall vote upon any issue in which the officer or other member of the Executive Board has a financial interest, employment interest, or any conflict of interest as determined by the Executive Board.
(Addendum by vote of the membership on March 29, 2013, to add section 1 C.)
- Section 2: Election of Officers:**
- A. First Vice President:**
 - 1. The First Vice President shall be elected by a majority vote of the membership annually through on-line electronic ballot on the Texas Narcotic Officers Association website as provided in the bylaws.
 - 2. The First Vice President shall automatically succeed the office of Executive Vice President of the Association after the current Executive Vice President completes his/her annual term of office.
 - 3. The First Vice President's term of office shall be one (1) year.

4. First Vice President nominees shall be residents of the State of Texas and shall have been active members of the Association in good standing for the prior three (3) years.
5. In the event that only one nomination is submitted by the filing deadline, no election shall be held, and the nominee shall win by acclamation.

(Addendum by vote of the membership on July 15, 2013: Repeal previous Section 2 A. Sgt. Arms and addendum to replace with Section 2 A. 1st Vice President items # 1-6)

B. Regional Vice President:

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

1. Each Regional Vice President's term of office shall be one (1) year.
2. Each Regional Vice President shall be elected at the last quarterly meeting prior to the Annual Training Conference.
3. Regional Vice President, nominees must be residents of the State of Texas, have been active members in good standing for one (1) year prior, and have served on a regional board.
4. Each Regional Vice President may serve multiple terms following a majority vote of the regional members present at each successive election meeting.
5. In the event that a Regional Vice President, for any reason, should be unable to fulfill his term of office, he/she will be replaced at the next regional meeting by a majority vote of those members present. The newly elected Regional Vice President will then serve the remainder of the term.

(Addendum by vote of the membership July 15, 2013: addendum to add Regional to Items # 1-6)

C. Regional Director:

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

1. Each Regional Director's term of the office shall be one (1) year.
2. Each Regional Director shall be elected at the last quarterly meeting prior to the Annual Training Conference.
3. Regional Director nominees must be residents of the State of Texas and have been active members in good standing for one (1) year prior.

4. The position of Regional Director (s) may succeed himself at the pleasure of a majority vote of the regional members present at the election meeting.
5. In the event that a Regional Director, for any reason, should be unable to fulfill his term of office, he/she will be replaced at the next regional meeting by a majority vote of those members present. The newly elected Regional Director will then serve the remainder of the term.

(Addendum by vote of the membership July 15, 2013: addendum to add Regional)

Section 3: Voting Procedures

A. State Elections

1. The election of state officer(s) shall be held annually by on-line electronic ballot on the Texas Narcotic Officers Association website.
2. Election dates for state officer(s) shall be held in accordance with Article II, Section 4 of the bylaws.
3. On-line election results will be tabulated electronically through the Texas Narcotic Officers Association website and authenticated by the Executive Director.
4. Results of the elections will be posted on the Texas Narcotic Officers Association website.
5. In the event of a tie vote between candidates, a runoff will be held by on-line electronic ballot in accordance with Article II, Section 4 of the bylaws.
6. Results from any runoff election will be posted on the Texas Narcotic Officers Association website.

(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Section 3 A. State Elections items # 1-4 and addendum with addition of Section A. State Elections items # 1-6)

B. Regional Elections

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

1. Regional elections shall be by ballot. One (1) ballot shall be provided to each eligible voting member.
2. Each ballot shall be submitted without any mark or marking which could indicate the identity of the member who casts the ballot.

3. The Regional Sergeant at Arms will be the official collector of ballots and will surrender them to the proper Inspector of Elections for tabulation.
4. An Inspector of Elections may not be a candidate for office nor be personally involved in an election campaign.
5. All nominees for the offices of Regional Vice President and Regional Director must be present during the election. The only exceptions will be for work or court with prior notice to the Regional Board.
6. The results of the election shall be provided to the Regional Secretary/Treasurer for admittance into the minutes of the meeting.
(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Chapter addendum to add Regional:, repeal Section B. Chapter Elections items # 2-3 and addendum with addition of items # 2-6.)

C. Special Elections

1. In the event that the office of President becomes vacant, the Executive Vice President will fulfill the duties of the office of President for the remainder of the term.
2. In the event that the office of Executive Vice President becomes vacant, the First Vice President will fulfill the duties of the office of Executive Vice President for the remainder of the term.
3. In the event that the office of the First Vice President becomes vacant, a special election will be conducted by on-line electronic ballot with the dates of the election being set by vote of the Executive Board.

(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Section C. Special Elections items # 1-2 and addendum with items Section C. items # 1-3.)

ARTICLE VI AMENDMENTS

Section 1: Amendments to the Constitution:

- A.** A proposal for an amendment to the constitution shall be in writing and served upon the Executive Board.
- B.** All proposed amendments to the constitution shall be made in writing and served upon active membership by mail, presuming that a quorum

exists in that every member being mailed a ballot. The amendment will be passed by a three-fourths (3/4) affirmative vote of the ballots returned.

Section 2: Amendments to Bylaws:

- A. A proposal for an amendment to the bylaws may be made at any Executive Board meeting without formal notice to the membership.
- B. An amendment to the bylaws shall be passed by no less than a three-fourths (3/4) affirmative vote of the officers present, presuming a quorum exists.
- C. A quorum for this purpose will be one-third (1/3) of the Executive Board.

ARTICLE VII OFFICERS OF THE ASSOCIATION

Section 1: Officers of the Association:

- A. President
- B. Executive Vice President
- C. First Vice President
(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Section 1 B. Sergeant at Arms and addendum with B. Executive Vice President and C. 1st Vice President. Adding Executive Vice President position)
- D. Regional Vice President – Five (5)
(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Chapter addendum to add Regional)
- E. Regional Directors – Ten (10)
(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Chapter addendum to add Regional)

Two (2) per region
(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Chapter addendum to add Region)
- F. State Training Officer
- G. Conference Coordinator
- H. Journal Editor / State Historian / Webmaster

- I.** Regional Secretary / Treasurer – Five (5)
(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Chapter addendum to add Regional)
- J.** Regional Training Coordinator – Five (5)
(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Chapter addendum to add Regional)
- K.** Regional Reporter / Webmaster – Five (5)
(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Chapter addendum to add Regional)
- L.** Regional Sergeant at Arms – Five (5)
(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Chapter addendum to add Regional)
- M.** Regional Membership Chairman – Five (5)
(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Chapter addendum to add Regional)

Section 2: Duties of officers:

A. President:

1. The President shall preside at the Annual Training Conference and shall, by virtue of his office, be Chairman of the Executive Board.
2. The President shall provide at each annual meeting of the Association an annual report of the work of the Association.
3. The President shall appoint all committees.
4. The President shall ensure that all books, reports, and certificates are kept and/or filed as required by law.
5. The President shall be one of the officers who may sign checks or drafts for the Association.
6. The President shall have such powers as may be reasonably construed as belonging to the chief executive of any association.
7. The President shall be the official spokesperson for the Association or shall designate another Association officer as spokesperson.
8. The President shall appoint representatives to outside organizations with the approval of the Executive Board.

B. Executive Vice President:

1. The Executive Vice President (EVP) shall perform other duties that usually pertain to the office of the President of the Association as provided in the bylaws of the Association.
2. The Executive Vice President shall oversee operations of the Association.
3. The Executive Vice President will assist the Conference Coordinator with duties associated with planning the Annual Training Conference.
4. The Executive Vice President shall preside at all committees and sub-committees as committee chair as appointed by the President.
5. The Executive Vice President shall oversee the state Webmaster operation.
6. The Executive Vice President shall oversee the State Training Officer operation.

(Repeal/ Addendum by vote of the membership on July 15, 2013: Repeal Section B. State Sergeant at Arms items # 1-3 and addendum with addition of position Section B. Executive Vice President and items # 1-6.)

C. First Vice President

1. The First Vice President shall be responsible for the conduct of members in attendance at any board meeting called and at the Annual Training Conference.
2. The First Vice President shall be responsible for overseeing the duties of Regional Sergeant at Arms at the Annual Training Conference.

(Addendum by vote of the membership on July 15, 2013: addendum Section C. 1st Vice President added along with items # 1-2. 1st Vice President replaced previous State Sgt. At Arms)

D. Regional Vice President:

(Repeal/ Addendum by vote of the membership July 15, 2013: Remove Chapter addendum add Regional)

1. Each Regional Vice President shall be responsible for the overall operation of his/her respective region.

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Charters addendum to add to Regional)

2. Each Regional Vice President shall schedule at least one (1) regional meeting per annual quarter, with the exception of the quarter in which the annual conference is held.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum add Regional)
3. Each Regional Vice President shall be responsible for ensuring that each and every member in his/her region is given ample notice of the meeting dates, locations, topics, and costs.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter and addendum to add Regional and region)
4. Each Regional Vice President shall preside at all regional meetings and shall conduct such meetings in an orderly and business-like manner.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional and region)
5. Each Regional Vice President shall conduct public relations programs related to all aspects of the Association.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)
6. Each Regional Vice President shall recruit new members for the Association whenever possible.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)
7. Each Regional Vice President shall plan the affairs of the region with assistance from other officers, appointed committees, and other members as he/she may require as provided in the bylaws.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional and region)
8. Each Regional Vice President shall represent his/her region as a member of the Executive Board.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional and region)
9. Each Regional Vice President shall assist, whenever needed, in the logistical functions of the Annual Training Conference.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)
10. Each Regional Vice President shall perform other duties that usually pertain to the office of the President of an Association as provided in the bylaws.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

11. The Executive Vice President, in the event of the absence or inability of the President to perform the duties of office may become acting President of the Association. In this event the Executive Vice President would possess all of the rights, privileges, and powers as if he had been duly elected President.

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

E.

Regional Director:

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

1. Each Regional Director shall assist the Regional Vice President with the overall operation of the respective region.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)
2. Each Regional Director shall chair such committees as may be deemed necessary by the Regional Vice President to conduct regional business.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)
3. Each Regional Director shall represent the region as a member of the Executive Board.
4. Each Regional Director shall assist in evaluating the impact of proposed legislation in the field of narcotics enforcement.
5. Each Regional Director shall recruit new members for the Association whenever possible.
6. Each Regional Director shall assist, whenever needed, in the logistical functions of the Annual Training Conference.

F.

State Training Officer / Regional Training Officer:

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

1. The State Training Officer shall assist with the training program development for the Association.
2. The State Training Officer shall ensure that the necessary documentation is submitted to the Texas Commission on Law Enforcement Standards and Education to obtain training credits for the Annual Training Conference and other Association sponsored training programs.

3. There shall be in addition to the State Training Officer, five (5) regional Training Officers, one from each region, who shall assist the State Training Officer in the fulfillment of his duties.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to region)

G. Conference Coordinator:

1. The Conference Coordinator will be appointed by the President of the Association and confirmed by the Executive Board.
2. The Conference Coordinator shall oversee the arrangements with the host hotel and communicate with the community and local officials concerning the Annual Training Conference.
3. The Conference Coordinator shall report all activities and arrangements to the Executive Board for approval as appropriate.
4. The Conference Coordinator shall coordinate conference planning with the State Training Officer, Executive Director, or any contracted conference coordination firm hired by the Association.
5. The Conference Coordinator shall perform additional duties as deemed necessary by the President or the Executive Board.

H. Journal Editor / State Historian / Webmaster:

1. The Journal Editor / State Historian / Webmaster will be appointed by the President of the Association and shall be confirmed by the Executive Board. He/She shall be a member in good standing.
2. The Journal Editor / State Historian / Webmaster shall be the managing Editor for all official Association publications. He/She may assign editorial duties to members of the Association with the approval of the President. He/She shall ensure that all copies of Association publications are forwarded to members of the Association.
3. The Journal Editor / State Historian / Webmaster shall maintain the continuity of the Association Scrap Books with reasonable funding from the Association. He/She shall provide completed scrap books to the Executive Director for safekeeping in the Association.
4. The Journal Editor / State Historian / Webmaster shall be responsible for the state Association website/ social media accounts.
(Addendum by vote of the membership on March 29, 2013 to add to section G, section G. 1.- Webmaster and Section G. 4 additional job description).

I. Regional Secretary / Treasurer:

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

1. Each Regional Secretary/ Treasurer shall ensure the recordation of all proceedings of his/her region and shall maintain the official minutes after approval of the same by the Board of Directors. The Secretary shall attest all official documents and perform such other duties as are usual for this office.
2. Each Regional Secretary/ Treasurer shall keep an accurate record of all receipts and disbursements of regional funds.

(Addendum by vote of the membership on March 29, 2013 to add section H. Chapter/ Treasurer job description.)

J. Regional Sergeant at Arms:

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional.)

1. Each Regional Sergeant at Arms will be appointed by the incoming Vice President at the first regional meeting. The appointment will be confirmed by the two Regional Directors.
(Addendum by vote of the membership July 15, 2013: addendum to add Regional)
2. Each Regional Sergeant at Arms shall be responsible for the conduct of members in attendance at any regional meeting and at the Annual Training Conference.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)
3. Each Regional Sergeant at Arms will ensure that all persons attending Association functions have clearance to attend such functions. He/She may require membership identification for restricted functions.
(Addendum by vote of the membership July 15, 2013: addendum to add Regional)
4. Each Regional Sergeant at Arms will be the official collector of ballots and will surrender them to the proper Inspector of Elections for tabulation.
(Addendum by vote of the membership July 15, 2013: addendum to add Regional)
5. Each Regional Sergeant at Arms will be responsible for the safety, comfort, and needs of a guest of the Association.
(Addendum by vote of the membership July 15, 2013: addendum to add Regional)

6. Each Regional Sergeant at Arms will be utilized by the First Vice President to conduct various duties at the Annual Training Conference.

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

K. Regional Reporter/ Webmaster:

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

One Reporter/ Webmaster will be appointed to each region by the Regional Vice President and confirmed by the two Regional Directors. The Regional Reporter/ Webmaster shall provide news, documentation of events, and other information to the regional website/ and media accounts representative for his/her region.

(Addendum by vote of the membership on March 29, 2013 to replace Historian with Webmaster and additional job description).

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Region)

L. Regional Membership Chairperson:

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

1. The Regional Membership Chairman shall be appointed by the incoming Regional Vice President at the first regional meeting. The appointment will be confirmed by the two Regional Directors.

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)

2. The Regional Membership Chairman shall provide membership applications, receive all completed membership applications for his/her region, receive membership dues, and issue receipts for membership dues.

3. The Regional Membership Chairman shall forward all membership applications to the Executive Director for placement on a master membership list.

4. The Regional Membership Chairman shall coordinate activities within the region to increase membership in the Association.

5. The Regional Membership Chairman shall provide reports on regional membership as may be called for at any regional meeting.

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add regional)

6. The Regional Membership Chairman shall verify eligibility of all nominees for the membership applied for within his/her region.

ARTICLE VIII EXECUTIVE BOARD

Section 1: The business of the Association shall be managed by an Executive Board consisting of the President, Executive Vice President, First Vice President, the five Regional Vice Presidents, the ten Regional Directors, the Journal Editor / Historian/ Webmaster, the State Training Officer, the Conference Coordinator, and the Executive Director.

(Repeal/ Addendum by vote of the membership on July 15,2013: addendum to add Executive Vice President and 1st Vice President and repeal immediate Past President. Repeal/ Addendum to Repeal Chapter addendum to add Regional)

The Executive Director will be recognized as a board member but will not have voting capacity on the board.

Section 2: The Executive Director shall have the control and management of the Association. The Executive Board shall only act in the name of the Association when it is convened by its chairman after due notice to all board members of such meeting.

The Executive Director shall handle the day to day operations of the Association which includes but is not limited to:

1. Administering the state budget;
2. Ensuring that all tax obligations to the IRS are fulfilled, and that all necessary reports to the IRS are submitted on a quarterly and annual basis;
3. Ensuring that the annual fee and annual report concerning State Tax Exemption are submitted to the Secretary of State;
4. Ensuring that the annual report concerning telemarketing on behalf of the Association is completed and submitted to the Office of the Attorney General;
5. Ensuring that the Association's Federal DUNS number is renewed on an annual basis;
6. Recruiting and retaining members;
7. Maintaining the membership database of the Association and sending membership certificates and membership cards to members;

8. Tracking membership expiration dates and sending expiration reminders;
9. Monitoring and maintaining the insurance benefit program for members;
10. Representing the Association to secure donations or sponsorships for the Association;
11. Scheduling Association Executive Board meetings; signing contracts with hotels hosting the meetings; sending emails to all board members with pertinent information concerning the board meetings; and preparing the agenda for the board meeting;
12. Serving as Secretary at Executive Board meetings and taking the minutes of the meetings;
13. Negotiating and signing contracts with fundraiser/ telemarketing entities and ensuring that contract obligations are fulfilled by both the fundraisers/ telemarketers and the Association;
14. Representing the Association before the media as its official spokesperson;
15. Representing the Association and promoting the Association and the annual conference through meetings with management and executives of various state, local and federal law enforcement agencies in the State of Texas;
16. Writing letters to state and federal elected officials concerning issues that are of interest to members and law enforcement as a whole, especially narcotics enforcement issues;
17. Testifying before local and state legislative bodies in matters pertaining to state drug laws and other issues;
18. Planning and coordinating the Annual Training Conference in different parts of the state by: negotiating and signing contracts with hotel management; assisting the President, Conference Coordinator, and State Training Officer to ensure that all needs of the conference are met; acting as Master of Ceremonies and facilitator for the Annual Training Conference; ensuring that the conference is run in an efficient manner; and ensuring that all award and scholarship winners are notified in writing and that awards are ordered for all winners.

(Addendum by vote of the membership on July 15, 2013: addendum Section 2 A. Executive Director Duties items # 1-18.)

Section 3: One-third (1/3) of the members of the Executive Board shall constitute a quorum, and the meetings shall be held when called by the President or as otherwise provided.

Section 4: A member of the Executive Board may be removed from the board upon a finding of sufficient cause. The Executive Board may consider charges against any Executive Board member. An Executive Board member may be represented by counsel at any removal hearing. The Executive Board shall adopt rules necessary and in the best interest of the Association for this hearing. Any Executive Board Member may resign at any time by giving written notice to the **President**. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the President. (Addendum by vote of the membership on March 29, 2013 Article VIII Section 4).

Section 5: Vacancies in the executive offices of the Association as defined herein:

- A.** Death of incumbent;
- B.** Request of incumbent by reason of ill health;
- C.** Request of incumbent due to personal inability to serve;
- D.** After removal from office as defined in Article III, Section 3 A.1., A.2. and A.3;
- E.** The incumbent regional officer is no longer employed within the jurisdiction of his/her region;
- F.** The jurisdictional region shall mean the State of Texas for the following Association officers:
 - 1. State President;
 - 2. Executive Vice President;
 - 3. First Vice President;
 - 4. State Training Officer;
 - 5. Journal Editor/ Historian/ Webmaster; and
 - 6. State Conference Coordinator.(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal 2. State Sergeant at Arms, addendum to add 2. Executive Vice President and 3. 1st Vice President); and
- G.** Such vacancy in the executive offices will be filled at the next called meeting of the Executive Board by vote of a quorum of the board members.

Section 6: Notice of Vacancy

- A. The Regional Vice President of the region where a vacancy exists shall notify the Executive Director in writing of said vacancy upon notification of same.
(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal Chapter addendum to add Regional)
- B. The Executive Director shall inform the Executive Board members prior to the next meeting of the Executive Board of the vacancy.

**ARTICLE IX
SALARIES**

Section 1: No officer shall, for any reason of his office, be entitled to receive any salary, but nothing herein shall be construed to prevent an officer or director from receiving any compensation from the Association for duties other than as director or officer; provided that such funds are approved by the Executive Board.

Section 2: The Executive Board shall hire and determine compensation for any and all employees which the board, in its discretion, may determine to be necessary for conducting the business of the Association.

**ARTICLE X
COMMITTEES**

All committees of this Association shall be appointed by the President and its term shall be for a period of one (1) year, or less if terminated by action of the President.

**ARTICLE XI
ADOPTION**

Section 1: This Constitution of the TEXAS NARCOTIC OFFICERS ASSOCIATION was duly adopted and passed at a meeting of the Association held on the 9th day of July 1970 in the city of Austin and became effective immediately.

Section 2: This codification of the Constitution of the TEXAS NARCOTIC OFFICERS ASSOCIATION was duly adopted and passed at the meeting of the Association held on the 20th day of July 1995 in the city of Houston, Texas, and became effective immediately.

ARTICLE XII DISSOLUTION

If at any time this Association shall be dissolved, no part of the funds or property shall be distributed to or among its members, but after payment of all debts of the Association, its surplus funds and properties shall be disbursed as deemed appropriate by the Executive Board.

ARTICLE XIII PUBLICATIONS

Sections 1: All publications of the Association shall be issued under direction of the Executive Board.

Sections 2: All contracts concerning publications will be approved by the Executive Board, and the President will carry out their wishes.

(Repeal/ Addendum by vote of the membership July 15, 2013: Repeal and addendum to correct grammatical errors, punctuation, etc. throughout the Constitution)

Texas Narcotic Officers' Association
Constitution
Revised July 16, 2013