



**Bylaws**

**Of**

**Hays County Crime Stoppers, Inc.**  
*established June 17, 1981*

*Revised*  
09/18/2023

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **TABLE OF CONTENTS**

<b>Article I</b>	<b>Name and Location</b>
<b>Article II</b>	<b>Mission Statement</b>
<b>Article III</b>	<b>Membership</b>
<b>Article IV</b>	<b>Board of Directors</b>
<b>Article V</b>	<b>Board Meetings</b>
<b>Article VI</b>	<b>Board Officers, Terms and Duties</b>
<b>Article VII</b>	<b>Associate Board Members</b>
<b>Article VIII</b>	<b>Committees</b>
<b>Article IX</b>	<b>Nominations and Elections</b>
<b>Article X</b>	<b>Conflicts of Interest</b>
<b>Article XI</b>	<b>Contributions, Depositories, and Reward Payments</b>
<b>Article XII</b>	<b>Operations</b>
<b>Article XIII</b>	<b>Contracts and Debts</b>
<b>Article XIV</b>	<b>Financial Audits</b>
<b>Article XV</b>	<b>Fiscal Year</b>
<b>Article XVI</b>	<b>Parliamentary Authority</b>
<b>Article XVII</b>	<b>Amendments</b>
<b>Article XVIII</b>	<b>Non-Discrimination Policy</b>
<b>Article XIX</b>	<b>Records Retention Policy</b>
<b>Article XX</b>	<b>Bylaws</b>
<b>Article XXI</b>	<b>Insurance and Indemnity</b>
<b>Article XXII</b>	<b>Decertification/Dissolve Board</b>

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE I**

### **Name, Location, and Members**

Hays County Crime Stoppers, Inc. is a non-profit corporation and is hereafter referred to as “Crime Stoppers” or “HCCS.” Crime Stoppers shall be located wherever the Executive Committee of the Board of Directors may designate within Hays County, Texas.

All Crime Stoppers members shall comprise the Board of Directors, hereafter referred to as the “Board.” An individual member of the Board shall be referred to as a “Director” or “member.”

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE II Mission Statement**

The mission of Hays County Crime Stoppers, Inc. is to engage, educate, and empower citizens, communities, businesses, schools, visitors, the media, and law enforcement agencies in Hays County, Texas by deterring crime; encouraging anonymous crime reporting; providing monetary rewards for information that helps law enforcement solve unsolved crimes and arrest wanted fugitives; and helping to make our communities, businesses, and schools safer for all.

This is accomplished through three core goals: **ENGAGE—EDUCATE—EMPOWER.**

We **ENGAGE** our citizens, communities, businesses, schools, visitors, the media, and law enforcement agencies through open communication and active listening to the needs of all stakeholders.

We **EDUCATE** our citizens, communities, businesses, schools, visitors, the media, and law enforcement agencies through the sharing of ideas, proven facts, and concepts that are designed brings all stakeholders together in understanding how to make our communities safer.

We **EMPOWER** our citizens, communities, businesses, schools, visitors, the media, and law enforcement agencies to make our communities, businesses, and schools safer places to live, work, learn, and visit.

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE III Membership**

- A. All persons who have: 1) completed an application, 2) passed a background check, and 3) been voted on by the currently serving Board of Directors shall comprise the Board of Directors, hereafter referred to as the “Board.” An individual member of the Board shall be referred to as a “Director” or “Member.”
  
- B. Associate Board Members are those people voted on by a majority of the Board Members present at any regular meeting to perform functions in support of the overall goals of Crime Stoppers. These Associates may participate in all board meetings and executive board meetings as scheduled in accordance with these bylaws. They have no voting power in this role. Associate Board Members may volunteer to help at events and programs.

# BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.

## ARTICLE IV Board of Directors

- A. Composition: Six (6) to twenty-five (25) voting members shall comprise the Board. Members must live or work in Hays County, Texas and shall serve without compensation. In addition, the Board may elect up to six (6) non-voting members who are peace officers, as defined by the Texas Code of Criminal Procedure.
- B. Qualifications:
1. The following shall not serve as a Board of Director:
    - a. An active peace officer, as defined by under Chapter 1701, Texas Occupations Code;
    - b. An active judge hearing cases of a Class B Misdemeanor or higher;
    - c. Any person convicted as an adult of any offense, other than a Class C Misdemeanor traffic-related offense, or the conviction as a juvenile of an offense classified as a felony under Texas law or similar law of another state shall preclude election to or continued service as a member of the Board, including as an Advisory member. Admission of having committed an act amounting to an offense under Texas law or similar law of another state, other than a Class C Misdemeanor traffic-related offense, shall be viewed by the Board as would a criminal conviction for said act.
  2. Nominees to the Board shall submit to a background investigation as a condition of nomination, election, or appointment. A background check may be required of any serving Board member, including an Advisory Member, whenever, in the judgement of the Board, the best interest of the Board of Directors will be served. The Board of Directors shall pay the cost of a background check required by this Article and information obtained from a background check may be used as a basis for the denial of a nomination or the removal of a Board member.
- C. Term of Office: A term of office shall last two (2) years, with the exception of the Past Chairman who may serve until their term of office is completed. A member of the Board of Directors may serve no more than four (4) consecutive terms, but may then be re-elected to the Board after a one (1) year absence. Terms may be for one (1) or two (2) years, as the Board determines. Insofar as practical, no more than one-half (1/2) of the Directors should be replaced at one time.
- D. Removal: A Director may be removed, with or without cause, by a two-thirds (2/3) majority of members present at any Board meeting. A Director who misses

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

three (3) consecutive meetings, without prior notification to a member of the Executive Committee, is automatically removed, and shall be so notified or warned of the possibility of removal by the Chairman after the second (2<sup>nd</sup>) consecutive unexcused absence. Any member requesting to be removed from the Board will be presented for removal from the Board at the next Board Meeting. Any member that has moved from Hays County, Texas or who no longer works in Hays County, Texas will be automatically removed from the Board.

Any member removed by their own request or any member no longer serving on the Board through their own request for removal or who no longer qualify to serve on the Board will receive a “Thank You for Serving” letter from the Executive Committee.

- E. Enumerated Powers: The Board shall have, but not be limited to, the power to:
1. Adopt standing rules.
  2. Employ or contract with individuals such as a Law Enforcement Coordinator or Executive Director.
  3. Procure and maintain:
    - a. Liability insurance to protect members in the performance of their duties.
    - b. Hazard insurance to protect Crime Stoppers’ property.
    - c. Bonds for persons having custody of funds.
  4. Authorize funds disbursement.
  5. Amend the Bylaws.
  6. Amend the Articles of Incorporation.
  7. Dissolve Crime Stoppers.
  8. Select and remove Board Members.

# BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.

## ARTICLE V Board Meetings

- A. Regular Meetings. The Board shall meet no less than eleven (11) times annually, including the nominations meeting in September of each year. Meetings will be held monthly, except for the month of December. The Board will designate the time, date, and place of each meeting. The Chairman may change a scheduled meeting with seven (7) days advance notice.
- B. Special Meetings. With twenty-four (24) hours-notice, special Board meetings may be called by 1) the Chairman or 2) any four (4) Board members. Such written (electronic or paper) notice shall include a statement of the purpose, date, time, and location of the meeting.
- C. Quorum. Twenty-five percent (25%) of the voting members shall comprise a quorum of the Board.
- D. Meeting Attendance. Voting Members may attend in person or through electronic means, preferably through the Crime Stoppers video link provided by the Executive Director.
- E. Failure to Attend Meetings. A voting member who misses two (2) consecutive meetings without notification to a member of the Executive Committee, will be contacted by the Chairman or a designee to determine whether they wish to continue to serve on the Board, and reference will be made to the provisions of ARTICLE III. Subsection C. The Board Member will be advised in writing after the second (2<sup>nd</sup>) consecutive unapproved absence. A board member may contact a member of the Hays County Crime Stoppers Executive Committee to secure an approved absence. If necessary, a replacement Board Member will be appointed as provided in the Bylaws if a Board Member misses three (3) consecutive meetings without prior notice, and that Board Member is automatically removed from the Board.
- F. Voting During Meetings. Members may vote verbally if attending in person. If attending by video, verbal or written vote may be taken as the Member can communicate. Members may abstain from a vote for any reason.
- G. Voting by Email. If there is an emergency, a non-major decision to be made by the Board, the Board may vote by email. Members shall be provided with 3-day window to vote. A Member may motion, with an appropriate second to the



## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

motion, may move that the vote be held until the next monthly Board meeting for discussion. If there is a dispute regarding the process, the Members are to refer to the latest published Robert's Rules of Order for how to proceed.

# BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.

## ARTICLE VI

### Board Officers, Terms, and Duties

- A. Officers: The officers, also known as the Executive Committee, of Hays County Crime Stoppers include Chairman, Vice Chairman, Recording Secretary, Treasurer, Historian, and such other officers, as the Board may deem necessary. No two (2) offices may be held by the same person.
- B. Term: Each term of office shall begin January 1 and be for two (2) years.
- C. Vacancies: The nominating committee shall present a slate of candidates to the Board to fill a vacancy. The Board shall elect the replacement by majority vote of the members present. The individual selected shall serve for the remainder of the term vacated even if it extends his term on the board.
- D. Duties and Powers: Officers shall perform the duties and exercise the powers prescribed by:
1. The Articles of Incorporation.
  2. The Bylaws.
  3. The parliamentary authority adopted herein.
  4. The Board, or duties that normally pertain to the office.
- E. The Chairman shall:
1. Be the principal officer of Crime Stoppers.
  2. Preside over all meetings of the Board and the Executive Committee.
  3. Co-sign checks, promissory notes, and contracts.
  4. Appoint standing committee chairmen and members, except for the nominating committee.
  5. Create and appoint special committees as the need arises.
  6. Be an ex-officio member of every committee except the nominating committee.
  7. Shall chair the meetings of the board. In the event of the Chairman's absence, the succession will be Vice-Chairman, Secretary, Treasurer, Historian.
  8. Set the goals for the upcoming year.
  9. Call Regular and Special Meetings.
  10. Shall be the primary spokesperson to issue statements and control potential crisis situations.

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

### **F. The Vice Chairman shall:**

1. Assume such duties as assigned by the Chairman, Board, or Executive Committee.
2. In the absence of the Chairman:
  - a. Preside over all Board and Executive meetings.
  - b. Create special committees as the need arises; appoint chairmen and members.
  - c. Fill vacancies on standing committees, except for the nominating committee.
3. Co-sign checks, promissory notes, and contracts.
4. Progress to the position of Chairman following the term as Vice-Chairman.
5. Assist the Chairman in establishing and completing the annual goals.
6. Shall be the primary spokesperson to issue statements and control potential crisis situations.

### **G. The Recording Secretary shall:**

1. Record the proceedings of all Board and Executive Committee meetings.
2. Provide a copy of the minutes of all Board meetings to each member.
3. Maintain a current contact list of all board members.
4. Confirm a quorum before the start of each meeting.
5. Coordinate with the Executive Director in the performance of the above duties.
6. Assume such duties as may be assigned by the Chairman, the Board, or the Executive Committee.
7. Co-sign checks, promissory notes and contracts.

### **H. The Treasurer shall:**

1. Be the custodian of all funds.
2. Make a financial report at each meeting of the Board.
3. Co-sign checks, promissory notes and contracts.
4. After verification and board approval, arrange and coordinate the disbursement of cash awards to those individuals authorized to deliver awards.
5. Assist the Chairman and Executive Director in preparing grant requests.
6. The Treasurer is the officer responsible for overseeing the management and reporting of the organization's finances.
7. The Treasurer's duties specific to its role, including:
  - a. Maintain bank account– Recommend a bank, signing checks, and, with board approval, investing excess funds.
  - b. Finance transaction oversight – Be knowledgeable as to who has access to the organization's funds, and any outstanding bills or debts owed, as well

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

- as developing systems for keeping cash flow manageable. At the first meeting of each new business year, ensure that all signature cards are updated and on file with the appropriate financial institution.
- c. Budgets – Develop the annual budget as well as compare the actual revenues and expenses incurred against the budget.
  - d. Financial Policies – Oversee the development and observation of the organization's financial policies
  - e. Reports – Keep the board informed of key financial events, trends, concerns, and assessment of fiscal health, in addition to, the timely completion of required financial reporting forms.
  - f. Finance Committee (if established) – Serving as Chair of the Finance Committee.
8. Shall be bonded at the discretion of the Board.
- I. The Historian shall:
1. Compile a history of Crime Stoppers.
  2. Keep records and memorabilia of Crime Stoppers' activities to include in a scrapbook that will be a reference for members.
  3. Keep records of Directors' training and continuing education activities and report the same to the Governor's Office.
  4. Keep records of the Directors' terms of office and post them on the Directors' Roster.
  5. Shall transfer all HCCS history to an electronic format, when possible, which will be kept at a secure location.
  6. Shall serve as the chair of the Continuing Education Committee.

# BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.

## ARTICLE VI Executive Director Board

A. Definition: The Executive Director Board shall include but are not limited to the Executive Director, the Law Enforcement Coordinator, the Criminal Justice Advocate, and appointed consultants that assist the Board of Directors. All members of the Executive Director Board are non-voting members.

B. Executive Director:

### 1. Duties and Responsibilities

- a. Conduct the day-to-day administrative operations and coordination of Crime Stoppers in cooperation with the Law Enforcement Coordinator and the Communications Coordinator.
- b. Maintain open communication lines with all agencies served by Crime Stoppers.
- c. Assist all Crime Stoppers committees in all aspects of their activity.
- d. Keep the Executive Committee informed through written or voice communications, of any situations that might significantly impact the operations and/or reputation of Crime Stoppers.
- e. Tips Line and Rewards: In the absence of the Law Enforcement Coordinator (LEC) assume all responsibilities of that function as defined in Article VI, Subsection C.
- f. Programs/Promotions/Media: Coordinate all aspects of programs, promotions and public education activities implemented by the Board or their committees with and through the Communication Coordinator.

### 2. Donations and Grants

- a. Complete, submit and maintain grant applications to potential donors/agencies at the direction of the Executive Committee.
- b. Maintain all correspondence with donors and volunteers.
- c. Report at monthly Board meetings, the status of donations, grants, and operations.

### 3. Documentation/Records/Correspondence

- a. Maintain all state certification documentation.
- b. Maintain and secure the following files and/or reports:
  1. Inventory records (to be conducted annually).
  2. Yearly audit reports/Internal financial reviews.
  3. Year-end reports.

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

4. Any other information required by the Board or a government agency.
  5. Board meeting agenda and minutes – from the Secretary at the end of their term.
  6. Financial records, donation records and budget information from the Treasurer at the end of their term.
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4. Monthly Board Meetings
    - a. Prepare an agenda in coordination with the Chairman.
    - b. Forward the agenda as part of the meeting notification to all members of the Board.
    - c. Maintain and provide a current roster of members to include contact information and start and end dates of each Board member's term.
    - d. Provide copies of the board packet for all Board Members.
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5. General Functions
    - a. Implement decisions and directives of the Board.
    - b. Serve as an ex-officio member of all committees.
    - c. Attend all Board meetings- monthly and any Special meetings that may be called.
    - d. Monitor any legislation or regulations that may affect Crime Stoppers.
    - e. Research information as requested by the Board, individual Board members or the Executive Committee.
    - f. Perform duties that may not be specifically defined but are necessary for the proper maintenance and function of Crime Stoppers.
    - g. Perform all other duties as assigned by the Board.
    - h. Assist the coordinator of Operation Kid Care in scheduling and completing all events planned for the year.
    - i. Attending Crime Stoppers training as directed by the Board.
    - j. Attend the annual State Crime Stoppers Conferences to complete the attendance requirement for grant purposes.
    - k. Advise and coordinate all training requirements for Board Members.
    - l. Oversee the Law Enforcement Coordinator (LEC) and Communication Coordinator (CC) positions and coordination and make recommendations on their interactions.
      - a. Enhance the communication flow between them and outside agencies.
      - b. Encourage communication between these entities through periodic meetings.
      - c. Discuss discoveries and findings, which enhance Crime Stoppers operations.

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

- k. Supply to the web master update information for the Crime Stopper web site.
- l. Review, update, and enhance the “Quick Tip” program to maximize its use meeting the goals of Crime Stoppers.
- m. Keep staff and maintain an office at a location designated by the Board.
- n. Request Board approval of all expenditures over \$200.00 to maintain the office and equipment.
- o. Receive all correspondence and disseminate as required.
- p. Register all bills to be paid on the banking system and provide the hard copy with the scheduled pay date to the Treasurer.
- q. Provide all potential new members with an application form and follow-up to completion.
- r. Ensure that a background check is completed before presenting the completed application to the board for approval.
- s. Each applicant must agree to the minimum requirements of a board member to include training before the application can be submitted to the Board.
- t. Schedule the date of the required training with the applicant.
- u. Ensure that the applicant signs the acknowledgment document that they have read the HCCS bylaws and completed the Conflict-of-Interest form.
- v. Ensure that letters are prepared and sent to members that are not in compliance with the “excused absence” requirements or the bylaws or no longer meet the requirements for membership on the Board.

### **C. Law Enforcement Coordinator (LEC)**

- 1. Qualification.
  - a. The Law Enforcement Coordinator for the Hays County Crime Stoppers shall be a Peace Officer as described in the Texas Code of Criminal Procedure and who is employed by a Law Enforcement Agency in Hays County, Texas.
  - b. The Law Enforcement Coordinator will be responsible for ensuring all Campus Crime Stoppers Law Enforcement Coordinators are working with similar parameters as the Law Enforcement Coordinator.
- 2. Duties and Responsibilities.
  - a. Receive all tips that come into Crime Stoppers via P3 Tip Software, *or* as emails, phone calls, electronically transmitted from the call center, via fax or delivered by Campus Crime Stoppers LE Coordinators (for the Hays County schools with Campus Crime Stoppers programs for payment by

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

- HCCS for Felony crimes where the reward amount will be more than the Campus program has the ability to pay).
- b. Investigate the tip personally or assign the tip to the appropriate law enforcement agency with jurisdiction over the location where the reported offense occurred.
  - c. Track all tips that are received using the prescribed tip database authorized for use by the Board. Assign “Tip Numbers” to tips that are not automatically assigned by P3 Tip Soft or the Call Center. Tips will be cleared in the following ways:
    1. Cleared unfounded – insufficient evidence for prosecution.
    2. Cleared by arrest – arrest made from the tip information.
    3. Cleared by exception – not enough information to make a case.
  - d. Present tips to the Board for reward payment when a tip leads to the solving of a crime, an adult arrest, or a juvenile detention. Reward amounts will be derived by the Reward Recommendation Sheet recognized by Texas Crime Stoppers or compiled by the P3 Tip Soft.
  - e. Advise people providing tips of the process by which they can receive their cash rewards in the manner approved by the Board.
  - f. Coordinate with Crime Stoppers Communications Coordinator to provide the most up-to-date crime information to be discriminated to media software outlets.
  - g. Update media outlets that support Crime Stoppers through publications and promotional materials. These updates will include information pertaining to Hays County Most Wanted, Crime of the Week, other crime-related information and advertising materials. These media outlets can include but are not limited to the following:
    1. Crime Stoppers Website
    2. Facebook
    3. Other recognizable Media outlets.
    4. All area newspapers, radio, television and on-line news providers
  - h. Work with Campus Crime Stoppers Law Enforcement Coordinators to make sure they are within recognized guidelines.
  - i. Maintain statistics and reporting requirements for the following areas:
    1. Tips received.
    2. Case disposition
    3. Arrests made.
    4. Recovered stolen property and narcotics.
    5. Seized money and property value.
    6. Tips paid, rewarded but not claimed and declined.



## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

- j. Compile data for use Crime Stoppers Communications exchange with All Public Service Organizations.
- k. Track total crimes monthly that occur within Hays County, Texas.
- l. Breakdown crimes by types and under which agency they occurred.
- m. Track the average time between a warrant issued to time of suspect apprehension.
- n. Know the factual criminal activity extremes, such as:
  - 1. What is the average time of a “cold case?”
  - 2. Is there a type of crime that takes longer to solve?
  - 3. What can assist to expedite the resolve of difficult crimes?
  - 4. What types of crimes are reported by Fire and EMS (excluding arson)?
- o. Convey information as allowed on media outlets to stimulate public interest.
- p. Monitor media channels to ensure only current information is shared the public.
- q. Conduct any other law enforcement related duties as assigned by the Board.

### **D. Campus Law Enforcement Coordinator (CLEC)**

- 1. Qualification.
  - a. A Campus Law Enforcement Coordinator (CLEC) will be assigned for any campus using under the umbrella of Hays County Crime Stoppers.
  - b. Campus Law Enforcement Coordinators shall be a Peace Officer as described in the Texas Code of Criminal Procedure and are employed by a Law Enforcement Agency in Hays County, Texas.
  - c. Campus Law Enforcement Coordinators will be responsible for ensuring all Campus Crime Stoppers Law Enforcement Coordinators are working with similar parameters as the Law Enforcement Coordinator.
- 2. Duties and Responsibilities.
  - a. Receive all tips that come into Crime Stoppers via P3 Tip Software, or as emails, phone calls, electronically transmitted from the call center, via fax or delivered by Campus Crime Stoppers LE Coordinators (for the Hays County schools with Campus Crime Stoppers programs for payment by HCCS for Felony crimes where the reward amount will be more than the Campus program has the ability to pay).
  - b. Investigate the tip personally or assign the tip to the appropriate law enforcement agency with jurisdiction over the location where the reported offense occurred.

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

- c. Track all tips that are received using the prescribed tip database authorized for use by the Board. Assign “Tip Numbers” to tips that are not automatically assigned by P3 Tip Soft or the Call Center. Tips will be cleared in the following ways:
  - 1. Cleared unfounded – insufficient evidence for prosecution.
  - 2. Cleared by arrest – arrest made from the tip information.
  - 3. Cleared by exception – not enough information to make a case.
- d. Present tips to the Law Enforcement Coordinator for presentation to the Board of Directors for reward payment when a tip leads to the solving of a crime, an adult arrest, or a juvenile detention. Reward amounts will be derived by the Reward Recommendation Sheet recognized by Texas Crime Stoppers or compiled by the P3 Tip Soft.
- e. Advise people providing tips of the process by which they can receive their cash rewards in the manner approved by the Board.
- f. Coordinate with Crime Stoppers Communications Coordinator to provide the most up-to-date crime information to be discriminated to media software outlets.
- g. Provide updated information to the Law Enforcement Coordinator and to school staff through publications and promotional materials. These updates will include information pertaining to Hays County Most Wanted, Crime of the Week, other crime-related information, and advertising materials. These media outlets can include but are not limited to the following:
  - 1. Crime Stoppers Website
  - 2. Facebook
  - 3. Other recognizable Media outlets
  - 4. All area newspapers, radio, television, and on-line news providers
- h. Maintain statistics and reporting requirements for the following areas:
  - 1. Tips received.
  - 2. Case disposition
  - 3. Arrests made.
  - 4. Recovered stolen property and narcotics.
  - 5. Seized money and property value.
  - 6. Tips paid, rewarded but not claimed and declined.
- i. Compile data for use Crime Stoppers Communications exchange with All Public Service Organizations.
- j. Track total crimes monthly that occur within Hays County, Texas.
- k. Breakdown crimes by types and under which agency they occurred.
- l. Track the average time between a warrant issued to time of suspect apprehension.
- m. Know the factual criminal activity extremes, such as:

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

1. What is the average time of a “cold case?”
2. Is there a type of crime that takes longer to solve?
3. What can assist to expedite the resolve of difficult crimes?
4. What types of crimes are reported by Fire and EMS (excluding arson)?
- n. Convey information as allowed on media outlets to stimulate public interest.
- o. Monitor media channels to ensure only current information is shared the public.
- p. Conduct any other law enforcement related duties as assigned by the Board.

### **E. Communication Coordinator (Coordinator)**

1. Qualification.
  - a. The Communication Coordinator (CC) must be proficient in all aspects of social media and report to the Executive Director. The CC must have a working knowledge of business and professional communication that complies with Federal law and the policies outlined in these bylaws. This position will be reviewed and supported by the Board.
2. Duties and Responsibilities.
  - a. Work with Executive Director and the Board to convey information via social media sources to educate the public on the goals of Crime Stoppers.
  - b. Communicate with the Communication Director of all Public Service agencies to ensure that Crime Stoppers is maximizing media outlets and minimizing duplication to convey information to the public.
  - c. Ensure to inform the public, not cause unnecessary panic or incite fear, panic in sharing information.
  - d. Coordinate with educational outlets in Hays County, Texas to utilize marketing and drama sources to convey our information to the public.
  - e. Establish associations with apartment complexes in Hays County, Texas to partner in the data flow to maximize the safety and security of those complexes.
  - f. Collaborate closely with the Executive Director and the Law Enforcement Coordinator to maximize communication between the Public Service organizations and the public to ensure maximum information flow to encourage tips to resolve crimes.
  - g. Establish ways to best convey educating the public regarding our P3 software.
  - h. Conduct any other communications duties as assigned by the Board.

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **F. Criminal Justice Advocate (CJA):**

### **1. Qualification.**

- a. The Criminal Justice Advocate must be proficient in knowledge and dealing with the court system, District and County Clerks, and probation offices. The CJA must be proficient in all aspects of social media and report to the Executive Director. Ideally, the CJA will be an employee of the Hays County District Attorney's Office but may be from another Hays County government office that relates to criminal justice. This position will be reviewed and supported by the Board.

### **2. Duties and Responsibilities.**

- a. Coordinate information between Crime Stoppers and the court system.
- b. Encourage any fines or restitution, directed by the Court towards the Defendant, to the Crime Stoppers Treasurer.
- c. Encourage the District Clerk's Office to disseminate all unclaimed jury duty payments to the Treasurer of the Crime Stoppers.
- d. Coordinate with the Law Enforcement Coordinator regarding outstanding warrants.
- e. Answer any questions from the District Attorney's Office regarding restitution accounts created in the court system.
- f. Any other activity that may be helpful in allowing this Crime Stoppers organization to maximize its function and operation.

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE VII: ADVISORY BOARD**

- A. **MEMBERSHIP**: The members of the Advisory Board shall consist of those persons elected by the Board of Directors; provided, however, that the number of the members of the Advisory Board shall not be more than thirty (30). Members must reside within Hays County, Texas. Any Advisory Board member can be removed from the Advisory Board by majority vote of the quorum at a regular meeting of the Board of Directors.
- B. **GENERAL POWERS**: The Advisory Board shall advise and consult with the Board of Directors with respect to management of the business and affairs of the Board of Directors and shall perform such other duties as may be requested by the Board of Directors which they deem to be in the best interest of the Board of Directors. The Advisory Board may attend the general board meetings but have no voting privileges.
- C. **TERM LIMITS**: Term limit for all Advisory Board members shall be for two (2) years with no limit on the number of terms he/she serves. An Advisory Board member may be elected according to Article VII, A. Advisory Board members who wish to be re-elected at the end of his/her term may submit another application to the Board of Directors.

# BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.

## ARTICLE VIII: Committees

A. Standing Committees: Crime Stoppers shall have the following standing committees:

1. Public Relations Committee: This committee includes media relations and publicity. The Chairman will be responsible to develop and maintain a visual presentation, which will be available to a briefing team, who will coordinate briefings to be made to all clubs and organizations within Hays County to enhance the awareness of the mission of this Crime Stoppers organization. This committee may develop any sub-committee which supports their function.
2. Fundraising Committee: This committee shall see that the Board has ample funds to pay rewards and operate by applying for grants and contracts, through solicitations from the public, and other fundraising activities. This committee may be a subset of the Public Relations Committee. This committee will include the members of the Executive Board and the Criminal Justice Advocate.
3. Campus Crime Stoppers Committee: This committee shall oversee the various public school crime stoppers clubs in the county and be composed of at least three (3) Directors, one of whom must be the Chairman, and at least one member from each school campus where Crime Stoppers is active. The Chairman of this committee will attend at least one (1) of each of the Campus meetings annually for each of the schools participating and report any recommendations to the Board. Members of this committee may be required to attend additional training regarding youth protection or professionalism regarding interacting with minors as directed by the Chairman.
4. Continuing Education Committee: This committee shall schedule new Directors to attend a Basic Crime Stoppers Course sometime during the first year, if possible, and ensure that the requisite number of Directors attend annual education activities so that Crime Stoppers retains its accreditation. Attendance for each member will be reflected on the Director's Roster. The Historian shall be the chairman of this committee.
5. Rules Committee: This committee may be formed from time to time, but at least once every five (5) years to review the Bylaws and make recommended changes as necessary. The Rules committee ensures that the Bylaws are up to date with the current laws of the State of Texas. At least once every five (5) years this committee will do a comprehensive review and draft revisions of the bylaws to ensure the bylaws incorporate any amendments into one

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

document and to provide clarity to the governing documents of Crime Stoppers.

B. Special Committees: The Chairman of the Board may create special committees. Committee chairmen must be Board members, but additional committee members need not be.

C. Executive Committee: An Executive Committee shall be composed of all officers plus, when feasible, the Past Chairman and one (1) additional Director. The additional Director serving on the Executive Committee shall be chosen by a majority of the Executive Committee and the additional Director shall serve in that capacity to assist the Executive Committee in streamlining the function for which they were appointed and will serve as long as needed. That function of the additional Director may be any area of expertise which the Executive Committee needs to give proper direction to the organization.

1. The Executive Committee shall:

a. Have the power to function as the Board in emergencies or to conduct urgent business between meetings.

b. Not have the power to:

1. Amend the Bylaws.

2. Amend the Articles of Incorporation.

3. Dissolve Crime Stoppers.

4. Remove a member of the Board.

2. Meetings may be called by:

a. The Chairman or

b. Any two (2) members of the Executive Committee.

3. A majority of the Executive Committee members shall constitute a quorum of the Executive Committee.

D. Nominating Committee:

1. Membership: Upon adopting these Bylaws, and annually at the first regular meeting after the January meeting, a minimum of three (3) members, but no more than five (5) members of the Board shall be elected to the Nominating Committee. This committee will accept recommendations for the officer slate for the upcoming year no later than the September meeting, for approval in the October meeting, followed by installation in the November meeting. This committee shall also recommend any replacement of an officer should that position become vacant during the year. Nominations shall be received from the floor during a Board meeting. Each nomination shall be with the consent

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

of the nominee. A plurality vote shall elect, with the member receiving the most votes selected as Chairman.

2. Duties: The Nominating Committee shall:
  - a. Obtain the consent of each candidate.
  - b. Screen and consider potential members' qualifications.
  - c. Submit recommended members' names to the Board.
  - d. Fulfill the responsibilities assigned under Article VIII.



# BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.

## ARTICLE IX: Nominations and Elections

### A. Nominations:

1. Board members may submit recommendations to the Nominating Committee forty-five (45) days prior to the election.
2. One month prior to any regular meeting at which an officer or Director is to be elected, the Nominating Committee shall distribute a notice to each board member listing:
  - a. A proposed slate of candidates for the officer's position to be filled.
  - b. At least one candidate for each Board position to be filled, including the terms of each.

B. Additional Nominations for Officers: After obtaining the consent of the nominee, additional nominations for any officer's position may be made. Any two (2) Board members may sign a petition so nominating and present it to the Chairman of the Nominating Committee at least seven (7) days prior to the election. No member may sign more than one (1) petition for the same office.

C. Election: The Nominating Committee shall submit a slate of nominees to the Board including all the nominees selected under Sections A and B above. A plurality vote shall elect. A Board member may deliver an absentee ballot to the Recording Secretary prior to regular voting.

D. Vacancies: Vacancies may be filled by nomination and election of new members at any Board meeting as long as the provisions of ARTICLE VIII. Subsection D. Item 2. are met.

E. Background Check: All prospective Crime Stoppers Board Members will consent to a background check by signing the form, approved and created by the Executive Committee, for such a procedure on their initial application and the completed background check will be provided to the Nominations Committee for review prior to recommending the new member to the Board for approval. The Executive Director is responsible for collecting all background check forms and having the background check completed using the most effective and efficient method.

# BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.

## ARTICLE X: Conflicts of Interest

- A. Purpose: The purpose of the conflicts of interest policy is to protect the Crime Stoppers when it is contemplating conducting a transaction or arrangement that might benefit the private interest of an Executive Committee Member, Board Member, or Associate Member of Crime Stoppers. This policy is intended to supplement but not replace any applicable Texas and federal laws governing conflicts of interest applicable to nonprofit and charitable corporations.
- B. Definitions:
1. **Interested Person**: Any director, principal officer, or member of a committee with board delegated powers who has a direct or indirect financial interest is an interested person.
  2. **Financial Interest**: A person has a financial interest if the person has, directly or indirectly (through business, investment or family) an ownership or investment interest in any entity with which Crime Stoppers has a transaction or arrangement, or a compensation arrangement with Crime Stoppers or with any entity or individual with which Crime Stoppers has a transaction or arrangement, or a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Crime Stoppers is negotiating a transaction or arrangement. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the Executive Committee, or Board, decides that a conflict of interest exists.
- C. Duty to Disclose: In connection with any actual, or possible, conflicts of interest, an interest person must disclose the existence of their financial interest and must be given the opportunity to disclose all material facts to the Executive Committee or with the committee chair delegated powers considering the proposed transaction or arrangement.
- D. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the Executive Committee meeting, Board meeting, or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining members in the meeting shall decide if a conflict of interest exists. Their determination, by a majority vote, shall be memorialized in writing, signed, and dated by all persons voting.

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

- E. Procedures for Addressing the Conflict of Interest: An interested person may make a presentation at the Executive Committee meeting, Board meeting, or committee meeting, but after such presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that result in the conflict of interest.
1. The Chairman, a Board Member, or chairperson of the committee shall, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction or arrangement.
  2. After exercising due diligence, the Executive Committee, Board Members, or committee shall determine whether Crime Stoppers can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
  3. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Executive Committee, Board, or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in Crime Stopper's best interest and for its own benefit and whether the transaction is fair and reasonable to Crime Stoppers and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
- F. Violations of the Conflicts of Interest Policy: If the board or committee has reasonable cause to believe that the Board member has failed to disclose actual, or possible, conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
1. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Executive Committee, Board, or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall notify the Chairman and the Board for further action by either the Executive Committee or the Board.
- G. Records of Proceedings: The minutes of the Executive Committee meeting, Board meeting, or committee meeting shall contain:
1. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Committee, Board or committee's decision as to whether a conflict of interest in fact existed.

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

2. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.
- H. Voting Restrictions: A voting member of the Executive Committee, Board or committee who receives compensation, directly or indirectly, from Crime Stoppers for services is precluded from voting on matters pertaining to that member's compensation.
1. voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Crime Stoppers for services is precluded from voting on matters pertaining to that member's compensation.
- I. Annual Statements: Each Executive Committee member, Board member, or committee member shall annually complete a statement which affirms that such person:
1. has received a copy of the conflicts of interest policy,
  2. has read and understands the policy,
  3. has agreed to comply with the policy,
  4. discloses all other for-profit and non-profit boards the member serves on,
  5. discloses any known, or possible, conflicts relating to their employment or financial investments, and
  6. understands that Crime Stoppers is a charitable organization and that to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- J. Periodic Reviews: To ensure that Crime Stoppers operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews may be conducted. The periodic reviews may include the following subjects:
1. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
  2. Whether financial transactions, contracts for services, and other arrangements with individual's organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the program's charitable purposes and do not result in inurement or impermissible private benefit.

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

K. Use of Outside Experts: In conducting the periodic reviews provided for in Article VII, Crime Stoppers may, but need not, use outside advisors. If outside experts are used their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted where appropriate.

# BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.

## ARTICLE XI: Contributions, Depositories, and Reward Payments

- A. Contributions: Contributions, bequests or gifts made to Crime Stoppers shall be accepted or collected and deposited only in such a manner as designated by the Board.
- B. Depositories: Depositories used by Crime Stoppers must be:
1. Located within the State of Texas.
  2. Selected by the Board.
  3. Authorized to do business by the State of Texas.
  4. Federally insured at a minimum of \$250,000.00.
- C. Withdrawals: Withdrawal of bank funds must be:
1. Signed by two (2) of the four (4) officers authorized to sign checks, as outlined in Article V, or may be signed by the officer nominee.
  2. The Board must approve nominees in advance.
- D. Reward Payments: To ensure the informant's anonymity, the Board shall appoint a Facilitator to oversee reward payments.
1. The Facilitator is not required to be a member of the Board but must be approved by the Board.
  2. The Board shall direct the Treasurer to provide the reward money to the Facilitator for delivery to the Informant.
  3. The Facilitator shall be indemnified by Crime Stoppers if so, approved by a vote of the Board.
- E. Distribution: Rewards may only be handled and disbursed at a site designated by the Board of Directors, and in accordance with established Policy and Procedures.
- F. Amount: The amount of a reward will be calculated by the Executive Director or Coordinator but is not necessarily binding. The Board may at its discretion, award amounts greater than or less than the recommended amount. The Board may pay rewards for felony and/or misdemeanor crimes and school tips that administrative action has been taken on.
1. Under rare circumstances, where the purpose of Crime Stoppers is best served, and has been approved by the board, a reward may be paid to a tipster, who provides information directly to a law enforcement officer. Examples include situations where the tipster was unable to reach Crime Stoppers and the

## **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

information is of such immediacy that contact was made directly with a law enforcement officer. The tipster must notify the officer that an attempt was made to reach Crime Stoppers.

2. Under rare circumstances, where the purpose of Crime Stoppers may best be served, a reward may be approved by the board for a tipster where no arrest is or can be made.
3. The Board will be responsible for rewards for a period of sixty (60) days from the date of approval. Unclaimed rewards will be re-deposited in the rewards account.

G. Eligibility: The following persons are not eligible for a reward:

1. A commissioned law enforcement officer and/or members of their immediate family;
2. The crime's perpetrator or co-perpetrator;
3. The victim and/or his immediate family;
4. The fugitive;
5. Law enforcement informants funneled into the program;
6. Bails bondsman;
7. Crime Stoppers board members or members immediate family

# BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.

## ARTICLE XII: Operations

- A. Password Retention Policy: Passwords used and retained by Crime Stoppers will be kept and maintained in a secure manner by both the Executive Director and a designated member of the Executive Committee. Passwords will be changed once per year.
- B. Whistleblower Policy: Any Executive Committee member, Board Member, or other Crime Stopper participant who reports in good faith an ethics violation or suspected violation of law will not be retaliated against by any means, including but not limited to removal or disparagement to their reputation by Crime Stoppers or its Members.
1. Any member or participant that retaliates against another member or participant shall be removed and not permitted to represent Crime Stoppers as voted on during the next regular Board Meeting. A member of the Executive Committee who remains on the Board, or the Executive Director, will issue a notification letter and reference this section to inform the member or participant of Crime Stoppers.
  2. Until the complaint or report is resolved, Crime Stoppers will maintain confidentiality around the matter and the party reporting.
- C. Volunteering: Volunteers must go through a volunteer training designated by the Executive Committee. At all times while volunteering, volunteers agree to:
1. Use respectful language to the public or event participants,
  2. Not disparage Crime Stoppers or affiliated event sponsors or partners while officially volunteering and in speaking with the public or event participants,
  3. Be mindful or respectful or proper boundaries with minors or partners at campus crime stopper groups,
  4. Not consume alcohol, vape, or smoke while volunteering and interacting with event participants or the public, and
  5. Follow any other additional directions from the Executive Committee as may be outlined for the specific event participation volunteering forms.



# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE XIII: Contracts and Debts**

The Board shall direct the execution of all contracts and evidence of debt. The Chairman and Treasurer shall execute, in the name of Crime Stoppers, all contracts or other instruments so Board approved. Signing these contracts shall be signed in the following style: "NAME OF PERSON, Crime Stoppers."

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE XIV: Financial Audits**

Hays County Crime Stoppers will comply with the current guidelines of the Texas Criminal Justice Division (TCJD) grant requirements to make all reports of financial accounts. The current guidelines for reports are governed by: Texas Business Organizations Code, Chapter 22. Nonprofit Corporations.

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE XV: Fiscal Year**

Hays County Crime Stoppers shall operate for a fiscal year beginning January 1.

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE XVI: Parliamentary Authority**

Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the Articles of Incorporation, the Bylaws or by special rules of procedure adopted by the Board.

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE XVII: Amendments**

Proposed amendments to the Bylaws must be submitted to the Board in writing at least thirty (30) days prior to voting. A two-thirds (2/3) vote by the Board present at any meeting amends the Bylaws.

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE XVIII: Non-Discrimination Policy**

Hays County Crime Stoppers, Inc., shall discriminate against no person because of race, sex, religion, national origin, age, or handicap, neither in the selection of Directors or officers, nor in the operation of the program.

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE XIX: Records Retention Policy**

- A. Record keeping will be maintained through these guidelines and any laws in the State of Texas governing record keeping.
- B. The following items will be retained for specific periods designated:
1. Board member applications and background checks (6 years)
  2. Monthly meeting agendas, minutes, and treasurer reports (2 years)
  3. Minutes from meetings (2 years)
  4. Bank Statements (7 years)
  5. Statistical Reports of Crime Stoppers, Campus Crime Stoppers Progress Reports (2 years)
  6. Probation Fee and Repayment Reports. (6 years)
  7. Recertification Reports and Supporting Documentation. (6 years)
  8. IRS Determination Letter (7 years)
  9. Payroll Information (2 years)
  10. Contracts, leases, or agreements (1 year after contract terminates)
  11. Tips (30 days after Tip resolved)
  12. Soft Tips (30 days after Tip resolved)
  13. Correspondence (2 years)
  14. Paid Rewards (30 days after payment)
  15. Unclaimed Reward records (2 years)
  16. Grant Documents and Files, including (7 years):
    - a. Grant Approvals, correspondence.
    - b. Financial Status Reports.
    - c. Hays County Reports and Applications.
    - d. Criminal Justice Division, Office of the Governor Records.
    - e. Board Member Rosters (2 years)

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE XX: Bylaws**

The Bylaws shall be read at a regular meeting in the first quarter of the year. The reading may be waived if prior to the meeting all members of the Board have signed an acknowledgement that they have read the Bylaws.



# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE XXI: Insurance and Indemnity**

- A. Although Hays County Crime Stoppers is covered against lawsuits under the umbrella of the Texas Crime Stoppers, the Board will authorize the Executive Director to engage in a contract with a local insurance agency to provide financial protection to the officers of the Board. Individuals are encouraged to include a defamation clause under their own homeowner's policy and incur the expense. Members will be reminded of this requirement during the first quarter meetings each year.
  
- B. Should the Board or Executive Committee be sued individually for conduct in performing their duties and responsibilities while on the Board or Executive Committee in which they are not charged criminally for that behavior, Crime Stoppers will indemnify those individuals for the legal costs of those lawsuits brought against them.

# **BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.**

## **ARTICLE XXII: Decertification/Dissolve Board**

- A. All funds in the Probation Fees bank account shall be returned to the Director of Texas Crime Stoppers, Office of The Governor.
  
- B. Operational Funds will be used to perform the last Audit, Tax preparation and termination of tax ID number. Once all outstanding invoices and obligations are paid, the operational accounts will be closed to include any CD's. Any remaining funds will be donated as approved by the Board of Directors.

# BYLAWS OF HAYS COUNTY CRIME STOPPERS, INC.

I HEREBY CERTIFY THAT THE FOREGOING BY-LAWS WERE ADOPTED BY THE BOARD OF DIRECTORS OF HAYS COUNTY CRIME STOPPERS, INC. ON THE 18<sup>TH</sup> DAY OF SEPTEMBER 2023.

\_\_\_\_\_  
Gary B. Tucker, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sebastian Hernandez, Recording Secretary

\_\_\_\_\_  
Date

*Revised, 09/18/2023.*

