

BYLAWS  
of  
**LAW ENFORCEMENT and EMERGENCY SERVICES  
VIDEO ASSOCIATION INTERNATIONAL, INC.**  
A TEXAS NON-PROFIT CORPORATION  
Revised date 03/24/2023

**ARTICLE I**

**PURPOSES**

**General Purpose**

1.01 The corporation, Law Enforcement and Emergency Services Video Association International, Inc., which may also be known by its initials as LEVA, is organized exclusively for charitable and educational purposes, as described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Internal Revenue Code"). (11/22)

**Specific Purpose**

1.02 The corporation is organized specifically for the development, administration and presentation of cooperative international educational programs for law enforcement and emergency services, public safety and private sector security professionals. (11/22)

**ARTICLE II**

**OFFICES**

**Principal Office**

2.01 The principal office of the corporation in the State of Texas shall be located in the State of Texas. The corporation may have such other offices, either within or outside the State of Texas, as the Board of Directors may determine or as the affairs of the corporation may require from time to time. (11/22)

**Registered Office and Registered Agent**

2.02 The corporation shall have and continuously maintain in the State of Texas, a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office of the corporation in the State of Texas, and the address of the registered office may be changed from time to time by the Board of Directors.

**ARTICLE III**

**MEMBERS**

**Classes of Members**

3.01 The corporation shall have the following listed classes of members:

- (a) **Public Safety Member** - For purposes of this section, a Public Safety member shall be:

- (1) An active member of any federal, state, provincial, regional, municipal, tribal or local government agency who processes or supervises those who process multimedia evidence in the performance of their job function.
- (2) Any active duty or civilian personnel of a recognized military agency who utilizes multimedia evidence in the performance of their job function. (11/22)

Individuals in this membership class who are considered to be 'in good standing' with LEVA shall have full membership rights up to and including the right to vote, hold office, and participate in all approved organizational activities 'In good standing' shall be defined as having up to date membership status to include having current, annual membership fees and/or applicable arrears paid in full and are free of any violations of LEVA's Code of Ethics (Article XVI) and/or Code of Conduct (Article XVII).

(b) **Public Safety Organization** - For purposes of this section, a Public Safety Organization membership shall consist of:

- (1) Public Safety Organizational members of any federal, state, provincial, regional, municipal, tribal or local government agency who process or supervise those who process multimedia evidence in the performance of their job function.
- (2) Any active duty or civilian personnel of a recognized military agency who utilizes multimedia evidence in the performance of their job function. (11/22) Any Public Safety Organization agency shall be allowed to designate up to three or more individuals for said organizational membership. Public Safety Organization individuals so designated for membership shall meet all conditions for membership as outlined in the Public Safety Member class. Public Safety Organization representatives may be exchanged between agency representatives at any time by notifying LEVA as long as the status of the employee and agency remain 'in good standing' with LEVA. Representatives for a Public Safety Organizational membership shall have full membership rights as set forth for Public Safety Members. Additional Public Safety Organization representative memberships may be obtained for a membership fee as determined by the Board of Directors. 'In good standing' shall be defined as having applicable membership fees paid and membership status up to date.

(c) **Associate Member** - For purposes of this section, an Associate member may be any individual not qualifying for membership under sections 3.01(a)(1) through 3.01(a)(5) above, whose experience, professional or educational credentials, organizational affiliations, or other unique circumstances, makes membership appropriate for the good of the organization. Retired Public Safety members also fall under the Associate Membership. Such individuals may be approved for membership by the Executive Director or the Board of Directors based upon a specific purpose, case, or situation at hand. Individuals approved for membership under the provisions of this section may have limited participation in restricted organizational activities (such as law enforcement only) and shall not have the right to vote or hold office.

(d) **Student Member** - For purposes of this section, a student shall be:

- (1) Any full time college student at an accredited college with a major in a forensic science or law enforcement related field.

A. To be considered as an applicant, a person must be a full-time student taking 12 or more semester hours/credits or the equivalent in quarter hours/credits for undergraduate

study and at least 9 semester hours/credits or the equivalent in quarter hours/credit for graduate study.

B. Applicants must include a letter or transcript from their education institution stating the number of credits currently being taken each semester. The words "full-time student" will not suffice.

(2) Student Members may attend LEVA courses under the Public Safety rate.

(3) Individuals approved for membership under the provisions of this section may have limited participation in restricted organizational activities (such as law enforcement only) and shall not have the right to vote or hold office.

3.02 Membership shall be for renewable one (1)-year term(s) beginning on January 1 of each calendar year. Initial membership shall commence on the first day of the month during which membership application is accepted and applicable membership fees are paid in full in accordance with a graduated scale as approved by the Board of Directors. (10/95)

3.03 All applications and/or renewals for membership are subject to the approval and ratification of the Board of Directors and no applicant shall be approved whose acceptance could adversely affect the corporation's continued exemption from federal income taxation.

(a) An application and/or renewal for membership in any membership class may be rejected for reasonable cause, as determined by the LEVA Board of Directors.

(b) Any applicant whose application and/or renewal for membership is rejected may submit an appeal to the LEVA Board of Directors. Such appeal shall be an original document, signed by the applicant, and submitted to the LEVA Executive Secretary within 10 business days after receipt of notification of rejection. The appeal will be reviewed by the Board of Directors and a final decision will be rendered. (11/22)

(c) Any applicant whose application and/or renewal for membership is rejected may submit a new application for membership in the next calendar year following the rejection of their application and/or renewal for membership. (04/2005)

3.04 All members agree to abide by LEVA By-Laws which include the Code of Ethics and Code of Conduct: **Members shall be considered in good standing, so long as all membership fees are currently paid in full.** (11/22)

3.05 Membership fees for each class of members shall be established by the Board of Directors and shall be subject to change no more frequently than annually. Notice of any increase in membership fees shall be provided to members at the time renewal notices are sent.

3.06 The designation of "members" of the corporation shall denote only that such persons are contributors to the tax exempt purposes of the corporation and may participate in certain educational activities of the corporation, but shall in no event carry any right to control the actions or policies of the corporation or its Board of Directors. (11/22)

## ARTICLE IV

### **BOARD OF DIRECTORS**

#### **General Powers**

4.01 The affairs of the corporation shall be managed by its Board of Directors, all of whom shall be members in good standing of the corporation. The Board of Directors may accept, on behalf of the corporation, any contribution, gift, bequest, or devise for the purposes of the corporation. Directors shall be individuals, but need not be residents of Texas or the United States of America. (10/95)

#### **Election and Terms of Office**

4.02 The Board of Directors shall be comprised of:

(a) Three members, each serving as Directors, whose terms of office shall be staggered so that following election as a Director, they shall assume their duties for a three (3) year term on the following 1<sup>st</sup> day of January.

(b) Two members with one who serves as President and the other as Executive Vice President. (11/20)

4.03 Board Members shall be elected by a majority vote of the Board of Directors then serving in accordance with these bylaws. Each Director shall hold office until his or her successor is deemed competent and capable to be elected. (11/20)

(a) Qualifications of prospective Directors must be fully deliberated to ensure that nominees have earned consideration.

(1) Submission of individuals to be considered for a Board of Directors position must include a completed "Criteria for Potential Board Members" (available on the LEVA website) and should include a Curriculum Vitae. (11/22)

(b) No Director can serve on the Board for more than six consecutive years. (11/20)

(c) The Chairperson position should not be filled by the same Director for more than three consecutive years of the respective term.

(1) The Vice Chairperson shall assume the role of Chairperson following the term of the sitting Chair or if the sitting Chairperson resigns the position. (11/20)

#### **Regular Meetings**

4.04 Quarterly meetings shall be held by the Board of Directors, one of which should be held in conjunction with the annual LEVA Training Symposium. The meeting held during the symposium will be open to LEVA membership to attend and bring business to the BOD. Other meetings may be scheduled at the discretion of the Board. (11/22)

4.05 Special meetings of the Board of Directors may be called by or at the request of the Chairperson or any two (2) Directors. The person or persons authorized to call special meetings of the Board may choose any place, either within or outside the State of Texas, or be held online or by telephone. (11/22)

4.06 Except as otherwise expressly provided by statute, by the articles of incorporation, or by these bylaws, members of the Board of Directors (and members of any committee designated by the Board of Directors) may participate in a Board meeting by means of conference telephone or similar communications equipment in which all persons participating in the meeting can hear each other. This shall constitute presence in person at such meeting, except when a person participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called nor convened. (11/22)

4.07 Any meeting of the Board of Directors shall follow the guidelines of parliamentary law as set forth by the 21st Century Robert's Rules of Order.

#### **Notice**

4.08 Notice of a regular Board of Directors meeting should be given at least five (5) business days previously, in writing to each Director at his or her email or phone number, shown by the records of the corporation. A Board member may elect to waive their five (5) day notice. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called nor convened. Neither the business to be transacted at, nor the purpose of, any meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws. (11/22)

#### **Quorum**

4.09 A majority of the Board of Directors, present in person or by duly authorized proxy, shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice. (8/8)

#### **Chairperson of the Board**

4.10 The Chairperson shall serve as the presiding officer at all regular or special meetings of the Board of Directors. The Chairperson shall be elected by majority vote of the Board of Directors and shall serve in that capacity for a term of one (1) year. The Chairperson may be elected to no more than three (3) consecutive terms. (11/22)

#### **Vice Chairperson of the Board**

4.11 In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson. The Vice-Chairperson shall be elected by majority vote of the Board of Directors and shall serve in that capacity for a term of one (1) year. A Vice-Chairperson may be elected to consecutive terms. (11/22)

#### **Manner of Acting**

4.12 The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these bylaws. (6/97)

#### **Vacancies**

4.13 Any vacancy occurring in the Board of Directors, and any directorship to be filled by reason of an increase in the number of Directors, shall be filled by the Board of Directors. A Director elected by the Board of Directors to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office. (1/15)

## **Compensation**

4.14 Directors, as such, shall not receive any stated salaries for their services, but by resolution of the Board of Directors, expenses of attendance, if any, may be reimbursed for attendance at the annual meeting of the Board of Directors; unless otherwise noted herein nothing shall be construed to preclude any Director from serving the corporation in any other capacity and receiving compensation in a reasonable amount; unless the receipt of such compensation would not be considered reasonable under IRS guidelines and could cause the corporation to forfeit its exemption from federal or state income or other taxation. (3/23)

(a) No serving member of the Board of Directors shall concurrently be a primary instructor for the LEVA core courses, currently Levels 1-4. A primary instructor is one who is a principal team member responsible for content creation, delivery and curriculum updates. (12/18)

## **Informal Action by Directors**

4.15 Except as otherwise expressly provided by statute, by the articles of incorporation, or by these bylaws, any action required or permitted to be taken at a meeting of the Board of Directors (or of any committee designated by the Board of Directors) may be taken without a meeting if a written consent setting forth the action so taken is signed by all the members of the Board of Directors (or committee). Such consent shall have the same force and effect as a unanimous vote at a meeting. (6/97)

## **Removal**

4.16 Any Director may be removed from office, with or without cause, by majority vote of the Directors present in person or by proxy at any duly called regular or special meetings of the Board of Directors at which a quorum is present in person or by proxy, provided that, unless notice of that meeting is duly waived in writing by each person entitled to such notice, that notice shall state that removal of that specific Director is a purpose of such meeting. (11/99)

(a) Any Director of the corporation whose membership is deemed to be not current and 'in good standing' with the corporation for a period of 45 days or more, shall be reason for removal from his or her office. (11/99)

## **ARTICLE V**

### **OFFICERS AND STAFF OF THE CORPORATION**

#### **Officers**

5.01 The officers of the corporation shall be the President, Vice President, or additional Vice Presidents as determined by the Board of Directors, Executive Secretary, and such other officers as may be provided in accordance with the provisions of this Article. Any eligible member in good standing may be considered for an officer position. The Board of Directors may appoint officers, including one or more Assistant Secretaries, as it shall deem desirable. These officers shall have the authority to perform the duties prescribed, as stated by these By-Laws. (12/22)

#### **Staff**

5.02 Staff of the corporation shall be appointed by the Executive Director to serve in various roles or positions within the organization. These are non-contract nor officer positions. (12/22)

### **Election and Term of Office**

5.03 With the exception of the Executive Director and the Executive Secretary, the officers of the corporation shall be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently possible. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his or her successor is competent and capable to be elected. (11/20)

### **Removal and Resignation**

5.04 Any officer or committee member elected or appointed and or employed by the Board of Directors may be removed by the Board of Directors whenever, in its judgment, the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed. Any officer may resign at any time by filing his or her written resignation with either the President or Executive Secretary of the corporation. (12/22)

(a) Any elected and/or appointed officer of the corporation whose membership is deemed to be not current and 'in good standing,' with the corporation for a period of 45 days or more, shall be grounds for removal from office. (12/22)

### **Vacancies**

5.05 A vacancy in any office because of death, resignation, disqualification or otherwise may be filled by the Board of Directors for the unexpired portion of the vacated term.

### **President**

5.06 The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the daily business and affairs of the corporation. The President shall attend all meetings of the Board of Directors. The President may sign, with the Executive Secretary or any other proper officer of the corporation authorized by the Board of Directors, any agreements, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws or by statute to some other officer or agent of the corporation; and in general the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors, may accept any contribution, gift, bequest or devise for the purposes of the corporation.

### **Executive Vice President**

5.07 In the absence of the President or in the event of the President's inability or refusal to act, the Executive Vice President (or in the event there be more than one Vice President, the Vice Presidents in order of their designation) shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Executive Vice President shall perform such other duties as from time to time may be prescribed by the President or by the Board of Directors.

### **Executive Director**

5.08 The role of Executive Director (hereafter referred to as "ED") is a leadership position to design, develop, manage, and implement strategic training initiatives to meet LEVA mission objectives. The ED will provide leadership in developing and executing programs, plans and policies in collaboration with the LEVA Board of Directors.

The ED is responsible for the day-to-day operation of the organization, including developing and managing committees, and producing business plans, and executing agreements and contracts on behalf of the corporation in collaboration with the LEVA Board for the continued growth of the organization. The ED has the responsibility for the planning and presentation of any programs, seminars or training to be conducted on behalf of LEVA. The ED position will be selected by a process established by the LEVA Board of Directors. The ED is an independent contractor accountable to the Board. The contract period for this position is three years. (12/22)

### **Executive Secretary**

5.09 The Executive Secretary shall have charge and custody of, and be responsible for, all funds and securities of the corporation, receive and give receipts for moneys due and payable to the corporation from any source, and deposit all such moneys in the name of the corporation in banks, trust companies, or other depositories selected in accordance with the provisions of article VII of these bylaws, and in general perform all the duties as from time to time may be assigned by the President or by the Board of Directors. The Executive Secretary shall submit to the Board of Directors monthly and year-end financial statements. Such financial statements, as well as any interim reports, shall be submitted, as requested, to the members. The Executive Secretary shall keep the minutes of meetings of the Board of Directors and maintain minutes of the committees of the corporation, give all notices in accordance with the provisions of these bylaws or as required by law or by the Board of Directors, be custodian of the corporate records and of the seal of the corporation, and may affix the seal (if any) of the corporation to all required documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these bylaws. The Executive Secretary is responsible for maintaining membership records and certification status, and, in general, perform all duties incident to the office of Executive Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. (12/22)

### **Compensation**

5.10 Officers and staff of the corporation may be compensated for their services in such amounts authorized by the Board of Directors. Sums shall never be unreasonably high and shall be commensurate with the duties and responsibilities to be performed for the corporation. No compensation shall be paid to any person where payment of which could cause the corporation to forfeit its exemption from federal or state income or other taxation. (12/22)

## **ARTICLE VI**

### **COMMITTEES**

#### **Committee Selection**

6.01 The ED, with a motion adopted in favor by a majority of the Board of Directors in office, may create one or more committees, each with a designated Chairperson. As per Section 5.07, the ED will maintain oversight of the committee. Committee members may only serve on a single committee for one (1) term of three (3) years and shall not remain on the same committee where a LEVA member is qualified to replace the departing individual. Exceptions may apply when there are no other qualified or interested members that can replace the current committee member. Exceptions to this rule will be granted by the ED. In exigent circumstances or when the ED is unavailable, the Board of Directors may create a committee by majority vote to fill a time-sensitive and critical requirement. However, no such committee shall have the authority in reference to amending, altering,

or repealing the bylaws; electing, appointing, or removing any member of any such committee or any Director or officer of the corporation; amending the articles of incorporation; adopting a plan of merger or authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking proceedings therefore; adopting a plan for distribution of the assets of the corporation; of amending, altering, or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered, or repealed by such committee. The designation and appointment of any such committee and the designation thereto of authority shall not operate to relieve the Board of Directors, nor any individual Director, of any responsibility imposed on that person by law. (11/20)

### **Other Committees**

6.02 Other committees not having and exercising the authority of the Board of Directors and Executive Director in the management of the corporation may be designated by a resolution adopted by a majority of the Board of Directors present at a meeting at which a quorum is present. The ED shall be designated as an *ex officio*, reporting member of such committee for the purpose of informing the Board of Directors of such committee's deliberations and recommendation. The ED shall appoint the members of each committee or, in the alternative, shall defer to the President to appoint the members of a committee. Any members thereof may be removed by the person or persons authorized to appoint such member whenever, in their judgment, the best interests of the corporation shall be served by such removal. The appointment or removal of any committee member shall take place only after consultation between the ED and concurrence by the Board of Directors. (12/22)

### **Term of Office**

6.03 Each member of a committee shall continue as such until the next annual meeting of the Board of Directors of the corporation and until a successor is appointed, unless the committees shall be sooner terminated, such member is removed from such committee or unless such member shall cease to qualify as a member thereof. Barring exigent circumstances:

- (a) No Director may serve on a committee while holding a Board position.
- (b) No LEVA members should serve on more than one committee at the same time.
- (c) Committee members must be chosen to align their specific expertise to the committee's objective. (12/22)

### **Chairperson**

6.04 One member of each committee shall be appointed Chairperson by the person or persons authorized to appoint the members thereof.

### **Vacancies**

6.05 Vacancies in the membership of any committees may be filled by appointments made in the same manner as provided in the case of the original appointments.

### **Quorum**

6.06 Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting as to which a quorum is present shall be the act of the committee.

## **Rules**

6.07 Each committee may adopt rules for its own governance not inconsistent with these bylaws or with rules adopted by the Board of Directors. (11/20)

## **ARTICLE VII**

### **CONTRACTS, CHECKS, DEPOSITS, AND FUNDS**

#### **Contracts**

7.01 The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances.

#### **Payments**

7.02 All expenditures or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall be determined by resolution of the Board of Directors.

(a) Except as otherwise expressly provided by statute, by the articles of incorporation, or by these bylaws. All expenditures of LEVA funds in excess of \$250 shall require the approval of the Board of Directors unless the expenditure is directly related to conducting approved business operations and procedures, training course/classes, and/or other approved LEVA functions. (12/22)

#### **Deposits**

7.03 All funds of the corporation shall be deposited within two business days to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select. (1/15)

#### **Gifts**

7.04 The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the corporation.

## **ARTICLE VIII**

### **DIVIDENDS AND COMPENSATION**

8.01 With the exception of contract conditions of the Executive Director and the Executive Secretary, no dividend shall be paid and no part of the income of the corporation shall be distributed to any of its Directors or officers. (1/15)

8.02 Notwithstanding the provision of Paragraph 8.01 above, the corporation may pay compensation in a reasonable amount to one or more of its officers for services actually rendered, and may reimburse its Directors and officers for reasonable expenditures incurred by them for corporate business and/or official corporate functions, but only if and as permitted by its articles of incorporation, the Internal Revenue Code and the Texas Non-profit Corporation Act.

## ARTICLE IX

### INDEMNIFICATION

9.01 LEVA may indemnify a current or former director against reasonable expenses incurred in connection with a proceeding in which they are named defendant or respondent because they were a director if they had been wholly successful, on the merits or otherwise, in the defense of the proceeding to the fullest extent permitted under the Texas Non-profit Corporation Act or other applicable statute of the State of Texas.

9.02 Indemnification may be extended to a person who was, is, or is threatened to be made a named defendant or respondent in a proceeding because the person is or was a director only if that the person:

- (a) conducted themselves in good faith;
- (b) reasonably believed:
  - (1) in the case of conduct in their official capacity as a director of the corporation, that their conduct was in the corporation's best interests; and
  - (2) in all other cases, that their conduct was at least not opposed to the corporation's best interests; and
  - (3) in the case of any criminal proceeding, had no reasonable cause to believe their conduct was unlawful.

9.03 Indemnification will not be extended to any current or former director in the event of that director's (1) malfeasance, (2) reckless conduct, (3) willful or intentional misconduct, and/or (4) acts, omissions or statements by the director that do not align with the best interests of LEVA as determined by the LEVA Board.

9.04 Indemnification will only be extended to a current or former director who was, is, or is threatened to be made a named defendant or respondent in a proceeding directly related to his alleged acts or omissions as a director of LEVA.

9.05 A determination of indemnification must be made:

- (a) by a majority vote of a quorum consisting of the Board of Directors who at the time of the vote are not named defendants or respondents in the proceeding;
- (b) if such a quorum cannot be obtained, by a majority vote of a committee of the board of directors, designated to act in the matter by a majority vote of all directors, consisting solely of two or more directors who at the time of the vote are not named defendants or respondents in the proceeding;
- (c) by special legal counsel selected by the board of directors or a committee of the board by vote as set forth in Subsection (1) or (2) of this section, or, if such a quorum cannot be obtained and such a committee cannot be established, by a majority vote of all directors; or

(d) by the members in a vote that excludes the vote of directors who are named defendants or respondents in the proceeding.

9.06 LEVA will issue a decision regarding requests for indemnification within forty-five (45) days of receiving notice of the request.

9.07 LEVA may indemnify a current or former director against reasonable expenses incurred by them in connection with a proceeding in which they are named defendant or respondent because they are or were a director if they had been wholly successful, on the merits or otherwise, in the defense of the proceeding.

9.08 Reasonable expenses incurred by a director who was, is, or is threatened to be made a named defendant or respondent in a proceeding may be paid or reimbursed by LEVA, in advance of the final disposition of the proceeding, or may be paid or reimbursed after a final adjudication of all allegations against the director.

9.09 Any indemnification of or advance of expenses to a director in accordance with this provision shall be reported in writing to the members of LEVA with or before the notice or waiver of notice of the next meeting of members or with or before the next submission to members of a consent to action without a meeting pursuant to Section A, Article 1396-9.10 of Texas Non-Profit Corporation Act and, in any case, within the 12-month period immediately following the date of the indemnification or advance.

9.10 LEVA may require the director to provide a written affirmation by the director of their good faith belief that they have met the standard of conduct necessary for indemnification under this provision and a written undertaking by or on behalf of the director to repay the amount paid or reimbursed if it is ultimately determined that they have not met that standard or if it is ultimately determined that indemnification of the director against expenses incurred by them in connection with that proceeding is prohibited by 9.03 or 9.10 of this article. The statement must be provided to the LEVA board within ten (10) days of the Board's request.

9.11 If the director is found liable to the corporation or is found liable on the basis that personal benefit was improperly received by the person, the indemnification (1) is limited to reasonable expenses actually incurred by the person in connection with the proceeding, and (2) shall not be made in respect of any proceeding in which the person shall have been found liable for willful or intentional misconduct in the performance of their duty to the corporation. (3/09)

## **ARTICLE X**

### **BOOKS AND RECORDS**

10.01 The corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. All books and records of the corporation may be inspected by any Officer or Director or his or her agent or attorney for any proper purpose at any reasonable time. All books and records shall be available for inspection by a duly authorized representative or representatives of the members of the corporation, upon

reasonable notification to the corporation. Financial and administrative reports shall be made available to the members on not less than an annual basis by the Directors or the officers of the corporation responsible for the maintenance of such records.

10.02 The corporation also shall keep at its principal office, for display to the public as requested during regular business hours, its application for recognition of exemption and its annual returns, as filed with the Internal Revenue Service, and such other documents and information as may be required to be made available for public inspection by the Internal Revenue Code.

## **ARTICLE XI**

### **FISCAL YEAR**

11.01 The Board of Directors shall determine the fiscal year of the corporation.

## **ARTICLE XII**

### **SEAL**

12.01 The Board of Directors may provide for a corporate seal in such form as it may determine, but shall not be required to provide for a corporate seal.

### **LOGO**

12.02 The official logo for the Law Enforcement and Emergency Services Video Association International, Inc. shall be the letters, L E V A, in boldface print, with “International, Inc” in small print placed underneath the bold L E V A letters. (9/15)

(a) The “LEVA logo” shall be used for identification purposes on all official materials as designated and/or approved by the Board of Directors.

(b) Any use of the official logo shall be requested in writing to the LEVA Board of Directors.

## **ARTICLE XIII**

### **WAIVER OF NOTICE**

13.01 Whenever any notice is required to be given under the provisions of the State of Texas Non-profit Corporation Act or under the provisions of the articles of incorporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time started therein, shall be deemed equivalent to the given of such notice.

## **ARTICLE XIV**

### **AMENDMENT TO BYLAWS**

14.01 These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a majority vote of the Board of Directors present at any regular meeting or at any special meeting at an agreed upon time. In the event these bylaws are altered, amended, or repealed and/or new bylaws are adopted, the Directors or appropriate officers of the corporation are authorized to promptly notify the Internal Revenue Service of such change and to inquire whether such change affects the corporation's status as an exempt organization, and are directed to notify the Internal Revenue Service of such change on the next federal income tax report the corporation files. (3/23)

14.02 These bylaws, as written and/or amended, shall be reviewed every twenty-four (24) months by the Board of Directors. At the discretion of the Board of Directors, the changes may be submitted to the LEVA attorney for review to ensure that these bylaws conform to all applicable laws and rules. (12/22)

## **ARTICLE XV**

### **CONFLICT OF INTEREST**

15.01 Board members, Officers, Staff, Committee members, and/or the Executive Secretary and Executive Director shall not be involved with or be a participant of any endeavor that is deemed a conflict of interest. (11/20)

15.02 A conflict of interest is defined as having a direct or indirect interest in, or being a participant of any activity which may have an adverse effect on the organization or its' members. (6/96)

15.03 Conflicts of interest may be, but are not limited to:

(a) currently working for, or consulting for a company, organization, or group involved in the sale or future sale of equipment, software and/or services (including training) directed at the law enforcement and/or emergency services communities and receiving compensation in any form for services rendered.

(b) owning or have interest in any company, organization, and/or group that is directly or indirectly involved in the sale or future sale of equipment, software and/or services (including training) to the law enforcement or emergency services communities.

(c) receiving or soliciting to receive for personal purposes, deeply discounted or free equipment from a company, organization, and/or group involved in the sale or future sale of equipment, software and/or services (including training) directed at the law enforcement or emergency services communities.

(d) currently serving/contracted/appointed as a LEVA instructor, Committee member, Board Director, Officer or any other role within the organization which could be deemed as a conflict, unless the person is willing to resign said appointment or contract. (12/22)

15.04 Board members, Officers, Committee members, and/or the Executive Secretary and Executive Director must inform the Board of any activity that may be perceived as a conflict of interest. (11/20)

15.05 Final disposition regarding conflicts of interest shall be determined by majority vote of the Board. (6/96)

## **ARTICLE XVI**

### **CODE OF ETHICS**

#### 16.01 General Membership

- (a) I realize as a LEVA member, I must maintain the highest degree of integrity possible.
- (b) I will never knowingly or intentionally disregard the legitimate and ethical requests for assistance from my peers.
- (c) I will develop a posture of goodwill in the spirit of cooperation toward all I come in contact with.
- (d) I will always acknowledge the contributions of others no matter how significant the level of involvement.
- (e) I will promote the high ideals of LEVA and will never misrepresent the organization to another or misuse the organization for personal gain.
- (f) I will report any misconduct or unethical actions of any LEVA member to LEVA's Ethics & Compliance Committee.
- (g) I will never recommend anyone for LEVA membership whose ideals, morals and values are not in keeping with the integrity of LEVA (12/18)

#### 16.02 Forensic Video Technician or Analyst

Forensic video analysis is an important science that can have a significant impact on the investigation process. It often provides the ability to discover and determine the truth, to implicate the guilty and exonerate the innocent. In recognition of the significance of forensic video analysis in the law enforcement and scientific community and in further recognition of the need to uphold the integrity of forensic video analysis and the ideals of LEVA, a LEVA Certified Forensic Video Technician or Analyst (herein referred to as a "Technician or Analyst") must agree to abide by this Code of Ethics.

- (a) A Technician or Analyst must consistently maintain a high level of professional competence. This includes the need to undertake appropriate ongoing training, related studies and literature review in order to remain current in the field of forensic video analysis.
- (b) A Technician or Analyst must consistently strive to produce the highest quality analysis and related reports consistent with the nature of the evidence submitted.
- (c) Where feasible, a Technician or Analyst should encourage peers involved in the field of forensic video analysis in their professional development and support them in following this Code of Ethics.

- (d) A Technician or Analyst must avoid actual or apparent conflicts of interest and where such actual or apparent conflicts of interest arise, a Technician or Analyst must disclose such conflicts to the affected parties as soon as possible.
- (e) In recognition of the need for ongoing professional development, a Technician or Analyst should seek and provide peer review, offer and accept constructive criticism of the work reviewed and, where appropriate, acknowledge and correct legitimate errors, and properly credit the contributions of others.
- (f) A Technician or Analyst should strive to promote the understanding and value of forensic video analysis technology.
- (g) A Technician or Analyst should strive to be fair and ethical in all aspects of his/her professional life.
- (h) In recognition of the desire to discover the truth in the evidence, a Technician or Analyst shall always be objective and impartial when conducting forensic video analysis and in the preparation of all reports.
- (i) A Technician or Analyst shall maintain the confidentiality of evidence received and work undertaken in accordance with any such request by the submitting agency.
- (j) A Technician or Analyst shall ensure the safe retention of evidence submitted for analysis.
- (k) Where billing is appropriate and permitted, any such billing for services shall be fair and ethical.
- (l) Should a Technician or Analyst seek to advertise professional services, any such advertising shall be professional, tasteful and in accordance with the high standards expected of a LEVA Certified Technician or Analyst.
- (m) A Technician or Analyst shall report misconduct on the part of another Technician or Analyst upon its discovery to appropriate authorities, including the LEVA President.

***LEVA holds its certification program and the integrity of the organization to the highest standards possible. I understand that any breach of this Code of Ethics, LEVA's Articles of Incorporation and/or LEVA's Bylaws may result in disciplinary action, including but not limited to private or public censure, revocation of my certification as a forensic video Technician or Analyst and/or revocation of my membership in LEVA. I understand that information pertaining to my membership status, certification status and/or disciplinary actions are published by LEVA for use by its members and corporate sponsors. I consent to the publication by LEVA of any disciplinary action taken against me. I understand that, after decertification or revocation, I may also be banned from future re-certification by LEVA and/or membership in LEVA. 8/8***

## **ARTICLE XVII**

### **CODE OF CONDUCT**

The LEVA Code of Conduct is intended to express expectations with regard to behaviors and communications of LEVA members, contractors, consultants, and instructors to ensure a professional decorum that reflects the standards LEVA seeks to uphold.

Expectations:

1. A level of professional performance and behavior that reflects well on LEVA and provides a positive and valued experience including those delivering or receiving training within and outside LEVA.
2. Fairness, honesty, integrity, openness, respecting the opinions of others and treating all persons with equality and dignity without regard to gender, race, color, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
3. Discrimination, harassment, threats, retaliation and bullying in any form – verbal, physical, or visual is prohibited.
4. Conflicts of interest and circumstances that reasonably present the appearance of a conflict should be avoided.
5. Copyright and other intellectual property laws, including laws governing the fair use of copyrights, trademarks, and brands of LEVA materials must be respected. LEVA's logos, marks, or other protected information or property should not be used for any business or commercial venture without prior approval from LEVA's Board of Directors. Any suspected misuse of trademarks, logos, or other LEVA intellectual property must be reported to LEVA's Ethics and Compliance Committee.

Failure to adhere to the LEVA Code of Conduct may result in disciplinary action, including termination of membership, certification or other relationship with LEVA.