



## **SOUTHEAST FLORIDA CRIME PREVENTION ASSOCIATION**

### **BY – LAWS**

**Effective - May 2007**

#### **ARTICLE I: NAME OF ASSOCIATION**

The name of the Association shall be the Southeast Florida Crime Prevention Association

The Association at its pleasure, may change its name by a two-thirds (2/3) vote of the total membership body at any given general meeting, providing that all members are notified ten (10) days prior to the vote.

#### **ARTICLE II: PURPOSE**

To provide a forum for the exchange of ideas pertaining to the reduction of crime through education about prevention and opportunity reduction.

To coordinate crime prevention activities on a regional basis to assure a degree of uniformity.

To provide crime prevention education and training on a regional basis in order to increase citizen and law enforcement involvement in the reduction of criminal opportunity.

To provide a mechanism for informing local policy makers of crime prevention issues and possible solutions.

To make regional crime prevention training available to law enforcement and criminal justice personnel.

To encourage the education of citizens, law enforcement personnel and others about crime prevention.

#### **ARTICLE III: MEMBERSHIP**

Membership in the Southeast Florida Crime Prevention Association shall be divided into five classes.

**Individual** - Membership shall be open to any current full or part-time employee of law enforcement agency. The employee's primary duties must be focused on crime prevention activities. Membership must be approved by a majority vote at a general membership meeting. Individual membership is currently limited to agencies within the following jurisdictions. These include Palm Beach, Broward, Miami-Dade and Monroe Counties.

An individual member in good standing who terminates their employment with a law enforcement agency other than to accept employment with another agency within the four (4) county area approved for membership, may not retain active membership but is automatically eligible for Honorary membership if the retiring member chooses to continue as a member in the association.

**Agency** – Any officially designated law enforcement agency. If an agency is divided into districts due to their large size, each district must apply separately for membership with the Association and pay separate dues.

**Organization** - Membership is open to any established organization who seeks to support local efforts to prevent crime and whose interests are not inimical to those of the Association.

Organization members or a single member of the organization shall be granted voting rights if a letter of recommendation is provided to the Association from a recognized law enforcement agency responsible for the organizations jurisdictional policing. The letter of recommendation must be on official departmental stationary and include the signature of the Chief of Police, Sheriff or his or her designee.

**Corporate** - Membership is open to any business who seeks to support local efforts to prevent crime and whose interests are not inimical to those of the Association.

**Honorary** - Membership shall be bestowed upon any such person and/or organization as deemed appropriate by a majority of the vote of the general membership. Honorary Members shall not be entitled to vote and shall not pay dues.

Membership Categories Dues:

**Active**            \$25.00

**Agency**            \$50.00

**Organization**    \$50.00

**Corporate**        \$200.00

**Honorary**         Free

All Individual and Agency members shall subscribe to the Police Canon of Ethics and the Law Enforcement Code of Ethics. Failure to do so will be grounds for expulsion from the Association.

A *member in good standing* is hereby defined to be an individual member, agency member, organization member or corporate member who has paid all dues and assessments levied by the Association or who is not more than 30 days in arrears of such payments.

Any member not in good standing may be restored to good standing by payment of all past amounts due, plus the amount necessary to pay up to the next anniversary date. The reinstatement will be approved or rejected by a written ballot majority vote of the full voting membership at the annual membership meeting.

The Executive Board may recommend expulsion of any member for cause, provided said member has been given at least ten (10) days prior notice and be allowed the opportunity of appearing before a general membership meeting at the earliest possible meeting date. Expulsion shall be allowed based on a majority vote of the total voting membership present at that meeting.

No person shall be denied membership in the Association because of race, religion, sex or natural origin.

A membership list of the name, address, telephone numbers and email addresses of all members shall be maintained and updated regularly by the Secretary and said listing will be confidential in nature and the information contained within will not be released to non-members unless authorized by a majority vote of the membership.

#### **ARTICLE IV: VOTING**

The right to vote is limited to individual, agency and authorized organization members of the Association.

#### **ARTICLE V: QUORUM**

A quorum for a general membership meeting shall consist of the all voting members present. A majority of voting members present at a properly convened meeting shall be sufficient for the transaction of business.

#### **ARTICLE VI: OFFICERS**

The officers of the Association shall be the President, Vice President, Secretary and Treasurer.

##### *Nominating Procedure*

The President shall appoint a Nominating Committee annually. The Nominating Committee shall be comprised of not less than three and no more than 5 individual, agency, or authorized organization members of the Association. The appointed members will elect a chairperson.

Any member of the Association may submit to the Nominating Committee, in writing, a recommendation for nomination for an elected office provided such member has obtained permission of the recommended nominee to have his or her name submitted. Any person recommended must be an individual, agency or authorized organization member of the Association and must be a member in good standing for a minimum of 2 years prior to running for office. The recommending member must submit to the nominating committee supporting information concerning the nominee's qualifications.

Through the Association's various publications and electronic forums, the membership will be reminded of the opportunity to submit recommendations to the Nominating Committee and informed of the address and deadline for submission no later than 60 days prior to the date of the annual membership meeting.

The Nominating Committee shall prepare a list of applicants at least thirty days (30) prior to the Annual Membership meeting and notify the President.

The Nominating Committee will prepare a biographical description of each candidate nominated for distribution at the Annual Membership meeting and, time permitting, for inclusion in one of the Association's publications or correspondence to the membership.

##### *Election of Officers*

The election of officers shall be held at the Annual Membership meeting of the Association in January of each year. Only individual, agency or authorized organization members of the Association in good standing may vote. Voting shall be conducted by secret ballot. The voting procedure shall be administered and supervised by the Nominating Committee. Nominations from

the floor shall be permitted provided the nominee is a member of the Association and gives permission to have his or her name placed in nomination.

In the event a member cannot attend the Annual membership meeting such member may request from the Association an absentee ballot and return such ballot by stated deadline. Absentee ballots will be counted at the Annual membership meeting. The candidate receiving the majority of votes cast for each office shall be declared elected and shall hold office for two years beginning the first day after the voting has taken place or until a successor is elected or appointed.

The election of the Association officers will be staggered based on the following:

- President and Treasure will be elected together on an opposite year to the Vice President and Secretary.
- Vice President and Secretary will be elected together on an opposite year to the President and Treasurer.

*President* - The President shall preside at all regular and special meetings of the Association; shall appoint members of all standing committees and other committees as the need arises and shall preside at all meetings.

*Vice President* - In the absence or disability of the President, the Vice President shall perform the duties of the President.

*Secretary* - The Secretary shall keep a full and accurate written record of all proceedings of the Association and shall furnish the membership with written minutes of the preceding meeting. The Secretary shall forward all correspondence as directed by the President.

*Treasurer* - The Treasurer will oversee the financial transactions of the Association and will assure that complete and accurate records are kept of all monies received and disbursed. The Treasurer will review financial reports and will make reports to the membership. The Treasurer shall provide for an annual audit of the financial records immediately following the election of officers.

*Vacated Office* - In the event an elected or appointed officer is unable to serve out his/her term, the membership shall select a replacement for the remainder of that term based on a majority vote.

## **ARTICLE VII: EXECUTIVE BOARD AND EXECUTIVE BOARD MEETINGS**

The Executive Board shall consist of the:

President

Vice President

Secretary

Treasurer

Immediate Past President (if available)

A maximum of two (2) additional members in good standing from the Association; these members shall be chosen from the ranks of individual, agency or authorized organization members of the

Association. Their selection must be ratified by a majority vote of the general membership. The Executive Board must maintain an odd number of members to voting purposes.

The president may call meetings of the Executive Board in situations where it is not practical, timely or necessary to convene a regular meeting of the membership.

The Executive Board shall be empowered to conduct business in the best interest of the Association when it is not practical to wait for the next general membership meeting or under exigent circumstances. Its actions and decisions under these circumstances shall be binding.

The President shall provide a full report to the membership concerning all meetings, discussions and actions of the Executive Board. Minutes of the Executive Board meetings shall become part of the Association's official record.

The Executive Board shall meet at least twice annually.

Four (4) members of the Executive Board shall constitute a quorum for the transaction of its business at any regular or special meetings of the Executive Board.

### **ARTICLE VIII: DUES AND ASSOCIATION FUND DISBURSEMENT**

All members of the Association, with the exception of Honorary members, shall be assessed dues in an amount to be determined annually by Executive Board based upon recommendations of the majority of the membership.

The disbursement of any Association funds for reasons other than for the day-to-day operation of the Association must be approved by a majority of the vote of the active members present at any membership meeting. Any disbursement of funds must be in the form of an Association check issued by the Treasurer.

(If an agency is divided into districts due to their large size, each district must apply separately for membership with the Association and pay separate dues).

The President of the Association will have the authority to spend up to \$200.00 of Association funds without advanced authorization as deemed necessary to conduct the business of the Association.

### **ARTICLE IX: MEETINGS**

The Association shall conduct a minimum of one meeting of the general membership annually. The annual general membership meeting shall be held on the third Wednesday in January each year. Monthly meetings will be scheduled by the President. The regular date, time and location(s) will be decided upon by a majority vote of the membership. The President may call as many additional meetings as is deemed necessary to conduct the business of the Association.

Any member has the right to invite a guest to any meeting either as a potential member or for the good of the Association. The visitor will not continue attending meetings unless they apply for membership. A return visit invitation must originate with the presiding Officer at the specific meeting when the issue occurs.

### **ARTICLE X: ORDER OF BUSINESS**

Robert's Rule of Order shall be the standard for Parliamentary Law in the absence of a rule governing.

## **ARTICLE XI: COMMITTEES**

A minimum of three (3) committees will exist in the Association. Those committees will consist of:

Bylaws Committee

Training Committee

Nominating Committee

The President may appoint committees as the need arise. Committees shall consist of not less than three (3) persons. Committee members must hold a current voting member status and members must be from different agencies. The President and Vice President may not serve on any committees.

A committee Chairman must be chosen by the members of each committee.

All committees shall serve at the will and pleasure of the President. Each committee shall keep regular minutes of committee proceedings and report same to the Executive Board when requested.

## **ARTICLE XII: AMENDMENTS**

The Association By-Laws may be amended or repealed by a majority vote of members voting at any general membership meeting of the Association, provided that such amendment shall have been submitted to the Executive Board for review and approval.

## **ARTICLE XIII: GRANTS, GIFTS, AND DONATIONS**

The Executive Board is empowered to accept grants, gifts, and donations to carry out the purposes and objectives of the Association from individuals or groups whose interests are not inimical to those of the Association.

## **ARTICLE XIV: ENDORSEMENTS**

Neither the Association nor any member thereof, representing the Association, shall publicly endorse any product affiliated with the prevention of crime or any other product or service without the approval of the Executive Board.

## **ARTICLE XV: DISSOLUTION**

Upon dissolution of the Association, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association. All remaining assets of the Association shall become the property of the member agencies and shall be divided equally among them. It is recommended that they be used for the purpose of crime prevention.