

# CRIME PREVENTION ASSOCIATION OF MICHIGAN CONSTITUTION AND BY-LAWS

## ARTICLE I. NAME AND PURPOSE

### A. Name

The name of this organization shall be Crime Prevention Association of Michigan, hereafter referred to as C.P.A.M.

### B. Purpose

The purpose of C.P.A.M. is to foster the concept of crime prevention throughout the State of Michigan; to reduce crime by promoting citizen utilization of effective crime prevention methods; to disseminate information on crime prevention; to provide for meetings and education of crime prevention officers and practitioners; and to make available crime prevention resources to all members.

### C. Use of the name "Crime Prevention Association of Michigan" or "C.P.A.M."

No individual, member, or group of members shall be authorized to use the name of the Association or its designated symbol in conjunction with support of or opposition to items of local, state, or national interest or in conjunction with any type of commercial advertisement for profit without prior approval in writing of the Association and/or its duly elected officials.

## ARTICLE II. MEMBERSHIP

### A. Membership Classifications

#### 1. Active Member

Individuals working in non-profit agencies, commercial enterprises and organizations, or governmental bodies and any other person, who have concerned and demonstrated interests in the promotion and advancement of Crime Prevention and Community Policing, shall be designated as *Active Members*. These members shall have voting rights and be eligible to serve on boards, committees, and hold positions as officers in the Association.

#### 2. Student Member

Individuals who are full time students in an accredited secondary school or school of higher learning who have a concerned and demonstrated interest in the promotion and advancement of Crime Prevention and Community Policing in the State of Michigan shall be entitled to a *Student Membership*. Student Members do not have voting rights but may serve on standing and/or ad hoc committees and may attend all meetings and conferences of C.P.A.M. Student Members are exempt from paying dues.

#### 3. Honorary Member

Individuals who have provided outstanding services to C.P.A.M., crime prevention effort or have demonstrated exceptional support and activity in community Crime Prevention programs and Community Policing may be presented with an *Honorary Membership*. Honorary Members do not have voting rights but may serve on standing and/or ad hoc committees. They may attend all meeting and conferences of C.P.A.M. and are exempt from paying dues.

### B. Application Process

1. Any person desiring membership in C.P.A.M. shall submit, to the Secretary, a properly executed membership application with one year's dues attached. When an application is rejected for any reason, the dues will be returned to the applicant.
2. Nomination for honorary membership may be made by an Active Member in good standing to the Board of Directors for determination and approval. There shall be no fixed number of Honorary Members which may be awarded, but it shall be the policy of C.P.A.M. to confer honorary memberships only in truly meritorious cases.

C. Member in Good Standing

An Active Member in good standing is any member who is current in the payment of their membership dues, and is committed to improving the concept of Crime Prevention and Community Policing.

**ARTICLE III. MEMBERSHIP DUES**

- A. Members shall pay dues annually.
- B. Dues will be set by the Board of Directors of C.P.A.M. with the approval of the voting membership and be effective from January 1 through December 31, which is the fiscal year.
- C. Dues will be paid to the Treasurer. The Treasurer will issue a dues notice not later than sixty (60) days prior to the beginning of the fiscal year. If dues are not paid within ninety (90) days of the beginning of the fiscal year or otherwise stated in an extension, the member in arrears shall be dropped from the membership list of the Association and shall forfeit voting rights.
- D. New membership dues received within the last quarter (Oct. - Nov. - Dec.) of the current fiscal year shall be extended full membership for the coming fiscal year.
- E. In the event that an Active Member in good standing must end their membership and is replaced by their department/company with another individual, their membership and dues may be transferred to the new member. This transfer will be in effect for the remainder of the fiscal year.
- F. Any fully paid member of the West Michigan Crime Prevention Association (WMCPA) or the Central Michigan Crime Prevention Association (CMCPA), upon written application of membership to the Crime Prevention Association of Michigan, shall be entitled to a \$10.00 (ten dollar) discount in membership fee to this association. Proof of membership in the WMCPA or CMCPA must be included with the application for membership.

**ARTICLE IV. OFFICERS**

- A. The Executive Board consists of the offices of President, Vice President, Secretary and Treasurer. These officers shall be elected from the Active Members in good standing of the Association.
- B. The Board of Directors shall consist of the Executive Board and a minimum of ten (10) and a maximum of fifteen (15) voting members of the Association.
- C. The Board of Directors shall be appointed by the members of the Executive Board for a term of two (2) years. This term shall run concurrently with the term of office of the Executive Board and serves in that capacity at the discretion of the Executive Board.

- D. The Board of Directors shall attempt to reflect a cross-section of the Active Membership from all geographical and professional areas represented in the membership of the Association.
- E. The President shall serve as Chairperson for the Board of Directors.
- F. The Association shall indemnify to the extent allowed by the corporation of statutes of the State of Michigan in particular being {MCLA 450.2561, 405.2562, 405.2563, 405.2564 and 405.2565}, any person who was or is a party of or is threatened to be made party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that the person is or was a director, officer, employee, or agent of the Association or served any other enterprise at the request of the Association. The person to be indemnified must have acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the Association or its members, and with respect to any criminal action or proceedings, had no reasonable cause to believe his/her conduct was unlawful.
- G. All expenditures of \$3000.00 dollars and above shall require that at least 51% of the Board of Directors to be in attendance, and that they all must cast a vote on the expenditures. The votes will be recorded by roll-call.

## **ARTICLE V. ELECTION OF OFFICERS**

### A. Election Committee

1. The President shall appoint an Election Committee during the first month of an election year. The committee shall consist of no less than three (3) persons comprised of Active Members. No two persons on the committee shall be employed by or be representatives of the same law enforcement agency or private concern.
2. The President shall designate one member of the committee as Chairperson.

### B. Eligibility and Nominating Procedures

1. Eligible members desiring to run for an office should submit their intentions, in writing, to the Election Committee Chairperson by no later than October 1 of the election year. Final nominations will be accepted from the floor at the October meeting.
2. All nominees must submit a letter of support from his or her respective organization within thirty (30) days of nomination.

### C. Election Procedures/General

1. The election of officers shall be held at the December quarterly meeting every two years.
2. The election will be by secret ballot and conducted by the Election Committee.
3. The ballots and absentee ballots (see section D) shall be tabulated and the results announced prior to the closing of the December meeting.
4. The officer(s)-elect shall assume office on January 1 following the election.

### D. Election Procedures/Absentee Ballots

1. Members in good standing but not attending the election year December quarterly meeting, shall have the opportunity to vote via absentee ballot.
2. Any eligible member desiring to vote by absentee ballot must so indicate, individually and in writing, to the Election Committee Chairperson no later than November 1 of the election year.

3. Those members voting via absentee ballots must insure that their completed ballots are received by the Election Committee Chairperson no later than one week prior to the designated election date.
4. The Election Committee Chairperson shall insure the integrity of the election process through proper accounting of absentee ballots by recording those members who request, receive, and submit absentee ballots.
5. The Election Committee Chairperson shall be responsible for delivery of the returned absentee ballots to the December quarterly meeting for opening and tabulation.
6. To avoid the possibility of a dual vote being cast, no member shall be allowed to vote at the December election meeting if that member had previously submitted an absentee ballot.
7. The names of members requesting absentee ballots shall be considered confidential and not divulged to any person(s) without the approval of the Board of Directors.
8. The Election Committee Chairperson shall submit to the Board of Directors a report of the total number of absentee ballots requested, total number of absentee votes cast, and those deemed invalid due to late receipt or improper preparation (report due no later than January 1 following the Board of Directors meeting).

#### E. Term of Office

1. The offices of President, Vice President, Secretary, and Treasurer shall be for a two (2) year term. A member may only hold the same executive office for two (2) consecutive terms.
2. The President has the duty to appoint an eligible member to replace any vacancy with the approval of a 2/3 vote of the Board of Directors. All Board members must cast a vote. The appointment shall stand until the next regularly scheduled election.

#### F. Record Retention

The Election Committee Chairperson shall, at the conclusion of the election meeting, retain all absentee ballots, letters requesting absentee ballots, all ballots cast at the December election meeting, voting member roster, election result tabulations, etc., until the March Board of Directors meeting. If no objections, challenges, irregularities, etc. have been filed regarding the election procedures and/or results, the above described documents, records, etc. shall be destroyed during that meeting by vote of the Board of Directors.

### **ARTICLE VI. MEMBER SUSPENSION**

- A. The Board of Directors shall have the power to suspend or expel any member by a 2/3 vote.
- B. All members of the Board of Directors must cast a vote in suspension and/or expulsion proceedings.
- C. Any member under consideration for suspension or expulsion must be notified in writing, of such pending action at least fourteen (14) days prior to the effective date. Such person may then request an appearance before the Board of Directors. The Board of Directors shall take appropriate action.
- D. All parties may appeal the decision of the Board of Directors. This appeal shall be made, in writing, within fourteen (14) days of notification and will be directed to the Executive Board requesting a hearing before the membership at the next regularly scheduled meeting of the Association. The membership will then vote on the appeal and a simple majority shall decide. That decision shall be final.

## **ARTICLE VII. DUTIES OF OFFICERS**

- A. The President shall preside over all Association meetings and meetings of the Board of Directors; shall be the official spokesperson; shall have authority to create committees and task forces; shall preside over business affairs of the Association. The President shall appoint a Parliamentarian to attend all Board of Director's meetings and general membership meetings to insure that these meetings are conducted according to **Robert's Rules of Order**.
- B. The Vice-President shall, in the absence of the President, assume all duties of the President.
- C. The Secretary shall be charged with the duties of maintaining records; shall be responsible for dissemination of all information on matters of mutual concern to the membership; shall keep the minutes of all general, annual, and Board of Directors meetings, and shall respond to correspondence as directed by the President.
- D. The Treasurer shall be charged with maintaining the financial records of the Association; shall submit financial report to the membership at each general meeting and shall serve as Chairperson of the Finance Committee and chief fiscal officer of the Association. Prior to the end of each fiscal year, the Board of Directors shall appoint qualified independent individuals (s) to conduct a review and evaluation of the past year's financial books and records of the Association. This report will then be presented to the Board of Directors at their January meeting. The Treasurer shall be required to maintain a bonding for his/her term of office. The cost of the bonding will be provided by the Association.
- E. The Board of Directors shall be responsible for planning, promoting and overseeing the general business of the Association.

## **ARTICLE VIII. COMMITTEES**

- A. The President, with the approval of the Executive Board, shall appoint the following committees: Finance, Legislative, Training, Constitution/By-Law, Program, Award, Newsletter, and any other committees deemed necessary. Committees will research and present matters of Association business to the Board of Directors for review and recommendation.
- B. Committee appointments shall be announced at the March quarterly meeting of the Association following the election, with the exception of the Nominating and Election Committee.

## **ARTICLE IX. MEETINGS**

- A. The Association shall conduct general membership meetings on a quarterly basis in December, March and June. There shall also be a general membership meeting held in conjunction with the Annual C.P.A.M. Training Conference in October of each year. In the absence of the training conference, the general membership meeting shall be conducted in September.
- B. The Board of Directors shall meet at the discretion of the Executive Board. A minimum of four (4) meetings shall be held annually.
- C. A special meeting may be requested by the President or any member at any time during the year through any member of the Board of Directors. Members will receive proper notification if a special meeting is to take place.

**ARTICLE X. QUORUM VOTING**

A. Quorum Defined - A simple majority of Active Members present (in good standing) shall constitute a quorum for the transaction of business.

**ARTICLE XI. AMENDMENTS**

A. Active Members of this Association may propose amendments to this Constitution and By-Laws at any time during the year. This must be done in writing and submitted to the Constitution and By-Laws Committee Chairperson.

B. Proposed amendments will be reviewed by the Constitution and By-Laws Committee and submitted to the Board of Directors for recommendation.

C. Proposed amendments, along with recommendations of the Board of Directors, will be presented to the membership, in writing, at least thirty (30) days prior to the next scheduled general membership meeting, where a vote on the amendment will be taken.

D. A 2/3 vote of the members present is necessary for the adoption of an amendment.

**ARTICLE XII. DISSOLUTION**

A. Upon dissolution of the Association, disposition of assets shall be decided by the Board of Directors at a final meeting.

**Adopted Date**

**Date**

**President's signature**

**Date**

**Secretary's signature, placed on file**