

# **BY-LAWS**

## **IDAHO CRIME PREVENTION ASSOCIATION, INC**

### **ARTICLE I**

#### **NAME OF ORGANIZATION**

The name of this organization shall be the Idaho Crime Prevention Association, Inc. It may also be referred to as ICPA. The Idaho Crime Prevention Association is organized and operated for charitable and educational purposes within the meaning of section 501-c-3 of the Internal Revenue Code, or corresponding section of any future federal tax code in the laws of the State of Idaho.

### **ARTICLE II**

#### **PURPOSE OF ORGANIZATION**

- Section 1.0 The purpose of this organization is to bring together law enforcement agencies, other crime prevention related specialists, and concerned individuals to offer crime prevention efforts, improve community relations and share experiences.
- Section 1.1 The purpose of this organization is to provide law enforcement and other crime prevention related specialists with the resources and training to provide their communities with crime prevention programs to help decrease crime and increase the quality of life for Idaho residents.
- Section 1.2 The purpose of this organization is to educate and inform general public by using programs and social media to develop an awareness of current crime prevention techniques.

### **ARTICLE III**

#### **MEMBERSHIP**

- Section 1.0 Membership in the Idaho Crime Prevention Association shall be divided into the following classes:
- (A) Active Membership
- (1) Active membership shall be open to individual law enforcement personnel, retired law enforcement in good standing from their agency, government and non-profit agencies who are actively involved in crime prevention. All applications can be vetted by Executive Board Members.
- (2) Active members shall have full voting privileges, may hold office, and may serve on standing and/or adhoc committees.

(3) Active memberships shall be renewed annually.

(B) Associate Membership

(1) Persons interested in the field of crime prevention who do not meet the criteria for Active Membership are eligible for an Associate Membership.

(2) Associate members shall not hold office in the Idaho Crime Prevention Association.

(3) Associate members may serve on standing and/or ad hoc committees with fullcommittee membership privileges.

(4) Associate members do not have voting privileges, except as accorded (3) above.

(5) Associate members shall be sponsored by an active member and approved by the Executive Board.

(6) Associate memberships shall be renewed annually.

(C) Honorary Lifetime Membership

(1) Honorary membership may be conferred on any person who has performed outstanding service to the field of crime prevention, or to the Association, upon approval by the Executive Board.

(2) Nominations for honorary membership shall be made by any active member. The name of the proposed honorary member shall be sent to the secretary, who shall refer the nomination to the Executive Board for its approval.

(3) Honorary members shall have the same privileges as an active member.

(4) Honorary membership shall be conferred for life. The designee shall be exempt from paying dues.

(5) An Honorary member may serve on the Executive Board in any role upon nomination and majority vote by membership.

Section 2.0 The membership year shall be January 1 through December 31 of each year.

Section 2.1 Memberships dues are to be paid to treasurer within 90 days of notice from ICPA.

- Section 3.0 Any membership may be suspended upon unanimous approval of the Executive Board.
- Section 4.0 There shall be no discrimination based on race, color, religion (creed), sex, gender, gender expression, sexual orientation, disability, or national origin in regard to membership within the Association.
- Section 5.0 Any reference to membership in ICPA in conjunction with commercial interests must be pre-approved by the Executive Board.

Association members shall be notified in writing of Executive Board meetings at least two-week prior to convening. Such written notice may be placed in the Association newsletter or meeting emails and such notice shall constitute notice to each member as required by this section. If the meeting is to be closed for purposes determined by the Executive Board (i.e., the vetting of new members or Board member nominees), it will be made clear in the notice that goes out to Association members.

Dues for all classes of membership shall be determined by the Executive Board and payable the first day of the calendar year.

#### **ARTICLE IV OFFICERS**

- Section 1.0 The Executive Board of the Association shall consist of a President, Vice President, Secretary, Treasurer, Training Coordinator, Public Information Officer, and Immediate Past President. All officers shall be active members of the Association.
- Section 1.1 A two board member at large positions shall be appointed at the discretion of the Executive board. A Presidential vote will break any tie-votes that occur.
- Section 2.0 Officers shall be elected at the final meeting of the calendar year of the Association for a two (2) year term. A plurality of votes cast constitutes election. Only active members shall be eligible to vote for the election of Association officers. Officers are not bound by term limits and may run for additional years or positions if they so desire.
- Section 2.1 Elections will be held in odd years, with the two-year term starting in even years.
- Section 3.0 Officers shall assume their duties on January 1<sup>st</sup> of the year.
- Section 4.0 In the event of a vacancy in any Association office due to death, or resignation, or

other cause, the President shall recommend an active member to serve in the position for the remainder of the expired term. Such member shall be approved by all members of the Executive Board.

## **ARTICLE V DUTIES OF THE OFFICERS OF THE ASSOCIATION**

- Section 1.0 The President shall preside at all meetings of the Association and act as chairperson of the Executive Board. He/she shall be responsible for the appointment of all committees and their chairpersons subject to the approval of the Executive Board. The President and Vice President shall work together as liaisons for Regional Directors as well as finding Regional Directors and maintaining communication with them.
- Section 2.0 The Vice President shall assist the President in Association activities. In the absence of the President, the Vice President shall perform all the duties of the President. The Vice President shall arrange meeting locations for ICPA meetings. The Vice President shall chair and form the designation committee. He/she shall also serve in such other capacities as may be assigned from time to time by the President or by the Executive Board.
- Section 3.0 The Secretary shall:
- (A) Keep the minutes of the meetings of the Association membership, Executive Board, and special meetings, along with all necessary documents and transmit these minutes to the Executive Board and/or the membership.
  - (B) Conduct correspondence for the Association and maintain a file of all official Association correspondence and records.
- Section 4.0 The Treasurer shall:
- (A) Collect and receive all monies due the Association and deposit the same in a depository approved by all members of the Executive Board.
  - (B) Disperse the funds of the Association only upon order of the Executive Board or in accordance with the budget approved by the Executive Board and the active membership.
  - (C) Present a statement of account at all-meetings and at other times when requested to do so by the President.
  - (D) Maintain the official list of membership, including addresses, phone

email addresses, and name of the member's agency or business.

(E) The accounts of the Treasurer shall be reviewed annually by an appointed member no later than the end of the first quarter.

(F) The accounts of the Treasurer shall be audited by an accountant if requested by a vote of a majority of the active members of the Association. Fee for an external audit shall be paid by the Association.

Section 5.0 The Training Coordinator shall:

(A) Coordinate training between ICPA regions and other training agencies such as POST, NCPC.

(B) Work in conjunction with the Executive Board to ensure that classes are planned, scheduled and advertised.

(C) Conduct statewide and local assessments to determine Crime Prevention training needs and will be available to serve as a subject matter expert on curriculum development committees.

(D) Seek out and solicit training from other organizations that is appropriate to meet the needs of ICPA.

Section 6.0 The Public Information Officer shall:

(A) Post updates to the ICPA Facebook page and website, and any other forms of social media the ICPA may have.

(B) Provide marketing support for ICPA events and trainings.

(C) Serve as the primary media contact for the ICPA. The President will be the secondary contact.

Section 7.0 Immediate Past President shall chair and form the nomination committee, which will vet those that are nominated to ensure that the appropriate people are elected for the positions that are open. The nominees will be presented to the Executive Board via email or other.

Section 8.0 Each officer and chairperson shall deliver to his/her successor in office before the next meeting of the newly elected board, or upon termination in office or chairmanship, all books, records and documents pertaining to that office.

## **ARTICLE VI EXECUTIVE BOARD**

- Section 1.0 The Executive Board shall be the governing body of the Association and shall have the authority to take all appropriate measures and to perform all duties required to accomplish the objectives of the Association and shall have such specific powers as are conferred upon it by these by-laws.
- Section 2.0 The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Training Coordinator, Public Information Officer, Member At Large, and Immediate Past President.
- Section 3.0 There shall be at least two (2) regular meetings of the Executive Board each year, the exact time and place for these to be designated by the President. A majority of the Board shall be a quorum to transact the business of the Board. It shall be governed by a majority vote of those in attendance.
- Section 4.0 Special meetings of the Executive Board may be called by the President or upon the request of a majority of the Executive Board.

## **ARTICLE VII COMMITTEES**

The President of the Association may appoint various committees for specific tasks as need may arise, subject to the approval of the Executive Board.

## **ARTICLE VIII REGIONAL DIRECTORS**

- Section 1.0 ICPA Regional Directors shall be appointed by the President. They will come from various locations in the State. Their duties will be to organize their portion of the State and to coordinate and plan activities.
1. Sandpoint (Boundary, Bonner, Kootenai, Shoshone, and Benewah counties)
  2. Moscow/Lewiston (Latah, Clearwater, Nez Perce, Lewis, and Idaho counties)
  3. Southwest Idaho (Adams, Valley, Washington, Payette, Gem, Boise, Canyon, Ada, Elmore, and Owyhee counties)
  4. Magic Valley (Camas, Blaine, Gooding, Lincoln, Jerome, Minidoka, Twin Falls, and Cassia counties)
  5. Pocatello and South (Power, Bingham, Bonneville, Bannock, Caribou, Oneida, Franklin, and Bear Lake counties)

6. Idaho Falls and North (Lemhi, Custer, Butte, Clark, Jefferson, Fremont, Madison, and Teton counties)

Section 2.0 Regional Directors shall meet at least once annually with the Executive Board, physically or via phone conference or video streaming.

### **ARTICLE IX SALARIES/DISBURSEMENT AND REQUESTS OF FUNDS**

Section 1.0 No officer, member of the Executive Board, or other member of the Association may receive a salary from the Association for conducting the business of the Association incidental to their particular office or status.

Section 2.0 Expenses incurred over \$500.00 must be approved by the Executive Board.

Section 3.0 All checks, drafts, or other orders for payment of money, notes or other evidence of indebtedness issued under the name of the Association shall be signed by the Treasurer or second signer on account. Any expenditure over five hundred dollars (\$500), must be authorized by the Executive Board. Any expenditure below five hundred dollars (\$500) must be approved by the President and one other Executive Board member. Any conflicts shall be addressed by the Executive Board.

Section 4.0 Signers on the account shall be the Treasurer, President, and one other Executive Board member, as decided by the majority vote of the Executive Board.

Section 5.0 No officer, member of the Executive Board, or other member of the Association may request a grant or any other type of funding, from any association, organization, or member without first obtaining approval from the Executive Board. The Executive Board shall issue a written request on behalf of the Association and approve whom then shall make the request on behalf of the Association.

### **ARTICLE X MEETINGS**

Section 1.0 General meetings of the membership shall be scheduled quarterly; such meetings shall be known as the ICPA quarterly meeting. All voting members present, in person or by proxy, shall constitute a quorum.

Section 2.0 The annual Executive Board meeting shall include, but not be limited to:

(A) Reports of the President, Secretary, Treasurer and Training Coordinator and such committee chairpersons as requested by the President.

- (B) Approval of the budget.
- (C) Review and vote on membership dues.
- (D) Election of officers.
- (E) Proposed resolutions and/or by-laws amendments.

## **ARTICLE XI VOTING**

Section 1.0 Each active member of the Association shall be allowed one vote. Voting may be conducted at meetings of members or through on-line methods sent out through email over a defined period of time greater than 24 hours, but less than 7 calendar days.

Section 1.1 At all meetings of members, a member may vote in person or by proxy executed in writing by the member. Such proxy shall be filed with the Secretary of the Association before or at the time of the meeting.

## **ARTICLE XII FISCAL YEAR**

The fiscal year of the Association shall begin the first day of January and end the thirty-first day of December of each year.

## **ARTICLE XIII PROFESSIONAL DESIGNATION**

A designation committee, organized and chaired by the Vice President, shall oversee the professional designation.

## **ARTICLE XIV AWARDS**

The Executive Board of the Association may design and provide for the issue of any such award(s) as it may see fit for services, actions, or accomplishments by any such person(s), or organizations, as deemed deserving of such award(s).

## **ARTICLE XV LOGO**

The Executive Board of the Association shall grant approval for the use of the ICPA logo as adapted by the Association. The ICPA logo is copyrighted.



**ARTICLE XVI  
AMENDMENTS**

- Section 1.0 All proposed amendments to these By-Laws must first be approved by the Executive Board before submission to the general membership.
- Section 2.0 Amendments approved by the Executive Board may be ratified by a 2/3 majority vote of a quorum of active members. Voting may take place at a meeting or through on-line voting applications.

**ARTICLE XVII  
DISSOLUTION**

Upon dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any further federal tax code, or shall be distributed to the Federal Government or State or Local government for a public purpose.

_____ President	_____ <i>Leahann Romero</i> Vice President
_____ Date	_____ 3/09/2022 Date
_____ Treasurer	_____ Secretary
_____ Date	_____ Date
_____ Public Information	_____ Member at Large
_____ Date	_____ Date
_____ Past President	_____ Training Coordinator
_____ Date	_____ Date