

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

The purpose of this organization shall be to advance the quality and quantity of crime prevention at the city, county and state levels and in public, private and voluntary areas of activity.

ARTICLE III  
MEMBERSHIP

Section 1. 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, private security, and persons actively engaged in crime prevention.

(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 Associate Membership.

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

(3) Associate members may serve on standing and/or adhoc committees with full committee membership privileges.

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

(5) Associate members shall be sponsored by an active member.

(6) Associate membership shall be renewed annually.

(C) Honorary 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 recommendation of the membership committee and 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 with recommendation, to the membership committee. The membership committee shall review and recommend action to the Executive Board for its approval.

(3) Honorary members shall have the same privileges as associate members, unless qualifying as an active member, when those privileges would accrue.

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

(D) Life Membership

Life members shall be exempt from dues.

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

Section 2. Any membership may be suspended or expunged upon recommendation by the membership committee and upon unanimous approval of the Executive Board.

Section 3. There shall be no discrimination based on race, creed, religion, sex or national origin in regard to membership within the Association.

Section 4. 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 the Corporate meeting at least two weeks prior to convening. Such written notice may be placed in the Association newsletter and such notice shall constitute notice to each member as required by this section.

Dues for all classes of membership shall be determined by the Executive Board and payable the 1<sup>st</sup> day of the calendar year.

#### ARTICLE IV OFFICERS

Section 1. The Executive Board of the Association shall consist of a President, Vice-President, Secretary, Treasurer, Training Coordinator and Immediate Past President. All officers shall be active members of the Association.

Section 2. 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.

Section 3. Officers shall assume their duties on January 1<sup>st</sup> of the year.

Section 4. In the event of a vacancy in any Association office due to death, or resignation, or other cause, the Executive Board shall appoint 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. 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.

Section 2. 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 also serve in such other capacities as may be assigned to him/her from time to time by the President or by the Executive Board.

Section 3. 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) Maintain the official list of membership, including addresses, phone numbers, E-mail addresses, and name of the member's agency or business.

(C) Conduct correspondence for the Association and maintain a file of such correspondence.

Section 4. 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 of the Executive Board and at other times when requested to do so by the President.

(D) The accounts of the Treasurer shall be reviewed annually by an Audit Committee as appointed by the Executive Board.

(E) 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. 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) Conducts statewide 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. Immediate Past President shall chair the election committee.

Section 7. 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. 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. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Training Coordinator and Immediate Past President.

Section 3. 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. Special meetings of the Executive Board may be called by the President or upon 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. 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
2. Moscow/Lewiston
3. Southwest Idaho
4. Magic Valley/Wood River Valley
5. Pocatello and South

6. Idaho Falls and North

Section 2. Regional Directors shall meet at least 2 times annually with the Executive Board.

ARTICLE IX  
SALARIES/DISBURSEMENT OF FUNDS

Section 1. 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. Expenses incurred for expenses over \$500 must be approved by the Executive Board.

Section 3. 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. If over five hundred dollars (\$500) must be authorized by Executive Board.

Section 3. Signers on the account shall be the Treasurer and the President of the Association.

ARTICLE X  
MEETINGS

Section 1. General meetings of the membership shall be scheduled monthly, such meetings to be known as ICPA. All voting members present, in person or by proxy, shall constitute a quorum.

Section 2. The annual Corporate 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

Each active member of the Association shall be allowed one vote. 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 (1st) day of January and end the thirty-first (31<sup>st</sup>) day of December of each year.

## ARTICLE XIII 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 organization, as deemed deserving of such award(s).

## ARTICLE XIII LOGO

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

## ARTICLE XV AMENDMENTS

- Section 1. All proposed amendments to these By-Laws must first be approved by the Executive Board before submission to the general membership.
- Section 2. Amendments approved by the Executive Board may be ratified by a 2/3 vote of a quorum of active members.

## ARTICLE XVI DISSOLUTION

- Section 1. All proposed amendments to these By-Laws must first be approved by the Executive Board before submission to the general membership.
2. 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.

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President

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Secretary

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Date

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Date