

**BYLAWS OF**  
**THE CHESAPEAKE CRIME PREVENTION COUNCIL, INC.**

**Article I - Name of the Organization**

The name of this organization will be the Chesapeake Crime Prevention Council, Inc. hereafter referred to as C.C.P.C.

**Article II - Purpose**

- Section 1* The purpose of the C.C.P.C. shall be to:
- a) Encourage citizens/businesses to participate in crime prevention and reduction programs.
  - b) Educate citizens/businesses as to their roles and responsibilities in preventing and reducing crime.
  - c) Identify crime problems and support community based programs to address those problems.
  - d) Improve attitudes and communication between citizens/businesses and law enforcement officials.
  - e) Support law enforcement efforts in crime prevention and reduction.

*Section 2* The C.C.P.C. is a nonprofit, nonpolitical organization.

*Section 3* No part of the net earnings of the C.C.P.C. shall be used for the benefit of, or be distributed to, its individual members, officers or other private persons except that the C.C.P.C. will be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

**Article III - Membership**

- Section 1* The membership of the C.C.P.C. will consist of two categories, namely: Active and At Large.
- a) An Active Member will be any resident of the City of Chesapeake, VA that is a member of a recognized Block Security Group as defined in Section 2 hereof. Active Membership shall consist of two subcategories:
    - 1) Full Member is a Block Security Group Coordinator.
    - 2) Associate Member is any resident within the geographical boundaries of an Active Block Security Group.

- b) An At Large Member shall be any resident who lives outside the geographical boundaries of a recognized Block Security Group in the City of Chesapeake, VA or any representative of a business located in the City of Chesapeake, VA.

*Section 2* For recognition by the C.C.P.C., Block Security Groups must meet the following guidelines:

- a) Organized with a designated Block Security Group Coordinator.
- b) A Block Security Group Member must initially attend three consecutive General Membership meetings of the C.C.P.C. A minimum of one meeting per quarter thereafter is required to remain in an active status.
- c) The Block Security Group must have at least:
  - 1) Fifty percent (50%) of the residents in its defined geographic location registered as its membership.
  - 2) Ten percent (10%) of its registered members must participate in Operation Identification.
  - 3) Ten percent (10%) of its registered members must participate in the Residential Security Survey Program.
  - 4) Five percent (5%) of its registered members must participate in the McGruff House program.
- d) Block Security Groups must work within the Guidelines of the Block Security Program. Any action or inaction within its neighborhood that brings the Block Security Program, in general, into an unfavorable light is cause for discontinuance of membership.
- e) A Block Security Group shall be defined by geographical boundaries. Residents who live within those boundaries are considered eligible for membership in that Block Security Group.

#### **Article IV - Officers**

*Section 1* The officers of the C.C.P.C. will be President, Vice President, Treasurer and Secretary.

*Section 2* Duties:

- a) President:

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- 1) Will preside at all meetings of the C.C.P.C.
  - 2) Will preside at all meetings of the Executive Board.
  - 3) Will be responsible for the overall functioning of the Executive Board.
  - 4) Will appoint such committees and chairpersons as deemed necessary.
  - 5) Will be an ex officio member of all committees except the Nominating Committee.
  - 6) Will represent the C.C.P.C. in contacts with other organizations or individuals.
  - 7) Will sign all documents on behalf of the C.C.P.C. When deemed necessary, may by proxy, give committee chairpersons the right to sign letters that pertain to their particular committee or event.
  - 8) Vacancy in the office will be filled by appointment of the Executive Board.
  - 9) Will be responsible for advertising all C.C.P.C. events and meetings with the local media, i.e. Chesapeake Clipper, Chesapeake Post, Local Cable Access, etc.
- b) Vice President:
- 1) Will, in the absence of the President, perform the duties of the President.
  - 2) Will be empowered to conduct all necessary business of the C.C.P.C. in the event of vacancy in the office of the President or upon the disability of the President.
  - 3) Will be an ex officio member of all committees except the Nominating Committee and will chair the Awards Committee.
  - 4) Will be the main liaison from the Executive Board to the Block Security Group Coordinators.
  - 5) Will be responsible for scheduling and coordinating guest speakers.
  - 6) Will be responsible for scheduling, coordinating and organizing the Adopt-A-Highway program, campaign and efforts.
  - 7) Will chair the Audit Committee.
  - 8) Vacancy in the office will be filled by appointment of the Executive Board.

- c) Secretary:
- 1) Will keep accurate copies of the bylaws, records, documents, correspondence and minutes of the C.C.P.C. and the Executive Board.
  - 2) Will maintain an accurate roster of the Full Members of the C.C.P.C., Active Block Security Groups, Executive Board and other committees as appointed.
  - 3) Will compile accurate minutes of the C.C.P.C. Executive Board meetings and General Membership meetings.
  - 4) Will perform such other duties as may be assigned by the C.C.P.C.
  - 5) Will be responsible for preparing all official correspondence to be signed by the President.
  - 6) Vacancy in office will be filled by appointment of the Executive Board.
- d) Treasurer
- 1) Will receive and keep all money due the C.C.P.C. and be prepared at all times to render an account of its income and disbursement upon request of the President or Executive Board.
  - 2) Will pay all approved expenditures of the C.C.P.C.
  - 3) Will assist and oversee CPA for filing of IRS tax exempt status and file necessary yearly tax returns as well as filing for Combined Federal Campaign, Virginia Campaign and United Way.
  - 4) Will assist and oversee a written monthly/yearly to date financial report(s) to be presented to the members of the C.C.P.C. at General Membership meetings.
  - 5) All checks will require two signatures with one to always be that of the Treasurer and the second to be that of an authorized Executive Board member.
  - 6) Will chair the Finance Committee.
  - 7) CPA nomination to be selected by the Executive Board and approved by the membership. CPA position to be re-evaluated every June by the Executive Board and approved by the membership.
  - 8) Vacancy in office will be filled by appointment of the

Executive Board.

- Section 3* Terms of Office:
- a) Only Active Members (both Full and Associate) of the C.C.P.C. will be eligible to hold office.
  - b) No person will hold more than one office at a time.
  - c) No person will serve in the same office for more than two consecutive elected terms.
  - d) Members of the Chesapeake Police Crime Prevention Unit and Sheriff's Department are liaison members of the C.C.P.C. and therefore, are not eligible to hold office.

**Article V - Nomination & Election of Officers**

- Section 1* Nomination of Officers:
- a) The Nominating Committee will nominate at least one candidate for each of the elective offices to be presented at the March General Membership meeting of the C.C.P.C.
  - b) Nominations may be made from the floor at the March and April General Membership meetings of the C.C.P.C.

- Section 2* Election of Officers
- a) All officers will be selected by ballot. Voting will be at the April General Membership meeting of the C.C.P.C. The right to vote will be limited to Active Members (Full and Associate).
  - b) Newly elected officers will assume office at the May General Membership meeting of the C.C.P.C. and shall serve for one term or until their successors are elected.
  - c) All terms shall be two-year terms for all Executive Board positions held. President and Secretary shall be elected on even years. Vice President and Treasurer shall be elected on odd years.

**Article VI - Meetings**

- Section 1* General Membership meetings of the C.C.P.C. will be held on the fourth Thursday of each month at a time and place to be specified.

- Section 2* The April General Membership meeting of the C.C.P.C. will include, but not be limited to, the election of officers.

*Section 3* The President or the Executive Board may call special meetings.

*Section 4* A Quorum for a General Membership meeting will consist of at least three members of the Executive Board and three Active Members.

#### **Article VII - Voting**

*Section 1* Eligibility to vote: All Active Members (Full and Associate) shall be entitled to vote.

*Section 2* Method of voting: All general voting shall be conducted by: Voice or show of hands.  
Election or Removal of Officers shall be by ballot.

#### **Article VIII - Executive Board**

*Section 1* Will consist of the four elected officers, the outgoing President of the C.C.P.C., and Chesapeake Police Crime Prevention Unit and Sheriff's Department Liaison Officers. The outgoing President and Law Enforcement Liaison Officers are non-voting members.

*Section 2* Will administer the affairs of the C.C.P.C.

#### **Article IX - Removing Officers**

*Section 1* Any Executive Board Member, who, by continued course of conduct, shows lack of attention to, or interest in, the affairs and well-being of the C.C.P.C., may be removed from office by a two-thirds vote of the Executive Board. Upon Executive Board ratification, a two-thirds vote of the Active Members attending the General Membership meeting is required. The Active Members must be notified in writing of such action prior to the General Membership meeting at which the vote is to be taken. The Executive Board shall appoint a successor to fill the unexpired term.

*Section 2* Resignation of an Executive Board Member shall be done in writing to the President and the Membership, a minimum of thirty days prior to the date of departure.

*Section 3* Any member of the Executive Board moving out of the City of

Chesapeake or a recognized Block Security Group during their term of office, must vacate their position within thirty days of their departure.

*Section 4* All property of C.C.P.C., including records, correspondence, etc. must be returned to C.C.P.C. prior to their departure.

### **Article X - Committees**

*Section 1* Nominating Committee

- a) Will consist of one Liaison Officer and two Active Members of the C.C.P.C. as appointed by the President.
- b) Will operate under the provisions set forth in Article V, Section 1 hereof.

*Section 2* Legislative Committee:

- a) Will consist of at least three members of the C.C.P.C. appointed by the president.
- b) Will suggest to the C.C.P.C. crime problems that are in need of legislation.
- c) Will advise the C.C.P.C. of pending and enacted legislation pertinent to its purpose.
- d) Will act as liaison between C.C.P.C. and municipal, state and federal government officials.

*Section 3* Audit Committee:

- a) Will be chaired by the Vice President.
- b) Will have one additional Executive Board Member and two Active Members of the C.C.P.C., as appointed by the President at the March General Membership meeting.
- c) Will conduct an audit of the C.C.P.C. financial records in the presence of the treasurer and will report the results of the audit at the April General Membership meeting.

*Section 4* Finance Committee:

- a) Will be chaired by the Treasurer.
- b) Will have one additional Executive Board Member and two Active Members of the C.C.P.C., as appointed by the President.
- c) Will prepare a review of expenses and a report of anticipated expenditures of the C.C.P.C. to be presented at

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the April General Membership meeting. This committee will also be responsible for Ways and Means.

*Section 5* Awards Committee:

- a) Will consist of the Vice President of the C.C.P.C., a Liaison Officer and two other members of the C.C.P.C., as appointed by the President of the C.C.P.C.
- b) Will identify individuals or organizations that make a special contribution to crime prevention deserving of public recognition.
- c) Will plan and promote an annual awards ceremony, subject to budget restrictions.

*Section 6* Web Master:

- a) Responsible for design, content and update of the C.C.P.C Web Site.
- b) Responsible for preparing the monthly C.C.P.C. newsletter.
- c) Appointed by the President.

*Section 7* Fund Raiser:

- a) Shall be responsible for obtaining donations of a monetary or physical nature, as required by the C.C.P.C.
- b) Shall be appointed by the President.

*Section 8* Special or Standing Committee:

- a) Will be appointed by the President of the Executive Board as the need arises.
- b) All committees will consist of at least three Active Members of the C.C.P.C. The President and First Vice President will be ex officio members unless otherwise specified.
- c) The Chairperson shall submit to the Corresponding Secretary of the C.C.P.C., all names and addresses of persons, groups or businesses that donate time, money, goods or services for any event or function no later than one week following the event.

**Article XI - Procedures**

Robert's Rules of Order will govern the procedures of the Chesapeake Crime Prevention Council, Inc. during all general and committee meetings, unless otherwise designated.



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**Article XII - Amendments to the bylaws**

These Bylaws may be amended by a simple majority of the Active Members (Full and Associate) voting at the General Membership meeting. The members must be notified in writing of the proposed amendment changes at least one month prior to the General Membership meeting.

**Article XIII - Dissolution**

Upon the dissolution of the Chesapeake Crime Prevention Council, Inc. the Executive Board shall, after paying or making provisions for payment of all liabilities of the Chesapeake Crime Prevention Council, Inc., donate any and all assets to an organization or organizations operated exclusively for charitable or educational purposes.