



**MINNESOTA CRIME PREVENTION ASSOCIATION**

**BY-LAWS & POLICY GUIDE**

Last Revision: December 2015

# **MINNESOTA CRIME PREVENTION ASSOCIATION**

## **BY-LAWS**

### **ARTICLE I NAME**

**Section 1. Name** The name of the organization shall be the Minnesota Crime Prevention Association, to be referred to, throughout these documents, as MCPA.

### **ARTICLE II OFFICES**

**Section 1. Principal Office** The principal office of MCPA shall be located in the State of Minnesota as designated by the Board of Directors.

**Section 2. Other Offices** MCPA may have other offices as the Board of Directors may designate or as business of MCPA may require from time to time.

### **ARTICLE III PURPOSE**

**Section 1. Purpose** The purpose of the organization shall be charitable and educational. The mission is to provide leadership to empower community members in crime prevention efforts and to promote a safe, crime-free environment in Minnesota.

### **ARTICLE IV MEMBERSHIP**

**Section 1. Membership** Membership to the MCPA is open to all state, county and local law enforcement personnel or agency appointed representative and any person that is employed by private enterprise in a safety, loss prevention, or a crime prevention position. Community members involved with local crime prevention efforts may become a MCPA supporter.

**Section 2. Annual meeting** The Board shall establish the date, time and location of the regular annual meeting of Directors.

**Section 3. Special Meetings** Special meetings of the members, for any purpose or purposes, may be called by the President, or Vice President, or Board of Directors, or at the request of not less than ten (10%) of the Members in good standing.

**Section 4. Place of Meeting** The Board of Directors will designate the location of any meetings of the membership.

**Section 5. Membership Business Meeting(s) / Elections** All members in good standing who are in attendance at the meetings will have voting privileges. Proxies are not allowed.

**Section 6. Quorum** A quorum consists of one-third of the members present who is entitled to vote. If a quorum is present when a meeting is convened, the members present may continue to transact business until adjournment, even though withdrawal of members originally present leave less than the number needed for a quorum.

**Section 7. Removal** Any member may be removed by the Board of Directors whenever, in its judgment, the best interest of the corporation would be served.

**Section 8. Reinstatement** Any member may be reinstated by:

The individual notifying the MCPA President in writing stating the former member's intent. The individual's Chief/Supervisor must submit a separate letter outlining their support for reinstatement.

The individual and Chief/Supervisor must meet with the MCPA Board of Directors at a future regularly scheduled Board meeting. The individual and Chief/Supervisor will be asked to explain why membership should be reinstated. The Board will determine by simple majority whether or not to reinstate the membership and will notify the individual in writing of the outcome and the reason for the decision.

**ARTICLE V BOARD OF DIRECTORS**

**Section 1. General Powers** The business, property and affairs of the corporation shall be managed by its Board of Directors.

**Section 2. Number** The Board of Directors shall consist of not fewer than five, or more than 15 persons.

**Section 3. Tenure** Each elected Director of this Corporation shall be elected to serve for a term of two (2) years with the option of re-election. The Director's terms shall coincide with the fiscal year. Board terms will be staggered to assure continuity.

**Section 4. Annual Meetings** The annual meeting of the Directors shall be held immediately after adjournment of the annual membership meeting or at such time the Board of Directors may designate as.

**Section 5. Qualifications** Directors shall be residents of , or employed within, the State of Minnesota and share a commitment to the purpose and goals of MCPA and be a current member for a period of one year.

**Section 6. Regular Meetings** Meetings of the Board of Directors shall be held at such time and at such places as may be fixed by resolutions of the Board of Directors, announced at a previous meeting of the Board of Directors, or stated in oral or written notice duly served on, e-mail, fax, or mailed to each Director not less than one week before such meeting at the request of the President, Vice President or any two (2) Directors.

**Section 7. Special Meetings** Special meetings of the Board of Directors may be called by or at the request of the President, or in the Presidents absence, the Vice President, or any Director.

**Section 8. Quorum** One-third of the Directors currently elected are a quorum for the transaction of business. If a quorum is present when a meeting is convened, the Directors present may continue to transact business until adjournment, even though the withdrawal of Directors originally present leaves less than the number needed for a quorum.

**Section 9. Voting** Each Director shall have one vote in person, any additional voting needed by the President on special issues can be done by e-mail or fax.

**Section 10. Vacancies** Any vacancy occurring on the Board of Directors may be filled by appointment made by the remaining Directors and shall serve for the remaining unexpired term.

**Section 11. Executive Committee** The Directors may by resolution appoint Board Members to serve as Executive Committee to manage the business of the corporation between meetings of the Board.

**Section 12 Removal** Any Board Member, elected or appointed, may be removed by the Board whenever, in its judgment, the best interest of the corporation would be served.

## **ARTICLE VI OFFICERS**

**Section 1. Number** The officers of MCPA shall be a President, Vice President, Secretary, Treasurer and Sergeant-At-Arms.

**Section 2. Election and Term of Office** The officers shall be elected annually for a two (2) year term by the Membership at the annual Membership meeting. Officers may succeed themselves in office, with the exception of the President, whose term will be limited to three (3) consecutive one-year terms and will stay on one (1) year after completion of term.

**Section 3. Removal** Any Officer may be removed by the Board of Directors whenever, in its judgment, the best interest of the corporation would be served.

**Section 4. Vacancies** A vacancy in any office may be filled by the Board of Directors for the unexpired portion of the term.

**Section 5. President** The President is to preside at all general Membership meetings, perform as presiding officer at the Board of Directors Meetings, appoint committees as deemed necessary and perform such other duties as are normally incident to such office. The President shall chair the executive committee; serve as ex-officio member of all committees and be responsible for their proper functioning. Qualifications: Must have served at least one term (two years) as a Board member and be a current MCPA member.

**Section 6. Vice President** The Vice President shall: 1) assist the President, 2) fill in for the President in the Presidents absence, 3) chair the nomination committee, 4) chair the election committee, 5) chair the by-law revisions committee, and 6) chair the awards committee. Qualifications: Must have served at least one term (two years) as a Board member and be a current MCPA member.

**Section 7. Secretary** The Secretary shall: 1) record all membership and Board of Directors meetings, 2) disseminate the written record of those meetings and 3) conduct written correspondence of MCPA. Qualifications: Must have served at least one term (two years) as a Board member and be a current MCPA member.

**Section 8. Treasurer** The Treasurer shall: 1) keep an accurate account of all monies and 2) provide written statements to the membership and the Board of Directors. The Treasurer will be responsible to make sure an audit is conducted as required by funder's or as requested by the

Board of Directors. Qualifications: Must have served at least one term (two years) as a Board member and be a current MCPA member.

**Section 9. Sergeant-At-Arms** The Sergeant-At-Arms shall: 1) maintain order at Board of Directors and Membership meetings, 2) serve as hospitality chairperson and 3) be the greeter before meetings take place. Qualifications: Must have served one term (two years) as a Board member and be a current MCPA member.

**Section 10. Past President** This position is appointed annually by the Board of Directors, and may be filled by the outgoing president, or filled by an MCPA member in good standing.

**Section 11. B.C.A.Liaison** This position is appointed annually by the Board of Directors to be filled by the current B.C.A. Crime Watch Coordinator.

## **ARTICLE VII SEAL**

**Section 1. Seal** There shall be no corporate seal.

## **ARTICLE VIII COMMITTEES**

**Section 1. Authority** The Board may from time to time appoint committees or task forces as deemed appropriate for such purposes as the Board may designate. These committees make recommendations to the Board.

**Section 2. Committee Composition and Procedure** Committees shall be appointed by the President.

## **ARTICLE IX FISCAL MANAGEMENT**

**Section 1. Fiscal Year** The fiscal year of MCPA shall begin on the first day of January and shall end on the last day of December in each year.

**Section 2. Financial Policies** The Board will convey (to the Executive Director) the financial expectations and limitations and will monitor the policies as to compliance. This includes defining the role of an Executive Director and the Board in the area of loans, contracts, investments, accounts and other financial management.

**Section 3. Conflicts of Interests** MCPA shall not enter into any contract or transaction with (a) one or more of its Directors, (b) a Director of a related organization, or (c) an organization in or of which a Director is a Director, officer or legal representative or has material financial interest, unless the material facts of Directors, interests are fully disclosed or known to the Board of Directors and the Board of Directors authorizes, approves, or ratifies the contract or transaction in good faith by an affirmative vote of a majority of the Directors (without counting the vote of the interested Director), at a meeting at which there is a quorum without counting the interested Director. Failure to comply with the provisions of this section shall not invalidate any contract or transaction to which MCPA is a party.

The Minnesota Crime Prevention Association (MCPA) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of MCPA as a public trust, which is subject to

scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between MCPA and its board, officers and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of MCPA honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of MCPA. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with MCPA or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

This statement is directed not only to directors and officers, but to all employees who can influence the actions of MCPA.

**Section 4. Indemnity** MCPA shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, wherever brought, whether civil, criminal, administrative, or investigative, by reason of the fact that person was

a

Director, officer, employee, or agent of MCPA, to the full extent permitted by Minnesota Statutes, 317A.521.

**Section 5. Executive Director Duties and Designation** The Board may appoint an Executive Director who serves at the will of the Board and is the person duly qualified to operate and administer the affairs of MCPA and who shall be effectively the Chief Executive Officer of the Corporation. The person shall be responsible for the daily affairs of MCPA subject to policy as established by the Board of Directors and under the employment contract negotiated with the Board that operates outside of operating policies developed by the Executive Director for all other staff and agents of MCPA. The Executive Director will serve as an advisor to the Board and attend all Board and Membership meetings.

**Section 6. Other Staff** The Executive Director will have full authority in regard to other staff and will be responsible to use that authority in compliance with Board Policies.

## **ARTICLE X PARLIAMENTARY PROCEDURE**

The standard rules for order, concerning the Minnesota Crime Prevention Association, will be the adaptation of the Robert's Rules of Order, created by General Henry M. Robert in 1876. These rules although designed for the House of Representatives in a complex form, will be applied and interpreted, so as to permit a majority rule decision within a reasonable period of time, after the minority has had reasonable opportunity to express its views on the question at issue.

## **ARTICLE XI USE OF LETTERHEAD / LOGO**

**Section 1. MCPA Letterhead / Logo** Only the Board of Directors and Committee Chairs may use the letterhead for MCPA business only.

- a. The letterhead is official and no improvising of it will be allowed.

## **ARTICLE XII AMENDMENTS TO THE BY-LAWS**

**Section 1. By-Laws** All proposed amendments to the Association by-laws will be directed to the Chair of the By-Law Committee, who shall be the Vice President and who shall have such proposed amendments written and submitted to the Executive Board.

- a. Provisions of this constitution and by-laws may be altered, amended or revised at any duly called or scheduled meeting of the general membership if approved by a two thirds vote of the members in good standing.

**Section 2. Policy Guide** All proposed amendments to the MCPA Policy Guide, will be directed to the Chair of the By-Law / Policy Guide Revision Committee, who shall be the Vice President and who shall have such proposed amendments written and submitted to the Executive Board.

- a. Provisions of this constitution and policy guide may be altered amended or revised at any duly called or scheduled Board of Directors meeting or general membership meeting, by a two-thirds vote of the members present.

## STATEMENT FOR POLICY GUIDE

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1. The Minnesota Crime Prevention Association (MCPA), herein known as the Association, is a voluntary, non-profit, 501C(3) professional association constituted of members who have crime prevention responsibilities in law enforcement, the community, industry, business and government, and who are engaged in the pursuit of policies, aims and standards for crime prevention programming.
2. The primary purpose of MCPA is to establish and support a permanent network of crime prevention practitioners who will provide leadership, foster cooperation, encourage information exchange and seek involvement for all segments of society to extend and improve crime prevention programs in the state of Minnesota.
3. The MCPA is a corporation under the law of the State of Minnesota, in accordance with the Articles of Incorporation filed in the IRS Regional Office in the State of Minnesota. (See copy of Articles of Incorporation).
4. The by-laws of the association are published and distributed at membership training and are available upon request.
5. The Policy Guide is provided and maintained to assist in understanding how the MCPA is organized and how the Board of Directors and Committee Chairs work to achieve the objectives and goals of service to the membership.
6. The Association functions with volunteer leaders, and may have an Executive Director and management office by contract.
7. The fiscal year runs from January 1 to December 31 of the same year. Membership dues, conference profits, grants and donations are the financial support for the association business.
8. The Annual Membership Meeting is held in conjunction with the October Training Conference. The Board of Directors meets a minimum of six (6) times a year.
9. Services provided to the members are inclusive but not limited to: newsletters, membership directory, membership pin, certificate / pin for CCPS status, network of practitioners.
10. The internal operations of the association are described on the attached pages.
11. \*Definitions of Membership Categories:
  - MCPA Supporter:** Community Members involved in local crime prevention efforts. It is a non-voting membership with access to public portions of the MCPA Website.
  - Law Enforcement Individual Membership:** State, county and local law enforcement personnel or agency appointed representative. Voting Membership with access to password protected areas of website and trainings.
  - Business Membership:** Any person(s), up to three, that is employed by private enterprise in a safety/loss prevention/crime prevention position. Voting membership with access to password protected areas of the website and trainings.



# **MINNESOTA CRIME PREVENTION ASSOCIATION**

## **MCPA POLICY GUIDE**

### **GENERAL POLICIES, DUTIES AND RESPONSIBILITIES**

Refer to the by-laws, which relate to the following components of the Society's structure and procedures.

#### **Section 1. Reports and Correspondence**

A. General Membership Meeting

The Annual Meeting must take place at the Association Membership training conference held in October annually.

B. Evaluations

An evaluation form shall be used for all training sessions. The forms shall be distributed, collected and tallied by the training chair and presented at the Board meeting following the conference.

C. Correspondence

All files, reports, working papers and other data related to committee activities are the property of the association.

Copies of all correspondence pertinent to committee affairs (and association business) shall be routed to the appropriate chair with copies to the President or Board Members.

No report or publication shall be released by any committee without prior approval of the President or Board Members.

Any survey or proposal developed by a committee shall be forwarded to the President or Executive Director, for review as to content, form, distribution, additional informational information and funding plans and or distribution. Approval must be given before final process distribution.

All policy guides, work plans, reports, memos, letters, surveys, proposals and any other written document must have the date of issuance.

All policy guides, work plans and by-laws must have the date of approval and date of any revisions.

D. Committee Reports

Each committee chair shall submit a written or oral report of activity at each meeting.

#### **Section 2. Meetings and Agenda**

All meetings must include the following components:

Items to be included in the agenda must be submitted to the President in writing, fax or e-mail, within three (3) days before scheduled meetings.

Committee Chairs should prepare a written copy of reports presented at Board meetings for

attachment to the minutes.

- A. The Board of Directors shall meet a minimum of six (6) times a year as chosen by the Board.

The agendas shall include the following:

1. Financial status and update reported by the Treasurer
2. Minutes reported by the Secretary
3. Correspondence
4. Committee reports
5. Project updates
6. New and unfinished business

- B. Annual Membership Meeting.

The general membership shall have a business meeting annually at a minimum to be scheduled during the October training conference.

The business meeting shall include the following:

1. Pledge of Allegiance
2. Welcome address (local officials / president)
3. Treasurer's report
4. Secretary's report
5. Awards
6. Elections
7. President / Executive Director reports
8. Committee reports
9. Unfinished business
10. Introduction of new officers

### **Section 3. Voting**

1. Executive Director

The Executive Director shall serve in an advisory capacity only with no voting privileges.

2. Board of Directors

All members of the Board of Directors including officers, have full voting privileges.

3. Membership Business Meeting (s) / Elections

All members in good standing, who are in attendance at the meetings, have voting privileges. Proxies are not allowed.

All members must present identification, or their name must appear on a voting roster in order to cast a ballot at the polls.

### **Section 4. Speaking Engagements on Behalf of the Association**

1. No member may represent or speak on behalf of the Association without prior approval of the President and / or the Board of Directors.

### **Section 5. Use of the MCPA letterhead / logo**

1. Only the Board of Directors and Committee Chairs may use the letterhead for MCPA business only. The letterhead is official and no improvising of it will be allowed.

#### **Section 6. Membership Directory and Membership Mailing list**

1. The Membership Directory is for members only. Additional copies for members or business's may be sold for an amount set by the Board.
2. The membership mailing list or labels (electronic) are available for sale to other organizations or agencies for an amount set by the Board.
3. Requests for the directory or mailing list must be approved by the Board or the Executive Committee.
4. The MCPA reserves the right to refuse any order if the proposed use does not seem suitable.

#### **Section 7. Disclaimer of Products (if advertising space is sold)**

1. The following disclaimer shall be published or mentioned if related to a security product, crime prevention program, technique and or product, or related to book reviews, and or concepts.
2. Disclaimer: "MCPA and the staff, do not in any way endorse or promote the use or implementation of any product or service either advertised, mentioned or reviewed."

#### **Section 8. Financial considerations (travel)**

1. Board of Directors meetings (travel)  
The transportation expense for the Board of Directors meetings is covered by the Association in the event that the member's company or department does not provide reimbursement.
2. Individuals may be responsible for room and meal expenses.
3. The individual covers expenses for membership training sessions.
4. The President may seek funds / donations and or monies from the treasury to cover the cost of one meal per board meeting. Consultation must be made with the Treasurer.
5. Other travel by the Board  
Travel by Board members and / or Committee Chairs, if deemed necessary to carry out the business / activities of the Association shall be considered after due process, and approved after consultation with the Treasurer and the President.
6. Presidents Travel  
The travel, room, meals and registration for the ISCPP annual conference are covered by the association budget.

7. Other travel and / or per diem and hotel, over \$250.00 must have two of three signatures required, of the Board of Directors. Under \$250.00 the approval may be made by consultation with the Treasurer.
8. Travel, room, meals and registration for NCPC functions or other related travel, are subject to the Board of Directors approval and availability of funds.
9. Bank accounts  
To be conducted / established for the efficient operation of the Association. Two signatures are authorized to use the account, the President and the Treasurer. Board approval is needed on any payments over \$250.00.

## **Section 9. Policy Guide**

1. The Policy Guide provides to the Board of Directors, pertinent information in which procedures are followed and policies adopted by previous Boards or governed by the by-laws. The Board of Directors of MCPA establishes these Policy Guides.

## **Section 10. Products**

1. Newsletter  
The official newsletter of the MCPA shall be called, Minnesota Crime Watch Newsletter. The Crime Bytes Newsletter has also been created for members.
  - a) The Board of Directors shall determine the timing of the issues. Every effort should be made to publish four (4) issues annually.
  - b) The editor has the right to edit all articles submitted for inclusion and can choose not to print an article due to timing, state of art, policy or other articles taking precedence.
  - c) All members are encouraged to forward newsletter articles.
  - d) The newsletter shall not be copied for distribution by other organizations, nor can any member or group sell it, however, articles may be reprinted in other non-profit crime prevention organization newsletters with credit to the original author and the MCPA.
2. Membership Directory  
The membership directory shall be published yearly and be available for distribution after March 31<sup>st</sup> of each year. Any additional contents of the directory shall be determined by the Board of Directors.
3. Membership Brochure  
The membership brochure should be available for distribution at all training sessions.
4. Membership Packet  
The membership packet may include the following, but is not limited to.
  - a. membership pin for new members or those that have successfully passed the CCPS Exam
  - b. latest newsletter

- c. membership directory
  - d. letter of welcome from the President
5. Renewal packet  
The renewal members shall receive information of the organization and a letter of welcome from the President.
  6. Sponsors / Donors  
All donations will be acknowledged with a letter from the President. (IRS ruling that gifts over \$250.00 need to outline specifically what was donated).
  7. Dues / Fees / Costs  
Will be determined by the Board of Directors annually.
  8. Website  
  
The official web site of the MCPA shall be named www.mncpa.net. Guidelines for requests to support or mention other programs, associations or entities similar on the MCPA web-site:
    - a) Must coincide with the MCPA's purpose.
    - b) Cannot be supported or mentioned for the purpose of business or financial gain.
    - c) Cannot be supported or mentioned if a political based programs.
    - d) The MCPA Board will make the final determination of any request from a program as to whether or not to post the program information on the website, including the content and where it is posted on the website.
    - e) Once a program is mentioned on the website, the disclaimer mentioned in Section 7 of the Policy Guide shall apply.
    - f) Once a program is allowed to be mentioned on the website the MCPA Board of Directors has the ability to remove the information from the site at any time for any reason deemed appropriate and necessary.

## **Section 11. Committees**

1. Education and/or Training Committee (Activities include but are not limited to:)
  - a. Conferences
  - b. Regional Training
  - c. Workshops
  - d. Legislation
  - e. Certification of Crime Prevention Specialists (CCPS)

(e-1) Certification of Crime Prevention Specialists any active member may after meeting the requirements of the MCPA CCPS Committee, have the distinction of carrying the title of "Certified Crime Prevention Specialist" (CCPS) and shall maintain that certification based on the following list of requirements.

- (e-2) The President shall appoint a committee to review annually and re-certify the status of all CCPS certified individuals.
- (e-3) A person shall be a MCPA member, in good standing, and maintain that membership. Active membership is determined by attendance at crime prevention meetings/trainings/crime prevention conference and earning a minimum of eight (8) P.O.S.T. or CEU's in Crime Prevention.
- (e-4) The MCPA / BCA 35-hour course known as the Crime Prevention Practitioners Course, is the primary authorized course of instruction. The CCPS Certification Committee must approve all other courses.
- (e-5) The MCPA will recognize coursework completed through a secondary educational source as an additional means to take the CCPS certification exam. The secondary education coursework MUST be from an accredited educational institution and MUST be approved by the MCPA Board of Directors. Any secondary educational institution must submit the coursework, for approval, prior to teaching crime prevention material to students for eligibility to take the CCPS exam.
- (e-6) It will be the responsibility of the student to provide proof of completion of the course, to include, passing grades (C or above) to the MCPA Board of Directors. The MCPA Board of Directors will approve/deny the eligibility of the individual(s) to participate in taking the CCPS certification exam. Individuals MUST follow all membership guidelines as set forth in MCPA Bylaws and Policy and Procedures.
- (e-7) Upon application to take the CCPS exam, the applicant shall provide the committee with documentation verifying the applicant's successful completion of the required course of instruction. Documentation shall include a certificate of completion, a copy of the course outline and/or a list of the subject matter covered in the course as well as the course length, (number of hours). The MCPA will post dates and alternate locations for eligible applicants to take the CCPS exam on their website.
- (e-8) The minimum passing score of the CCPS exam is 75%. Testing will be provided at the annual MCPA conference and other times deemed necessary to accommodate the MCPA member.
- (e-9) CCPS credits must be renewed annually following the successful completion of the test.
- (e-10) The member must provide to the MCPA Board of Directors, proof of completion of a minimum eight (8) P.O.S.T. or CEU Crime Prevention education credits per year. (Credits may be obtained by attending crime prevention trainings and/or board approved meetings).
- (e-11) Should a person with CCPS status engage in activity that brings disrespect to the CCPS certification process or the MCPA, the CCPS Committee may recommend to the MCPA Board of Directors that the CCPS certification status of an individual be withdrawn. The MCPA Board of Directors shall be the final authority as to the status of an individuals CCPS status.

2. Membership and Public Relations (Activities include but are not limited to:)
- a. Publicity for membership to MCPA
  - b. Crime Prevention Cards

- c. Newsletter
- d. History
- e. Web Page
- f. Election of Board Members
- g. Awards

(f-1) Elections

Elections shall be held at the fall general membership meeting. Two months prior to the election, the President shall appoint the Vice President to organize an election committee, whose duty it shall be to select a list of candidates to be presented to the membership at the fall annual meeting. Nominations from the floor will also be accepted at this time.

(f-2) The President shall appoint at least two (2) monitors who are responsible to distribute, collect, tally and report to the President the election results. The vote may be by a show of hands for a candidate that is counted by the monitors or by a private confidential written ballot.

(f-3) On odd numbered years, the President, Vice President, Sergeant-At -Arms and two (2) Board Members At Large shall be elected.

(f-4) On even numbered years, the President, Secretary, Treasurer and three (3) Board Members At Large shall be elected.

(f-5) In the case of a Board Member resigning or being removed from office, a new Board Member shall be elected to fill that position by a 2/3 vote of the active Board of Directors.

(g-1) Awards

Awards given out by the Minnesota Crime Prevention Association shall be of seven (7) types. Volunteer / Citizen; Business / Civic Organization; Law Enforcement Officer / Specialist; Crime Prevention Team; Practitioner of the Year; Rosie Griep Legacy Award and Board of Directors discretion.

(g-2) Volunteer /Citizen Award

This award shall be given to a person or persons who have demonstrated by his / her action, a furthering of Crime Prevention efforts in a given community or specific area.

(g-3) Business / Civic Organization Award

This award shall be given to a group or organization that has assisted with Crime Prevention programs in a given area.

(g-4) Law Enforcement Officer / Specialist Award

This award shall be given to a law enforcement officer or specialist, who is an active member of the Minnesota Crime Prevention Association who by his / her actions has demonstrated an exceptional performance of his / her duties.

(g-5) Crime Prevention Team Award

This award shall be given to an outstanding Crime Prevention Team for its consistent outstanding efforts in a specific role and activities in Crime Prevention.

(g-6) Practitioner of the Year Award

This award shall be given out annually, to any certified practitioner of the Minnesota Crime Prevention Association, who has demonstrated outstanding abilities by his / her actions in the area of crime prevention and service to the public.

(g-7) Rosie Griep Legacy Award

This award shall consist of nominations from the membership or the MCPA Board of Directors, for any member who has given a significant contribution to Crime Prevention efforts for at least ten (10) years or more.

(g-8) Charles Rix Award of Excellence

This award shall consist of nominations from the membership or the MCPA Board of Directors. Consideration for this award will be given when the virtues of vision, leadership and success converge in an individual or group for efforts in crime prevention. The award was developed upon the retirement of Charles Rix and will be awarded each year at the annual MCPA Conference.

(g-9) Board of Directors Discretion Award

The Board of Directors from time to time, may choose the appropriate award necessary for any given situation that may arise where a person, group, organization or business may have contributed to the betterment of Crime Prevention or the Minnesota Crime Prevention Association.

(g-10) Nominations for Awards and assigned nomination committee

The MCPA active members will make all nominations. Nominations shall be typed and forwarded to the office of the Secretary of the MCPA. Upon receiving a nomination, the Secretary will forward the same to the Vice President of the MCPA. The appropriate form, including the name and address of the recipient(s) and the name and address of the person making the request for the award, must submit all nominations.

(g-11) Nomination Committee

The nomination committee shall be chaired by the Vice President of the MCPA and also consist of two (2) active MCPA members. The two (2) members are to be selected and appointed by the Vice President. Nominations are to be reviewed by this committee and presented at the regular membership meetings. In the event that a recipient is unable to attend a meeting, the award will be forwarded to the nominating member for the presentation or presented directly by the President. The nomination committee will make its recommendation for or against an award to the Board of Directors or President of the MCPA. The Board of Directors or the President will make the final determination

(g-12) The Awards presented, may include, but are not limited to, certificates plaques, trophies. The Board of Directors or the President shall make the determination of which type of award shall be presented.

(g-13) The optional lifetime membership status for the Rosie Griep award and the optional lifetime membership status and/or scholarship for the Charles Rix award will be discontinued as of 12/31/2015. Those who have been granted lifetime membership status prior to 12/31/2015 shall be able to keep their lifetime memberships.

3. Programming (Activities include but are not limited to:)



- a. Neighborhood Watch
- b. National Night Out/Night to Unite
- c. Crime-Free Multi-housing, Manufactured Housing, Hotel/Motel, Storage Unit, Fish House Programs
- d. Auto Theft Prevention
- e. Business Watch
- f. Crime Alert Network
- g. McGruff Safe House
- h. Crime Prevention Through Environmental Design
- i. Citizen Police Academies
- j. Bike Safety
- k. Senior Citizen Safety
- l. TRIAD
- m. DARE
- n. Community Oriented Policing
- o. Youth – Gangs, ATODA, youth access, etc.
- p. League of Minnesota Cities
- q. Upper Midwest Policing Institute
- r. Other prevention based programs

## **Section 12. Training**

Continuing education provided by the Minnesota Crime Prevention Association (MCPA) expands knowledge and experience of those in crime prevention. This education shall be provided in an atmosphere, which is multi-ethnic, multi-cultural and gender fair. The purpose of this policy statement is to provide a means for resolving training-related complaints in accordance with Minnesota Rules 6700.0401.

Any complaint of classroom discrimination occurring in connection with a Minnesota Crime Prevention Association sponsored course will be handled in a prompt, just, open and unbiased manner in accordance with procedures set forth.

### **PROCEDURE**

#### **1. DEFINITIONS:**

- a. **Classroom discrimination** means an act or comment of prejudice by a faculty member, staff person, or student that relates to race, gender, creed, age, color, religion, national origin, marital status, physical disability, mental disability, or characteristics identified as sexual orientation and that offends another (MN Rules 6700.0100, Sub. Part. 25).
- b. **Complaint** means a statement which is made to the class coordinator or the MCPA Board of Directors in writing, in person or by phone which alleges classroom discrimination.
- c. **Classroom coordinator** means that Minnesota Crime Prevention Association designee who is responsible for monitoring a course while it is being conducted.
- d. **Exonerated** means that a fair preponderance of the evidence established that:
  - 1) The act(s) complained about did not occur; or
  - 2) The accused was not involved in the alleged misconduct; or
  - 3) The act(s), which provided the basis for the complaint, occurred; however, they were justified, lawful and proper.
- e. **Not sustained** means that the investigation failed to disclose sufficient evidence to prove or disprove allegations in the complaint.

- f. **Sustained** means that a fair preponderance of the evidence obtained in the investigation established that the actions alleged in the complaint constituted classroom discrimination within the meaning of this policy.

## **2. INITIATION OF A COMPLAINT**

Anyone who has personal knowledge of facts which may constitute classroom discrimination may file a complaint. If a complaint is made anonymously or by a third party on behalf of the individual with personal knowledge of the incident, the classroom coordinator shall review the complaint to determine if it sets forth believable facts which, if proven, would constitute classroom discrimination. If it does, the classroom coordinator shall forward the complaint to the MCPA Board of Directors for further action. If it does not, the classroom coordinator should attempt to give the individual with personal knowledge the option of providing his/her identity and clarifying the complaint. If the person wishes to remain anonymous and/or is unable to satisfactorily clarify the complaint, then the complaint need not be forwarded to the MCPA and no further action is required. If a complaint is forwarded to the MCPA for further action, a copy shall be sent to the person accused of classroom discrimination.

## **3. PROCEDURE FOR THE INVESTIGATION OF THE COMPLAINT**

Upon receipt of the complaint, the Minnesota Crime Prevention Association Executive Board shall determine whether the facts warrant a formal investigation. This will be accomplished by consulting the complainant, professional/technical contractor, instructor, person accused of classroom discrimination, any student, or any other person whose input the MCPA Board deems beneficial. If they determine that an investigation is not warranted, the complainant, if identifiable, and the accused shall be notified in writing.

If the MCPA Board determines that an investigation is warranted, the MCPA or designee shall conduct it. All allegations in the complaint must be thoroughly investigated.

The investigation must be initiated within ten (10) days of the forwarding of the complaint to the Minnesota Crime Prevention Association and must be completed in a prompt manner. At the conclusion of the investigation, a Report of Investigation containing all relevant investigatory information must be submitted to the MCPA Board of Directors.

## **4. INVESTIGATION REVIEW AND DISPOSITION**

Upon review of the Report of Investigation, the MCPA Executive Board must make one of the following dispositions: exonerated, not sustained, or sustained.

If the complaint is exonerated or not sustained, the MCPA Board of Directors must notify the accused and the complainant, if identifiable. If the complaint is sustained, the MCPA must take appropriate remedial action. If the accused is a member of the MCPA, appropriate action will be taken in accordance with other MCPA Bylaws and Policies and Procedures. If the accused is a professional/technical contractor, the MCPA Board shall take appropriate action which may include counseling, remedial education, an oral or written reprimand, or termination of professional/technical contracting. After action has been decided, the MCPA must issue a Findings of Fact to include a summary of the facts, specific violations and any resulting actions. This shall be furnished to the accused and the complainant, if identifiable.

## **5. APPEALS**

There shall be no appeal process once the Minnesota Crime Prevention Association has filed the Findings of Fact. However, this policy in no way limits the rights which may be exercised or action which may be taken by persons in accordance with other Minnesota Crime Prevention Association policies, by-laws, or law.

## **6. DOCUMENTATION**

The Executive Board of the Minnesota Crime Prevention Association will retain all complaints, Reports of Investigations and Findings of Facts relative to classroom discrimination complaints. Any data generated through this process will be maintained and disseminated in accordance with the Minnesota Governmental Data Practices Act.

### **Section 13. Political Support**

MCPA does not endorse or support any political candidate.

### **Section 14. Amendments to the By-Laws**

1. All proposed amendments to the Association By-Laws and / or to the MCPA Policy Guide, will be directed to the Chair of the By-Law Revision Committee or the Vice President, who shall have such proposed amendments typed and submitted to the Executive Board.
2. Provisions of this constitution and by-laws may be altered, amended or revised at any duly called or scheduled meeting of the general membership if approved by a two thirds vote of the members in good standing.

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