



By-Laws
Of
Florida CPTED Network

Article One

Organization

Section 1.1 Name: The name of this organization shall be Florida CPTED Network. The organization may at its pleasure by a vote of the membership body change its name by a majority vote.

Article Two

Nature of the Organization

Section 2.1 Purpose and Activities: As provided in the Articles of Incorporation, the Florida CPTED Network is organized for the purpose of engaging, at no profit, exclusively in charitable, educational and administrative activities within the meaning of Section 501(c) (3) of the Internal Revenue code of 1954, as the same may from time to time be amended or superseded, and, more particularly and in furtherance of such activities to seek, investigate, and carry our programs and projects for the improvement of the quality of human life in a manner which enhances and improves the built environment and reduces the perception and reality of crime.

Section 2.2 Mission: Promote the implementation of Crime Prevention Through Environmental Design (CPTED) concept and principles to reduce crime and the perception of crime in the State of Florida and surrounding States.

Section 2.3 Goal: Support and assist the development and maintenance of CPTED implementation strategies and continuing educational programs for local jurisdictions throughout the South East Region.

Section 2.31 Objectives: Coordinate and provide for informational and technical workshops on CPTED related issues. Develop uniform basic CPTED training standards for continuing education curriculums.

Section 2.32 Objectives: Identify research sources and availability of grant funds for CPTED related initiatives and provide for the regular dissemination of that information to all members.

Section 2.4 Goal: Encourage development and dissemination of research studies supporting CPTED implementation.

Section 2.41 Objectives: Explore acquisition and management of grant funding for CPTED research and implementation studies in the State of Florida.

Section 2.5 Goal: Bring together public and private professionals from a variety of disciplines for the exchange of CPTED principles and ideas.

Section 2.51 Objectives: Encourage individuals to become members of the Florida CPTED Network and participate in organization activities. Provide for exchange of information with CPTED practitioners and trainers.

The goals and objectives listed above shall not limit the authority of the Officers and Members of the Board of Directors to pursue such activities as are necessary for the good of the organization.

Article Three

Membership

Membership in this organization shall be open to all who qualify under the following Classes of Membership definitions. The Secretary will accept applications for membership. The Secretary will refer all questions on qualifications or class of membership requested by the applicant to the Board of Directors. The board may approve, deny or change the class of questioned applications by a majority vote.

Classes of Membership:

Section 3.1 Individual Membership _ shall be open to any person, (deleted: in the State Of Florida) who is involved with the practice, policy development or instruction in Crime Prevention Through Environmental Design. Membership approval shall be based on a combination of prior experience, education, or employment in CPTED related professional fields of architecture, engineering, landscape architecture, law enforcement, planning or other professional disciplines as deemed appropriate by the board of directors.

Individual members have full voting rights, may hold office and may serve on all standing and ad hoc committees so long as they maintain current membership. Any individual member may be removed from network membership when sufficient cause exists. This action shall be done by vote of a majority of the Board of Directors. Dues for *Individual* membership shall be \$ 30.00 (previously \$25) per annum.

Section 3.2 (a) Organizational Membership - shall be open to any government or non-profit (previously worded private non-profit or private for profit) organization that promotes the Network purposes. Named delegates for the organization will be limited to five in number at any given time and must meet the membership requirements of individual members. Organizational members have one vote and a delegate must be identified as the voting representative.

Any organizational member may be removed from Network membership when sufficient cause exists. This action shall be done by vote of a majority of the Board of Directors. Dues for organizational membership shall be \$ 75.00 (previously \$50) per annum.

Section 3.2 (b) Corporate Membership - shall be open to any private or for profit organization that promotes the Network purposes. A Corporate membership will have one vote as designated by the organization and that delegate must be registered with the FCN.

Any corporate member may be removed from Network membership when sufficient cause exists. This action shall be done by vote of a majority of the Board of Directors. Dues for Corporate membership shall be \$ 200.00 per annum.

Section 3.3 Associate Membership - shall be open to individuals interested in the field of CPTED and the benefits which may be derived through the proper application of CPTED principles and strategies. This class of membership is reserved for those who are not active practitioners or working in CPTED related professions and wish to support the mission, goals and objectives of the organization while expanding their personal knowledge in the field.

Associate members may participate in all network activities, but may not vote or hold office (previously; or serve on committees was added.) Any associate member may be removed from Network membership when sufficient cause exists. This action shall be done by vote of a majority of the Board of Directors. Dues for associate membership shall be \$ 20.00 (previously \$ 25) per annum.

Section 3.4 Student Membership - shall be open to individuals who are full-time students at accredited schools or universities (previously specified universities in the State Of Florida). Student members may participate in all network activities but may not vote or hold office (previous wording "or serve on committees" deleted). Any student member may be removed from Network membership when sufficient cause exists. This action shall

be done by vote of a majority of the Board of Directors. Dues for student membership shall be \$ 10.00 (previously \$15) per annum.

Section 3.5 Honorary or Lifetime Membership - shall be conferred on any person, or organization, who, in the opinion of the Board of Directors, has performed outstanding service to the Crime Prevention Through Environmental Design field. Honorary or lifetime members may participate in all network activities, serve on committees (previously serving on committees was prohibited) but may not vote or hold office. Any honorary or lifetime member may be removed from Network membership when sufficient cause exists. This action shall be done by vote of a majority of the Board of Directors. Honorary and lifetime membership is a designation and the designee is not required to pay dues for the period of time specified by the Board of Directors. The duration of the Honorary membership is determined by the Board of Directors.

Article Four

Board of Directors

Section 4.1 General Power and Authority: The property, affairs, business and activities of this organization shall be managed and conducted by a Board of Directors, herein after referred to as "the Board". Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its Chair after due notice to all the board members of such meeting.

Section 4.2 Number of Board Members: The number board members shall be eleven (11) and shall include the Officers of the organization, Chair, Vice-Chair, Secretary, Treasurer, immediate Past Chair, four Regional Directors, and two at large Directors herein after referred to as "Directors". Regional Directors will be elected from and represent and the following counties.

Director of Region 1 – Alachua, Baker, Bay, Bradford, Calhoun, Clay, Columbia, Dixie, Duval, Escambia, Flagler, Franklin, Gadsden, Gilchrist, Gulf, Hamilton, Holmes, Jackson, Jefferson, Lafayette, Leon, Levy, Liberty, Madison, Nassau, Okaloosa, Putnam, St. Johns, Santa Rosa, Suwanee, Taylor, Union, Wakulla, Walton, and Washington.

Director of Region 2 – Brevard, Citrus, Hernando, Indian River, Lake, Marion, Martin, Okeechobee, Orange, Osceola, Pasco, Polk, St. Lucie, Seminole, Sumter, and Volusia.

Director of Region 3 – Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Hillsborough, Lee, Manatee, Pinellas, and Sarasota.

Director of Region 4 – Broward, Dade, Monroe, and Palm Beach.

At large directors will be elected at large from within the State including Regions that are currently represented by a Regional Director.

- Section 4.21 Qualifications for Board Members - in order to provide a minimum level of leadership experience and practitioner qualification for the organization, members wishing to run for office must have a minimum of one year as an active member with attendance at two out of the previous four regularly scheduled meetings. The board may require potential office holders to describe their CPTED practitioner credentials and/or qualifications to the general membership prior to election.
- Section 4.3 Continuation in Office: After the expiration of the term for which he/she was elected, A Board Member shall, unless he/she sooner resigns, dies, becomes incapacitated or is removed, continue to hold office until his/her successor is elected.
- Section 4.4 Vacancies: A vacancy existing by reason of the resignation, death, incapacity or removal of an elected Board Member before the expiration of his/her term shall be filled by appointment at any meeting of the Board of Directors.
- Section 4.5 Chair of the Board: The Chair of the organization shall preside as Chair of the Board at all meetings of the Board. In the absence of the Chair at a scheduled Board meeting, the Vice-Chair shall preside as Chair.
- Section 4.6 Term of Office: The Chair, Officers and Directors of the organization shall be elected, for two-year terms. All Officers and Directors shall be residents of the State of Florida and a citizen of the United States of America. Newly elected Officers and Members of the Board will assume their respective offices the first day of January immediately following their election. The Chair's term of office shall be limited to two terms. (previously one term).
- Section 4.7 Removal of Officers and Members of the Board: Officers and Members of the Board of Directors, elected by the membership, may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any director. An officer or board member may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules, as it may in its discretion consider necessary for the best interests of the organization, for this hearing.

Section 4.8 Compensation: No Officer or Board Member of this organization shall for reason of his/her office be entitled to receive any salary or compensation as an Officer or Board Member of this organization. Nothing herein shall be construed to prevent an Officer or Board Member from receiving reimbursement compensation for reasonable expenses incurred while conducting business related to stated organizational purposes or written direction from the Board of Directors.

Article Five

Committees of the Board

Section 5.1 Committees: The Board of Directors may, by resolution adopted by a majority of the Board Members holding office, designate and appoint such committees, and may assign to any such committee such functions, not inconsistent with applicable law, the Articles of Incorporation or these By-laws, as the Board may deem appropriate.

Section 5.2 Executive Committee: The Board of Directors may, by resolution adopted by a majority of the Board Members holding office, establish an Executive committee to consist of not less than three (3) Board Members nor more than five (5) of the Board Members, including the Chair. To the extent specifically provided by resolution of the Board of Directors, and to the extent not inconsistent with applicable law, the Article of Incorporation and these By-laws, the Executive Committee shall have and may exercise the authority of the Board in the management and conduct of the property, affairs, business and activities of the organization.

Article Six

Meetings of the Board of Directors

Section 6.1 Place of Meetings: The Board of Directors may hold its meetings at such places, within the State of Florida, as the Board may from time to time determine.

Section 6.2 Regular Meetings: At a minimum, the Board of Directors shall meet at the place, and on the date, of the regular scheduled organization business meeting. The Board shall meet at sufficient time, prior to the start of the regular meeting, as necessary for completion of board actions.

Section 6.3 Rules and Quorum: The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine

necessary. Six (6) of the Members of the Board of Directors shall constitute a quorum.

Section 6.4 Voting: Each Member of the Board shall have one vote and such voting may not be done by proxy.

Deleted Section: Organizational meeting: Promptly after incorporation of the Organization, there shall be an initial organizational meeting of the Board Of Directors.

Article Seven

Duties of Officers

Section 7.1 Chair: The Chair shall preside at all organization meetings. He/She shall present at each annual meeting of the organization an annual report of the work of the organization. The Chair, with the approval of the Board of Directors, shall appoint all committees, temporary or permanent, see all books, reports and certificates as required by law are properly kept or filed and shall be one of the officers who may sign the checks or drafts of the organization. The Chair shall have such powers as may be reasonable construed as belonging to the chief executive of any organization. Chair is required to attend a minimum of fifty percent of all scheduled meetings per year and submit one article per year to the newsletter.

Section 7.2 Vice-Chair: The Vice-Chair shall, in the event of the absence or inability of the Chair to exercise his/her office, become acting Chair of the organization with all the rights, privileges and powers as if he/she had been duly elected Chair. Vice-Chair is required to attend a minimum of fifty percent of all scheduled meetings per year and submit one article per year to the newsletter.

Section 7.3 Secretary: The Secretary shall keep the minutes and records of the organization in appropriate order. He/She shall file any certificate required by any statute, federal or state. The Secretary shall give and serve all notices to members, be the official custodian of the records and may be one of the officers required to sign the checks and drafts of the organization. At regular membership meetings, he/she shall present any communication received as Secretary of the organization. The Secretary shall attend to all correspondence of the organization and to all duties incident to the office of Secretary. Secretary is required to attend a minimum of fifty percent of all scheduled meetings per year and submit one article per year to the newsletter.

Section 7.4 Treasurer: The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. He/She shall cause all organization funds to be deposited in a regular business bank or trust company and must be one of the officers who shall sign checks or drafts of the organization for expenditures exceeding \$100.00. Only the Treasurer's signature will be required for routine expenditures of less than \$100.00. The Treasurer shall render, at stated periods, as the Board of Directors shall determine, a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting. The Treasurer shall exercise all duties incident to the office of the Treasurer. The Treasurer is required to attend a minimum of fifty percent of all scheduled meetings per year and submit one article per year to the newsletter.

Section 7.5 Past Chair: The past Chair becomes an ex-officio voting member of the Board of Directors upon completion of the term as Chair of the organization. He/She may assume such duties and responsibilities as designated by the Board of Directors. Past Chair is required to attend a minimum of fifty percent of all scheduled meetings per year and submit one article per year to the newsletter.

Section 7.6 Regional Boards of Directors: Regional Board of Directors is required to represent their specific regions and actively support FCN. Directors are required to attend a minimum of fifty percent of all regular meetings per year and submit one article per year to the newsletter. The Chair may assign duties to Directors as needed, i.e., by-laws committee, nomination committees, newsletter committee, etc.

Section 7.7 At Large Board of Directors: At Large Board of Directors is required to represent and actively support the FCN. Directors are required to attend a minimum of fifty percent of all regular meetings per year and submit one article per year to the newsletter. The Chair may assign duties to Directors as needed, i.e., by-laws committee, nomination committees, newsletter committee, etc.

Article Eight

Meetings

Section 8.01 Annual Meeting and Election of Officers: The annual membership meeting of this organization shall be held in December of each and every year. The Secretary shall contact (previously worded shall cause to be

mailed to every member) every member in good standing at his/her address as it appears on the official membership roll of this organization a notice telling the time and place of such annual meeting thirty days prior to the Annual Meeting. At this meeting the election of Officers and Members of the Board of Directors shall be held on even years.

Section 8.02 Scheduled Meetings: The minimum regular meetings of this organization shall be in March, June, September and the annual membership meeting in December. If possible, the meeting dates, times and locations shall be announced a year in advance. No regular meeting will be adjourned without a specific date, time and location for the next regular meeting. Special or supplementary meetings will be scheduled on an as need basis.

Section 8.03 Quorum: The presence of not less than nine (9) voting members, including five (5) board members, shall constitute a quorum and shall be necessary to conduct the business of this organization.

Section 8.04 Special Meetings by Chair: The Chair may call Special meetings of this organization when he/she deems it for the best interest of the organization. Notices of such meeting shall be sent (previously worded mailed) to all members at their addresses as they appear on the official membership roll at least ten (10) days but not more than thirty (30) days before the scheduled date set for such special meeting. Such notice shall state the reasons such meeting has been called, the business to be transacted at such meeting and by whom called.

Section 8.05 Special Meetings by Board or General Membership: At the request of two (2) Members of the Board of Directors or a majority of the members of the organization, the Chair shall cause a special meeting to be called but such request must be made in writing at least ten (10) days before the requested scheduled date.

Section 8.06 Restrictions on Business at Special Meetings: No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

Section 8.07 Order of Meetings: The order of all regular and special meetings shall follow Roberts Rules of Order. The agenda order is listed below:

Roll Call of members present and acknowledgment of guests.

Reading of the minutes of the preceding meeting.

Reports of Committees.

Reports of Officers.

Old and Unfinished Business.

New Business.

Good and Welfare, Roundtable.

Agenda Items for next meeting.

Adjournments.

Section 8.08 Voting at Meetings: At all meetings, except for the election of officers and members of the board, all votes shall be viva voice. At the annual election of officers, ballots shall be provided.

Section 8.09 Questions: At any regular or special meeting if a majority so requires any question may be voted upon in the manner and style provided for election of officers and members of the board. Each active member present shall be awarded one vote.

Section 8.10 Voting by Ballot: At all votes by ballot, the Chair of such meeting shall immediately prior to the commencement of balloting appoint a committee of three who shall act as "Inspectors of Election" and who shall at the conclusion of such balloting certify in writing to the Chair the results and the certified copy shall be physically affixed in the official minutes of that meeting.

Section 8.11 Inspector Qualifications: Inspectors of Election shall be members in good standing. No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

Article Nine

Dues

Section 9.01 Annual Dues: The dues of this organization shall be as described under classification of membership. Dues are on a per annum basis, payable on the first day of the calendar year and will be rated at half-year dues after June 30th. Memberships past due after March 31st may be removed from the membership roll.

Article Ten

Financial Provisions

Section 10.1 Fiscal Year: The fiscal year of the organization shall begin on October 1, and end on September 30.

Section 10.2 Financial Review: The Board of Directors shall annually designate, and direct a financial review of the accounts of the organization and make an annual report to the Board and general membership.

Article Eleven

Amendments

Section 11.1 Amendment to By-Laws: These By-Laws may be amended, repealed or added to by an affirmative vote of not less than two-thirds of the membership present at the annual meeting and election of officers.

Article Twelve

Dissolution of the Organization

Section 12.1 Dissolution Procedure: The dissolution of this organization and disbursement of assets shall be governed by appropriate statutes at the time of dissolution.