

# MANITOWOC CRIME PREVENTION COMMITTEE

## CONSTITUTION

### **Article I. Name.**

**Section 1.** The name of this Association shall be the Manitowoc Crime Prevention Committee.

### **Article II. Purpose.**

**Section 1.** The purpose of this Committee is to work in the community in the field of crime prevention, assist all law enforcement agencies in the accomplishment of their duties regarding crime prevention, and cooperate with all community organizations in crime prevention activities.

### **Article III. Funding.**

**Section 1.** In order to carry out its purposes, the Manitowoc Crime Prevention Committee shall be funded primarily by private donations of money, goods, or services from members of the public including individuals, corporations, clubs, associations and other organizations. Funding may also be made available through both the Manitowoc Municipal Court and the Manitowoc County Circuit Courts.

### **Article IV. Officers.**

**Section 1.** The officers of this Committee shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer and Crime Prevention Sergeant. Other officers shall be appointed as the Committee deems them necessary. The officers shall be elected by a simple majority of the voting membership present and shall serve a term of one year. Nominations are to be made at the ~~November~~ April meeting. Elections are to be held at the ~~December~~ May meeting. Elected officers begin their term at the ~~January~~ June meeting.

**Section 2.** The duties of the above officers shall be outlined in *Robert's Rules of Order – Revised*.

# MANITOWOC CRIME PREVENTION COMMITTEE

## BYLAWS

### Article I. Membership.

**Section 1.** This committee shall have **up to** 23 members, including one member from the Manitowoc Police Department, one member from the Manitowoc County Sheriff's Department, and one member from each of the high schools located in the City of Manitowoc.

**Section 2.** The basic qualifications for membership in this committee shall be as follows:

1. Complete an application for membership.
2. Reside or be employed in Manitowoc County.
3. Be at least 18 years of age (except for high school representatives).
4. Have no felony convictions.
5. Be appointed by the Mayor of the City of Manitowoc.

**Section 3.** Three student members shall be appointed to the committee, one from each of the city high schools. The qualifications for student membership are as follows:

- (i) Reside or attend school in the City of Manitowoc.
- (ii) Complete an application with parental consent.
- (iii) Be in acceptable academic standing.
- (iv) Be approved for appointment by the Mayor of the City of Manitowoc.
- (v) Student members shall have full voting privileges.
- ~~(vi) Student members shall serve until they resign or graduate from high school.~~

**Section 4.** Membership lists shall be available for release for publication by our local media.

**Section 5.** Each member shall be responsible for notifying an officer of the Committee if they will not be able to attend a meeting.

**Section 6.** After two (2) unexcused absences the committee officers shall determine if the person is to remain a member of the Crime prevention Committee.

**Section 7.** All members and officers shall conduct themselves in a manner that will maintain a positive behavior and image and serve the purpose of the City of Manitowoc and the Manitowoc Police Department. Members shall refrain from any activity or action that would disqualify them from membership or be disruptive to the goals and objectives of the Committee. A member who fails to abide by the standards of this section shall be subject to removal by a majority vote of the Officers.

## **Article II. Meetings.**

**Section 1.** The committee shall meet at least ~~eleven~~ **ten** times annually, in all months except July **and August**.

**Section 2.** The committee shall meet the first Thursday of each month, The meeting date may be changed with proper notice. This meeting shall be open to the public.

**Section 3.** Special meetings may be called at any time by the chairperson or at the request of four (4) or more members.

**Section 4.** All meetings must comprise a quorum as defined in Article VII, Section 1.

**Section 5.** All meetings shall be open to the general membership.

## **Article III. Officers and Duties.**

**Section 1. Officers.** The officers of the Manitowoc Crime Prevention Committee shall be a Chairperson, Vice Chairperson, Secretary and Treasurer.

**Section 2. Term of Office.** A term of office shall be for one (1) year commencing ~~January 1~~ **June 1<sup>st</sup>** of each year.

**Section 3. Duties and Powers.** The officers shall perform the duties and exercise the powers prescribed by these bylaws. The duties and powers shall include, but not be limited to the following:

- (a) The Chairperson shall:
  - (i) Be the principal officer of the Manitowoc Crime Prevention Committee.
  - (ii) Preside at all meetings.
  - (iii) Sign checks and co-sign contracts.

(b) The Vice Chairperson shall:

- (i) Assume the duties as may be assigned by the Chairperson.
- (ii) In the absence of the Chairperson, preside at all Manitowoc Crime Prevention Committee Meetings.
- (iii) Sign checks and co-sign contracts in the absence of the Chairperson or Treasurer.

(c) The Secretary shall:

- (i) Record the proceedings of all meetings.
- (ii) Provide the Crime Prevention Sergeant with a copy of the minutes of each meeting for distribution.
- (iii) Assume the duties as may be assigned by the Chairperson.
- (iv) Sign checks and co-sign contracts in the absence of the Chairperson or Treasurer.

(d) The Treasurer shall:

- (i) Be custodian of all financial records.
- (ii) Present a financial report at each meeting of the Manitowoc Crime Prevention Committee.
- (iii) Sign checks and co-sign contracts. Any other instruments of debt to be incurred shall be brought before the Crime Prevention Committee by the Treasurer.
- (iv) Prepare financial documents needed to complete the annual audit.

(e) The Crime Prevention Sergeant shall:

- (i) Assist officers in any way he/she can.
- (ii) Preside at all meetings.

#### **Article IV. Contributions and Depositories.**

**Section 1. Contributions.** Any contributions, bequests or gifts made to the Manitowoc Crime Prevention Committee shall be accepted or collected and deposited only in such a manner as shall be designated by the Officers of the Manitowoc Crime Prevention Committee.

**Section 2. Depositories.** The Officers of the Manitowoc Crime Prevention Committee shall determine what depositories shall be used by the Manitowoc Crime Prevention Committee as long as such depositories are registered to do business in the State of Wisconsin. All checks and orders for the payment of money from said depositories bear the signature of two Officers of the Manitowoc Crime Prevention Committee.

## **Article V. Financial Examination.**

**Section 1.** An annual examination of the financial accounts of the Manitowoc Crime Prevention Committee shall be made by an auditor or a sub-committee of current committee members of the Manitowoc Crime Prevention Committee.

## **Article VI. Fiscal Year.**

**Section 1.** The Manitowoc Crime Prevention Committee shall operate on a fiscal year beginning ~~January 1~~ June 1<sup>st</sup>.

## **Article VII. Voting.**

**Section 1.** The committee shall require ten (10) members to be a quorum.

**Section 2.** All issues must receive a simple majority vote of the members present and voting to be accepted.

**Section 3.** Absentee or proxy ballots are prohibited.

## **Article VIII. Amendments.**

**Section 1.** These bylaws may be amended by notifying all members at least ten (10) days preceding the meeting at which voting will take place. All amendments shall require a simple majority vote of the members present.

## **Article IX. Committees.**

**Section 1.** Sub-committees will be set as deemed necessary by the Chairperson and shall be appointed by the Chairperson

- (a) The membership shall consist of members of the Crime Prevention Committee.
- (b) Each Committee shall be responsible for developing their rules and procedures subject to and in compliance with these bylaws.

**Section 2.** There shall be such other committees as deemed necessary by the Chairperson and shall be appointed by the Chairperson.

## **Article X. Awards.**

**Section 1.** Annual crime prevention awards will be presented during the month of October. Presentations shall not be made in conjunction with any other award, individual, or organization.

## Article XI. Parliamentary Law

**Section 1.** The rules contained in *Roberts Rules of Order – Revised* shall govern this committee in all cases to which they are applicable and in which they are not in conflict with these bylaws.

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