

**BY-LAWS**  
**FLORIDA COUNCIL ON CRIME AND**  
**DELINQUENCY**

**BY-LAW I. DUTIES OF OFFICERS**

**SECTION 1**

The President (or President-Elect) shall preside at all meetings of the Council and all meetings of the Board of Directors. Within thirty (30) days after the installation of the Officers, the President (or President-Elect) will cause the financial records of the Council to be examined and make a report of same to the Board of Directors. The President (or President-Elect) may enter into contracts for the Council after approval by a simple majority of the Executive Board. The President (or President-Elect) shall be responsible for ensuring that an informational return (Form 990-N, 990-EZ, or 990 is filed with the Internal Revenue Service in a timely manner each year. Under current law, this return must be filed by the fifteenth day of the fifth month after the end of the organization's fiscal year.

**SECTION 2**

The President-Elect shall act in the absence or disability of the President and assume such other duties as may be delegated to him by the Board of Directors or the President.

**SECTION 3**

The Council Treasurer shall be responsible for the management of all funds, as provided for in the Constitution, Article II, Section 7 and By-Law III, and shall ensure that said funds are secured by deposit in banks or financial institutions meeting Federal Depository Standards and having Depositors' Insurance coverage. The Treasurer shall issue Council Funds only on their signature with approval of the President. The Treasurer shall submit a quarterly financial report at each Board Meeting for the review and approval of the Council's Board of Directors.

**SECTION 4**

The Secretary shall keep the records of the proceedings of all meetings of the Council and the Board of Directors and shall preserve them as permanent records and have charge of all correspondence of the Council. The Secretary is also noted as the "Custodian of the Records."

**SECTION 5**

An Executive Director shall be appointed by the President-Elect at the 4<sup>th</sup> Quarterly Board Meeting with the yearly approval of two-thirds of the Board. The Executive Director will serve at the discretion of the President at a rate of pay that will be approved in the annual budget.

The responsibilities of the Executive Director include management and administrative duties of the organization, and such other duties and responsibilities assigned with approval of the Board of Directors.

**An Executive Secretary may be hired by the Executive Director with approval of the President at a rate of pay that will be approved in the annual budget. The Executive Secretary who assists and works for the Executive Director will handle day to day duties, membership management, fundraising, newsletter productions, and other duties required by the Executive Director.**

**The Board of Directors may authorize the Executive Director to purchase services as approved in the annual budget, such as Administrative Assistant, and as deemed necessary to carry out the administrative duties of the Council.**

#### **SECTION 6**

**Annually, each member of the Executive Board will read and sign the Council's Conflict of Interest Policy acknowledging that he/she has received a copy, understands and agrees to comply with the policy.**

### **BY-LAW II, CHAPTERS**

#### **SECTION 1**

**This Council shall establish Geographical Chapters as they are needed and qualify as provided in the By-Laws of the Council. Annually, all Chapter Officers shall be elected by a majority of the members of the Chapter at a meeting of the Chapter held for that purpose. Should a Chapter fail to elect officers prior to the annual meeting of the council, the President of the Council is authorized to appoint officers for that Chapter who will serve until such time as elections can be held for the Chapter involved. Should a Chapter fail to hold a single Chapter meeting within a period of six (6) months, the President of the Council, with the consent of the Board Directors, shall appoint an acting President for that Chapter until such time as that Chapter can meet and hold proper elections.**

#### **SECTION 2**

**Proposed Chapters shall qualify by application for Chapter status upon tentative election of a President-Elect, Treasurer, Secretary and a minimum of thirty (30) members (new or current). Applications for a Chapter shall be forwarded to the President of the Council for consideration by the Board of Directors.**

#### **SECTION 3**

**Each Chapter of the Council shall be established and chartered by the Council upon application of the proposed Chapter and approval by the Board of Directors.**

#### **SECTION 4**

**Chapter Presidents shall become members of the Board of Directors of the Council upon their election as President of the Geographical Chapter and/or appointment by the President and that election/appointment being registered with the Secretary of the Council.**

#### **SECTION 5**

**Should a Chapter become inactive for any reason or deemed more appropriately absorbed by adjoining chapter(s), the Board of Directors by a two-thirds (2/3) majority may reapportion the members and funds of said Chapter and rescind the Chapter.**

## **BY-LAWS III, FISCAL**

### **SECTION 1**

Effective October 1, 2007, the general membership dues of the Florida Council on Crime and Delinquency shall be twenty-five dollars (\$25.00) per year for individual memberships with five dollars (\$5.00) to be used for Chapter President's Board Meeting travel and five dollars (\$5.00) rebated to the Chapter payable as provided in Articles III and IX of the Constitution. The Executive Director will be responsible to record the name(s) of active members and to provide membership certificates.

Effective October 1, 2007, Silver Memberships are available to members who desire payroll deduction of one dollar (\$1.00), twenty-four times a year for a total dues of twenty-four dollars (\$24.00) annually.

Dues for public and non-profit organizations shall be one hundred dollars (\$100.00) per year. Membership shall be at the State level with no chapter affiliation.

Dues for private organizations shall be two hundred dollars (\$200.00) per year. Membership shall be at the State level with no chapter affiliation. Membership shall entitle the organization to one (1) vote at the annual general membership meeting, one (1) copy of the FCCD quarterly publication (The Councilor) and registration at the annual Institute at the membership rate. Membership is subject to board approval. Private organizations are not eligible for life membership or board membership.

Effective October 1, 2013 dues for student membership shall be fifteen dollars (\$15.00) per year, with no rebate to the Chapter and no funds required to be used for Chapter President's Board Meeting travel. A student membership entitles the member to participate in chapter functions as well as Institute functions; however, the member will not have voting rights nor may they server on a chapter board or the Board of Directors. Student members are entitled to receive The Councilor.

### **SECTION 2**

Life membership payments, three hundred seventy-five dollars (\$375.00), shall be paid directly to the council Treasury. The Executive Director will be responsible to record the name(s) of the life members and issue certificates and membership cards. Life memberships are not available to the public, non-profit and private organizations.

### **SECTION 3**

The Florida Council on Crime and Delinquency shall maintain a Foundation Fund for the purpose of investing designated assets to enrich and broaden the educational activities of the Council for perpetuity. Foundation income may only be used to assist in the procuring of presenters, professional recognition at Council sponsored training events, to underwrite the Council's Scholarship award(s), develop community partnerships and to preserve and build the income producing deposits of the Foundation Fund consistent with the growth of the Council and the demand for training enrichment funding support. Additionally, Foundation Funds may be used to assist retired and active State Past Presidents to attend the Annual Institute. Foundation Funds cannot be used for any other purpose unless expressly approved by a majority of the Board of Directors.

#### **SECTION 4**

Foundation funds shall be invested by the Treasurer upon the direction of the Executive Board in separate income producing account(s) pursuant to By-Law I, Section 1 and 4. The FCCD Foundation Board (as appointed by the President) shall assist in monitoring the Foundation's assets, remaining knowledgeable of market conditions, and providing written reports to the Executive Board on any matters pertaining to the Foundation. The Executive Director of the Council shall be an ex-officio member of the FCCD Foundation Fund Board.

#### **SECTION 5**

On an annual basis, the Treasurer will request the investment earnings from each investment custodian of the Foundation Funds. The Proceeds shall be deposited in the general account of the Council to be utilized in accordance with By-Law III, Section 3 or reinvested as the Executive Board so directs. The FCCD Foundation Fund Board, with assistance from the Fiscal Review committee, will develop a long range plan which addresses the investment goals and utilization of Foundation funds. Said plan will be updated annually.

#### **SECTION 6**

All revenues and income, including cash, received by a Chapter, other than dues, will be deposited in their entirety directly into the respective Chapter's account. All revenues and income received by the Council shall be used in accordance with the By-Laws of the Council.

#### **SECTION 7**

At the close of each annual Institute, any surplus funds shall be deposited in the general operating fund to be used for upcoming annual operating budget.

#### **BY-LAW IV, BOARD OF DIRECTOR'S MEETINGS**

The Board shall schedule meetings at least quarterly. Special meetings may be called as deemed necessary by the President or upon application of the majority of the Board members to the President. Their duties shall be such as provided in the Constitution.

#### **BY-LAW V, AMENDMENTS**

The By-Laws of this corporation are to be made, altered or rescinded upon a two-thirds (2/3) majority vote of all the voting members of the Board of Directors present at any meeting of the Board of Directors with at least thirty (30) days prior notice that By-Laws will be discussed and/or acted upon.

#### **BY-LAW VI, RULES**

All meetings of the Council and the Board of Directors shall be governed by Robert's Rule of Order. A Parliamentarian shall be appointed by the President to assist in ruling on proper procedure and rules that govern.

#### **BY-LAW VII, COMMITTEES**

The following Sections describing permanent standing committees are necessary to the operation and good order of the Council:

## **SECTION 1**

### **Nominations:**

The Nominating Committee shall be chaired by the immediate State Past President and include all State Past Presidents who wish to participate. The committee will present to the membership the names of persons to be nominated for the offices of the Council.

The President of each Chapter shall submit names of candidates for offices of the Council to the Chairman of the Nominating Committee for consideration.

Nominations will be accepted by the Nominating Committee from the floor at the Annual Business Meeting for the following year. The Nominating Committee will recommend the candidate(s) to the voting membership for the annual election.

## **SECTION 2**

### **Time and Place:**

A Time and Place Committee shall be appointed by the President to recommend areas/locations for annual meetings. Such recommendations shall be made to the Board of Directors of the Council for their approval by a majority vote at a meeting of the Board of Directors. These recommendations shall not preclude any nominations for areas/locations from the Board of Directors. The Board of Directors may change the time and place of the next annual meeting for good cause.

## **SECTION 3**

### **Fiscal Review:**

The President shall appoint a standing Fiscal Review Committee. One member shall be a Certified Public Accountant or someone employed full-time in a professional accounting position.

The committee shall be charged with:

- a. Recommending ongoing fiscal procedures for Board approval and Treasurer implementation;
- b. Reviewing all of the Treasurer's financial records at least quarterly and determining that the Treasurer has properly prepared annual financial statements at the close of the organizational tax year;
- c. Designing and recommending a standard financial statement form;
- d. Advising the Treasurer on fiscal procedures;
- e. Reviewing income tax submission prepared by the Treasurer for timeliness and accuracy.

Once appointed, committee members shall continue to serve subject to annual confirmation at the last Board meeting of the outgoing Board, based upon the recommendations of the President-Elect.

#### **SECTION 4**

##### **Membership:**

The President shall appoint a membership chairperson for the purpose of maintaining and soliciting members from different agencies. The chairperson will appoint members to the committee that reflects representation of the general membership.

#### **SECTION 5**

##### **Legislative Action and Resolution:**

The President shall appoint a Legislative Action and Resolution chairperson for the purpose of education members and disseminating information relating to specific agencies. The chairperson will appoint members to the committee that reflects representation of the general membership.

#### **SECTION 6**

##### **Newsletter:**

The President shall appoint a newsletter Editor for the purpose of producing articles, photographs and general content of the FCCD Newsletter, The Councilor. The Editor will appoint members to the committee that reflects representation of the general membership.

#### **SECTION 7**

##### **Scholarship:**

The President shall appoint a scholarship chairperson for the purpose of researching a candidate or candidates to receive a financial gift toward their education.

#### **SECTION 8**

##### **Chapter Effectiveness:**

The President shall appoint a chairperson to determine Chapters meeting effectiveness in accordance with established criteria.

#### **SECTION 9**

##### **Distinguished Service:**

The President shall appoint a chairperson who will appoint members to the committee that reflects representation of the general membership. The committee will determine the state recipient for the following awards: Louie L. Wainwright, Corrections, Juvenile Justice, Criminal Justice and Law Enforcement.

#### **SECTION 10**

##### **Constitutional and By-Laws:**

The President shall appoint a chairperson who shall oversee any changes to the Constitution and/or the By-Laws.

#### **SECTION 11**

##### **Affiliation:**

The President shall appoint a chairperson for the purpose of maintaining contact the criminal justice organizations with which FCCD has common interest or affiliation.

## **SECTION 12**

### **Legal Advisor:**

The President shall appoint a chairperson for the purpose of ensuring that all practices and procedures of FCCD are within the law. The advisor will appoint members to the committee that reflects representation of the general membership.

## **SECTION 13**

### **Training Coordination:**

The President shall appoint a chairperson for the purpose of maintaining licensure for CEU credits, serve as a statewide training resource to include training fund and the training award.

## **SECTION 14**

### **Institute Arrangements:**

The President shall appoint a chairperson for the purpose of coordinating and directing all arrangements for the annual Training Institute to include coordination of business affairs, meeting arrangements, advertisements, registration, sporting events, social activities and any other related duties.

## **SECTION 15**

### **Institute Programs:**

The President shall appoint a chairperson for the purpose of coordinating all speakers, training and logistics for programs at the annual Training Institute.

## **SECTION 16**

### **Community Service:**

The President shall appoint a chairperson for the purpose of coordinating community service activities at a State level and will serve as the coordinator for the State community service project. The chairperson will also maintain a record of Chapter community service activities for the purpose of recording the Council's community service initiatives.

## **SECTION 17**

### **Long Range Planning:**

The President shall appoint a chairperson for the purpose of long range planning of the Council.

## **SECTION 18**

### **Institute Finance:**

The President shall appoint a chairperson for the purpose of the management of all funds to be used for the annual training Institute and shall ensure that said funds are secured by deposit in financial institution(s) meeting federal depository standards and having depositor's insurance coverage. The chairperson shall issue Institute funds only with the approval of the President. The chairperson shall submit a quarterly report to the Board of Directors for review.

## **SECTION 19**

### **Other Committees:**

Other committees as authorized by the Council or Board of Directors or President from time to time shall be established. Appointment shall be made by the President and their Duties shall be directed by the Board of Directors or the President. All Committee Chairs, Council Liaisons, Historian, Editor, Parliamentarian, Legal Advisors, etc. will be considered as part of the State Leadership Board (State Board), but will not have voting rights.

Specifically, the Executive Board members are: President, President-Elect, Treasurer, Secretary, and immediate Past President. The Board of Directors are: Chapter Presidents, State Past Presidents, President, President-Elect, Treasurer, and Secretary. The State Leadership Board (State Board) members are: the Board of Directors and all positions outlined in BY-LAW VII, SECTION 18.

## **BY-LAW VIII, ANNUAL MEETING**

The annual meeting of the Council shall be held each year at a time and place designated by the Board of Directors as authorized in BY-LAW VII, Section 2.

## **BY-LAW IX, MEMBERSHIP**

### **SECTION 1**

Members of the Council shall be those who pay annual dues as fixed in the By-laws of this council, which shall become due one (1) year from the receipt of said dues during the month of the initial receipt by the Council treasury. Any member who fails to pay said dues within four (4) months after the member's anniversary month will be dropped from the Council's membership rolls.

### **SECTION 2**

Life memberships will be issued per payment of a one-time fee based on annual membership dues time fifteen (15) years.

### **SECTION 3**

Distinguished life membership shall be awarded to those who are chosen to receive the Louie L. Wainwright Award.

### **SECTION 4**

Public, non-profit and private organizations shall hold membership at the State level and shall have no Chapter affiliations.

### **SECTION 5**

Student membership shall be those persons between the ages of 18 to 24, who are full or part-time students at a high school, college, university or technical institute and provide documentation of student status. Student members shall pay the annual dues as fixed by the By-Laws of the Council, which shall become due one year from the receipt of said dues during the month of the initial receipt by the Council treasury. Any member who fails to pay said dues within four months after the member's anniversary month will be dropped from the Council's membership rolls.



## **BY-LAW X, BY-LAWS**

The Council or the Board shall adopt such By-Laws as are necessary for efficient operation of this organization.

## **BY-LAW XI, EXAMINATION OF RECORDS**

All official records of the Council, including any Chapter, shall be open for inspection and examination by any person desiring to do so, at a reasonable time, under reasonable conditions, and under supervision by the Custodian of the Record or the custodian's designee.

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