

BLOOMINGTON CRIME PREVENTION ASSOCIATION BY-LAWS

ARTICLE 1 - NAME

1.1 Name. The name of the organization shall be the Bloomington Crime Prevention Association, also known as BCPA.

ARTICLE 2 - PURPOSE

2.1 Purpose. The purpose of the organization [501 (c) (3) non-profit] shall be charitable.

ARTICLE 3 - MEMBERSHIP

3.1 Membership. Any individual, household, organization or agency may become a member of BCPA by paying an annual membership, by being a BCPA volunteer or by a monetary or in-kind donation.

3.2 Monetary Consideration.

3.2.1 Individual/Household Membership. \$25.00

3.2.2 Organization/Agency Membership. \$100.00

3.3 Special Membership. A special membership is a one time personal \$25.00 donation for the purpose of gaining eligibility to a sponsoring organization.

3.4 Rights. Members shall have no voting rights.

3.5 Membership Year. The membership year shall be the same as BCPA fiscal year. There is no prorating of the membership year.

3.6 Members Annual Meeting. An annual meeting of the BCPA membership shall be held to report the status of the BCPA to its membership. In lieu of an annual meeting, an annual report maybe provided to membership.

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ARTICLE 4 - BOARD OF DIRECTORS

- 4.1 Duties.** The Board of Directors (*BOD*) shall provide policy oversight and overall direction for the organization.
- 4.2 Number.** The number of Directors shall not be less than six (6) or more than twenty (20) individuals.
- 4.3 Qualifications.** Directors shall be residents of, work within or volunteer in Bloomington, MN. Applicants for the BOD shall complete and submit a written application. The current BOD shall vote on all applications during a regular monthly meeting.
- 4.4 Tenure.** The term shall be two (2) years with the option of re-election. The term shall be coincident with the BCPA Fiscal Year. For Directors that are elected during a Fiscal Year, the first year of the term is at the completion of the first full Fiscal Year of service. A Director may be re-elected to three consecutive terms by a simple majority of members present at the June monthly meeting. Any Director who has served three consecutive terms may return to the board after a one-year absence or may immediately serve an additional two-year term with Board approval.
- 4.5 Quorum.** One half of the Directors currently elected or a minimum of four (4) Directors are a quorum for the purpose of conducting a meeting.
- 4.6 Regular Meetings.** Meetings of the BOD shall be held on the fourth Tuesday of each month. Attendance at the monthly meetings is expected. Three (3) consecutive absences from the monthly meetings shall be cause for dismissal from the BOD. Roberts Rules of Order shall be utilized.
- 4.7 Special Meetings.** The President or any Director may call special meetings of the BOD.
- 4.8 Action without Meeting.** The President may authorize the use of telephone, e-mail, fax or other forms of electronic communication for voting on routine matters. The question and votes shall be recorded in the Secretary's Monthly Report.
- 4.9 Voting.** Current Directors shall have one vote in person at the monthly meeting. All Directors will be asked to vote for the election of officers. A two-thirds (2/3) majority of all Directors is required to amend the BCPA By-Laws.
- 4.10 Removal.** A Board member may be removed for any reason by a majority of the BOD.
- 4.11 Resignation.** Any Director may resign by giving written notice to the President of the BOD.
- 4.12 Liability.** There shall be no personal liability of any Director for BCPA actions or obligations unless specifically agreed to by any Director under a separate agreement. BCPA shall maintain Officer and Director liability insurance coverage.

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ARTICLE 5 - OFFICERS

5.1 Number. The officers are President, Vice President, Secretary and Treasurer.

5.2 Election and Term of Office. The current BOD shall elect officers annually for a one-year term. The terms will run concurrently with BCPA's Fiscal Year. Officers may be re-elected for additional terms.

5.3 President. The President shall preside at all Board of Director and Executive Committee meetings.

5.4 Vice President. The Vice President shall assume the duties of the President, if the President is unable to do so.

5.5 Secretary. The Secretary shall record and disseminate the minutes of all regular, special and Executive Committee meetings. The Secretary shall annually re-register BCPA as a non-profit organization with the MN Secretary of State Office.

5.6 Treasurer. The Treasurer shall maintain the financial records and present monthly statements. The Treasurer shall prepare or have prepared and subsequently submit annual IRS tax return and MN Attorney General Charitable Organization Annual Report.

ARTICLE 6 - COMMITTEES

6.1 Committees. The Board will appoint committees as necessary. Members of the BOD shall chair the committees. Non-Board members may be members of the committees. Committees will have as many members as the chairperson deems necessary. Committees will keep minutes of their meetings and report to the BOD.

6.2 Executive Committee. The President, Vice President, Secretary and Treasurer serve on the Executive Committee. The purpose of the committee is to conduct BCPA business between regular meetings of the BOD.

6.3 Finance Committee. The finance committee shall recommend fund raising endeavors to the BOD. The committee shall implement approved fundraisers.

6.4 Grant Committee. The grant committee shall be responsible for the request, application, evaluation, approval and presentation of the grants, donations and scholarships.

6.5 Membership Committee. The membership committee shall collect membership funds, record members, distribute membership cards, etc. and provide information to the membership as appropriate.

ARTICLE 7 - FISCAL YEAR

7.1 Fiscal Year. BCPA's Fiscal year is July 1 through June 30.