

**BY-LAWS
OF
THE FLORIDA COUNCIL ON CRIME AND DELINQUENCY, INC**

BY-LAW I, DEFINITIONS

SECTION 1 – EXECUTIVE BOARD

The Executive Board consists of the President, President-Elect, Treasurer, Secretary, and Immediate Past President and is voted in through membership elections. The Executive Board is supported by appointed positions: the Executive Director, Executive Secretary, and Administrative Assistant.

SECTION 2 – BOARD OF DIRECTORS

The Board of Directors consists of the Executive Board, Chapter Presidents, and Past State Presidents.

SECTION 3 – STATE LEADERSHIP BOARD

The State Leadership Board consists of the Board of Directors and all Committee Chairs, Council Liaisons, Historian, Editor, Parliamentarian, and Legal Advisors appointed by the President.

BY-LAWS II, DUTIES OF OFFICERS

SECTION 1 - PRESIDENT

The President (or President-Elect) shall preside at all meetings of the Council and the Board of Directors. Within thirty (30) days after the installation of the Officers, the President (or President-Elect) will examine the financial records of the Council and make a report of same to the Board of Directors.

The President (or President-Elect) may enter 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 – PRESIDENT-ELECT

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

SECTION 3 - TREASURER

The Treasurer shall be responsible for the management of all funds, as provided for in the Articles of Incorporation, Article II, Section 7 and By-Law IV, and shall ensure that said funds are secured by deposit in banks or financial institutions meeting Federal Depository Standards and having Depositors' Insurance coverage. Council funds can only be issued with the approval of the Treasurer and 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 - SECRETARY

The Secretary is the custodian of the records and shall keep the records of the proceedings of all meetings of the Council and the Board of Directors. The Secretary shall ensure preservation as permanent records and have charge of all correspondence of the Council.

SECTION 5 – EXECUTIVE BOARD

All executive board positions are voluntary and will receive no compensation for their duties. Board members shall not tarnish or otherwise degrade or defame the good name of the Council and shall be open to removal from office if they do so based on a majority vote of the Board of Directors.

Any member in good standing who meets the following minimum standards shall be qualified to occupy an elected council position.

A member of the organization for a minimum of three (3) years.

Occupied a position on a locally elected Chapter board or served in an appointed position on the State Board for a minimum of two (2) years or served in a management or supervisory position in an agency, company, profit, or nonprofit or as a volunteer for a minimum of three (3) years.

SECTION 6 – CONFLICT OF INTEREST POLICY AND ETHICS STATEMENT

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

SECTION 7 - EXECUTIVE DIRECTOR

The President-Elect shall appoint an Executive Director at the 4th Quarterly Board Meeting with the yearly approval of two-thirds of the Board of Directors. The Executive Director will serve at the discretion of the President at a rate of pay 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 are assigned with the approval of the Executive Board. The board of Directors will be notified of the other duties and responsibilities assigned to the Executive Director.

The Executive Director may hire an Executive Secretary, with the approval of the President, at a rate of pay approved in the annual budget. The Executive Secretary who assists and works for the Executive Director will oversee daily duties, membership management, newsletter productions, institute and board meeting preparation and planning, and other duties required by the Executive Director.

The Executive Board may authorize the Executive Director to purchase services as approved in the annual budget, as deemed necessary to perform the administrative duties of the Council.

BY-LAW III, CHAPTERS

SECTION 1 - CHAPTERS

This Council shall establish geographical chapters as 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. The Chapter Officers are President, Vice President, Treasurer and Secretary. Should a Chapter fail to elect officers before the Annual Business Meeting of the Council, the President of the Council is authorized to appoint the President for that Chapter who will serve until elections can be held for the Chapter involved. Should a Chapter fail to hold a single Chapter meeting within six (6) months, the President of the Council, with the consent of the Board of Directors, shall appoint an acting President for that Chapter until that Chapter can meet and hold proper elections.

SECTION 2 – NEW CHAPTERS

Proposed Chapters shall qualify by application for Chapter status and request the appointment of a Chapter President by the President of the Council. The appointed chapter president will be responsible for holding elections of a Vice President, Treasurer, and Secretary. A minimum of thirty (30) members (new or current) is required. Applications for a Chapter shall be forwarded to the President of the Council for consideration by the Board of Directors. 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 3 – CHAPTER BY-LAWS

Each Chapter of the Council may establish its by-laws that must be approved by the Executive Board and not supersede any section of the Council by-laws.

SECTION 4 – CHAPTER PRESIDENTS

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 of the Council. All elections/appointments shall be registered with the Secretary of the Council.

SECTION 5 – CHAPTER INACTIVITY

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 IV, FISCAL

SECTION 1 - MEMBERSHIPS

Effective October 1, 2023, the general membership dues of the Florida Council on Crime and Delinquency shall be fifty dollars (\$50.00) per year for individual memberships. The Executive Secretary will be responsible for recording the name(s) of active members and providing membership card.

Effective October 1, 2023, Silver Memberships are available to members who desire a payroll deduction of two dollars (\$2.00) at a minimum, for a total dues of forty-eight dollars (\$48.00) at a minimum 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.

Organizational membership shall entitle the organization to one (1) vote at the Annual Business Meeting, one (1) copy of the FCCD \ publication (The Councilor), and registration at the Annual Training Institute at the membership rate. Private organizations are not eligible for life membership or board membership.

Effective October 1, 2023, dues for student membership shall be thirty dollars (\$30.00) per year. A student membership, as defined in By-Law X, Membership, Section 5 entitles the member to participate in chapter functions as well as Institute functions; however, the member will not have voting rights nor

may they serve on a chapter board or the Board of Directors. Student members are entitled to receive The Councilor.

SECTION 2 – LIFE MEMBERSHIPS

Life membership payments, seven hundred fifty dollars (\$750.00), paid directly to the council Treasury. The Executive Secretary will be responsible for recording the name(s) of the life members and issuing membership cards. Life memberships are not available to public, non-profit, and private organizations.

SECTION 3 – FOUNDATION FUND

The Florida Council on Crime and Delinquency shall maintain a Foundation Fund for 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 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 Training Institute. Foundation Funds cannot be used for any other purpose unless expressly approved by a majority of the Board of Directors.

SECTION 4 – FOUNDATION FUND BOARD

The FCCD Foundation Fund 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 about the Foundation. The Executive Director of the Council shall be an ex-officio member of the FCCD Foundation Fund Board.

SECTION 5 – FOUNDATION INVESTMENTS

On an annual basis, the Treasurer will ensure that a request is made for 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, per, By-Law IV, 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 that addresses the investment goals and utilization of Foundation funds. Said plan will be updated annually.

SECTION 6 – CHAPTER REVENUE

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 per the By-Laws of the Council.

SECTION 7 – SURPLUS FUNDS

At the close of each Annual Training Institute, the Board of Directors shall decide placement of any surplus funds as to account placement, operation, or carry over to the institute.

BY-LAW V, 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 Articles of Incorporation.

BY-LAW VI, 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 VII, RULES

Robert's Rule of Order shall govern all meetings of the Council and the Board of Directors. The President shall appoint a Parliamentarian to assist in ruling on proper procedures and rules that govern.

BY-LAW VIII, COMMITTEES

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

SECTION 1 - NOMINATIONS

The Immediate State Past President once removed shall chair the nominating committee and include all State Past Presidents who wish to participate. The committee will present to the membership the names of people 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 Chair of the Nominating Committee for consideration.

The Nominating Committee will accept nominations 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

The President shall appoint a Time and Place Committee 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 a compelling cause.

SECTION 3 – FISCAL REVIEW

The President shall appoint a standing Fiscal Review Committee. One member shall be a Certified Public Accountant, or someone experienced in fiscal management.

The committee will:

- Review of ongoing fiscal procedures for Board approval and Treasurer implementation.
- Review all the Council's financial records at least quarterly and determine that the Treasurer has properly prepared annual financial statements at the close of the organizational tax year.
- Advise the Council on fiscal procedures.
- Reviewing income tax submissions 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 soliciting members from different agencies. The chairperson will appoint members to the committee that reflect the representation of the general membership.

SECTION 5 – LEGISLATIVE ACTION AND RESOLUTION

The President shall appoint a Legislative Action and Resolution chairperson to educate members and disseminate information relating to specific agencies. The chairperson will appoint members to the committee that reflect the representation of the general membership.

SECTION 6 - NEWSLETTER

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

SECTION 7 - SCHOLARSHIP

The President shall appoint a scholarship chairperson to research a candidate or candidates to receive a financial gift toward their education.

SECTION 8 – CHAPTER EFFECTIVENESS

The President shall appoint a chairperson to determine the 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 the 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 – ARTICLES OF INCORPORATION AND BY-LAWS

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

SECTION 11 - AFFILIATION

The President shall appoint a chairperson to maintain contact with the criminal justice organizations with which FCCD has a common interest or affiliation.

SECTION 12 – LEGAL ADVISOR

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

SECTION 13 – TRAINING COORDINATOR

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

SECTION 14 – INSTITUTE ARRANGEMENTS

The President shall appoint a chairperson to coordinate and direct all arrangements for the Annual Training Institute including coordination of business affairs, meeting arrangements, advertisements, registration, sporting events, social activities, and other related duties.

SECTION 15 – INSTITUTE PROGRAMS

The President shall appoint a chairperson to coordinate all speakers, training, and planning for programs at the Annual Training Institute.

SECTION 16 – COMMUNITY SERVICE

The President shall appoint a chairperson to coordinate 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.

SECTION 17 – LONG RANGE PLANNING

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

SECTION 18 – INSTITUTE FINANCE

The President shall appoint a chairperson for the management of all funds 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 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 may be established as deemed necessary. 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, Editors, Parliamentarians, and Legal Advisors will be considered as part of the State Leadership Board (State Board) but will not have voting rights.

BY-LAW IX, ANNUAL MEETING

The annual meeting of the Council will be held each year after the Annual Training Institute at a time and place designated by the Board of Directors, as authorized in BY-LAW VIII, Section 2.

BY-LAW X, MEMBERSHIP

SECTION 1 - DUES

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. Any member who fails to pay said dues within four (4) months after the member's anniversary month will be removed from the Council's membership rolls.

SECTION 2 – LIFE MEMBERSHIP

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

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

SECTION 4 – ORGANIZATION MEMBERSHIP

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

SECTION 5 – STUDENT MEMBERSHIP

Student members shall be those between the ages of 18 to 24, who are not currently full-time employed by a criminal justice agency but full or part-time students at a high school, college, university, or technical institute. Documentation must be provided 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 removed from the Council's membership rolls.

BY-LAW XI, BY-LAWS

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

BY-LAW XII, 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 supervision by the custodian of the record or the custodian's designee.

(Revised July 11, 1975)
(Amended July 15, 1977)
(Revised December 4, 1981)
(Revised June 2, 1983)
(Revised May 18, 1984)
(Revised June 5, 1985)
(Revised May 22, 1986)
(Revised, August 21, 1986)
(Revised October 2, 1986)
(Revised September 24, 1987)
(Revised February 4, 1988)
(Revised July 25, 1989)
(Revised May 11, 1990)
(Revised October 6, 1992)
(Revised July 28, 1993)
(Revised January 24, 1997)
(Revised August 18, 1998)
(Revised February 10, 2000)
(Revised May 8, 2000)
(Revised August 26, 2003)
(Revised March 4, 2005)
(Revised August 29, 2005)
(Revised October 6, 2005)
(Revised October 1, 2007)

(Revised February 27, 2010)
(Revised May 22, 2010)
(Revised February 8, 2013)
(Revised June 1, 2013)
(Revised May 31, 2014)
(Revised May 27, 2017)
(Revised August 27, 2018)
(Revised November 2, 2018)
(Revised November 4, 2023)
(Revised August 26, 2024)