

# **METROPOLITAN CRIME CLINIC, INC.**

## **Code Of Regulations**

### **NAME:**

The name of this organization is the Metropolitan Crime Clinic, Inc.

### **PURPOSE:**

The purpose of this organization shall be to provide an organization to Cuyahoga County and contiguous Counties for qualified individual members to perpetuate the ideas and principles of the Metropolitan Crime Clinic, Inc.. This purpose will be accomplished by keeping abreast of criminal, terrorist, security, and intelligence issues, by tendering all possible cooperation and assistance to the effort of Cuyahoga County and contiguous Counties on security and intelligence activities and sharing information on intelligence and security problems on an individual basis. These ideas and principles will be further accomplished by promoting and strengthening the bonds of fellowship among all members.

### **OFFICES:**

The Metropolitan Crime Clinic, Inc. shall have and continuously maintain within the State of Ohio:

- A. An Office maintained at the residence or business.
- B. Of the President or Secretary / Treasurer.
- C. Or at any other location designated.
- D. By the President.
- E. And approved by the Executive Board.

### **FISCAL YEAR:**

The fiscal year shall begin on the first day of January and end on the last day of December.

## QUALIFICATION AND ELECTION OF MEMBERS:

- A. Any person, not less than twenty-one years of age, may become a member by submitting his/her name to the Membership Committee by completing an application for membership. If approved by the Membership Committee, it will be forwarded to the Executive Board. In the event there are 2 negative votes he/she will not be eligible for membership. Election shall be by secret ballot.
- B. Eligibility - Any person who is a member of any Federal, State, County, or Local Law Enforcement Agency or any person who has left such an organization in good standing whose main duties are concerned with public safety, security, or the detection of criminal offenses or frauds against Governments, Corporations, and individuals shall be eligible for membership. Private Investigators or anyone in Private Security.
- C. Any person not eligible under A or B but who has rendered meritorious service to Law Enforcement may be accepted as an Honorary dues paying member provided that the individual has been approved by a majority vote of the membership.
- D. A prospective member must attend 1 meeting and be introduced by his/her sponsor. The Sponsor will obtain an Application from the Secretary / Treasurer.

## FEES AND DUES

All new members will pay an initiation fee of \$25. and \$25. annual dues. The application with fees will be given to the Secretary / Treasurer who will forward the Application to the Membership Committee for their action.

- A. Fees and. Dues will be reviewed and established annually.
- B. By the Executive Board.
- C. And approved by the members.
- D. Failure to pay annual dues by March 31st. shall be cause for suspension.

## QUORUM:

- A. Executive Board At all meetings of the Executive Board nine (9) shall constitute a quorum for the transaction of business.
- B. General Meeting At all meeting of the members twenty five (25) shall constitute a quorum for the transaction of business.

## PROXIES:

- A. Each member shall be entitled to one vote on matters pertaining to this organization,
- B. No proxy votes shall be allowed.
- C. Any member whose dues are delinquent at the time of voting shall be ineligible to vote.

## OFFICERS:

### A. President:

1. Preside at all meetings of the membership.
2. Be Chairperson of the Executive Board.
3. Be a voting member of the Executive Board.
4. Be Chairperson of the Audit Committee.
5. May appoint a Chaplain who shall lead the membership in prayer.
6. May appoint a Parliamentarian.

### B. 1st. Vice President:

1. Act in place of the President when the President is absent from the meeting.
2. Assume the position of President in the event of
  - a. Resignation

- b. Termination
- c. Death
3. Chairperson of the Membership Committee.
4. Automatically becomes President the succeeding year.

#### **A. 2nd. Vice President**

1. Act as President in the absence of the President and 1st. Vice President.
2. Be the Chairperson of the Program Committee.
3. Automatically become 1st. Vice President the succeeding year.

#### **D. Secretary / Treasurer**

1. Keep the minutes of the Executive Board and General Membership meetings.
2. Ascertain that all notices are duly given in accordance with the Constitution.
3. Be Custodian of all records.
4. Maintain a roster of each member with their last known address.
5. Make available to the membership, an updated roster on an annual basis.
6. Be responsible for and have custody of all funds and securities.
7. Receive all monies due.
8. Disburse all monies due.
9. Report a summary of our financial condition to the membership at each monthly meeting.
10. Stand for election each year.
11. Be the Chairperson of the Charitable Gifts Committee.

#### **EXECUTIVE BOARD:**

The corporate powers, property and affairs of the Metropolitan Crime Clinic, Inc. contained in the Constitution shall be exercised, conducted and controlled by the 15 Trustees, each whom shall be a member of the Metropolitan Crime Clinic, Inc. and all of whom shall be citizens of the State of Ohio. The election of Trustees

shall take place at the Annual (November) meeting Trustees shall be elected for 3 years except that the first group of Trustees shall be divided into three groups of 5 persons. The first group elected for 3 years, the second group for 2 years and the third group for 1 year. Vacancies shall be filled by the Executive Board. Past Presidents shall have full voice and voting privileges. Past Presidents are eligible to hold office on The executive Board and eligible for Committee assignments. The President, 1st. Vice President, 2nd. Vice President & Secretary / Treasurer shall have charge of the management of the business and affairs of the Corporation in the interim / between meetings of the Executive Board. The Executive Board shall appoint an Audit Committee of not less than 3 members, chaired by the President, who shall annually audit the books kept by Secretary / Treasurer. They shall make a report to the Executive board of their findings; which will form part of the records of the Corporation.

### **Committees:**

There will be standing Committee on:

#### **1. Membership**

- a. Screen all applications received by the Secretary / Treasurer
- b. Be chaired by the 1st Vice President
- c. To recommend programs and other ideas to promote membership.

#### **2. Nominating**

- a. Shall post nominations for Trustees at the November Executive meeting.
- b. Be chaired by the immediate past President.

#### **3. Audit**

- a. Shall be chaired, by the Present who shall annually audit the books kept: by the Secretary / Treasurer

#### **4. Program**

- a. Chaired by the 2nd. Vice President who shall arrange for:
  - 1) Programs
  - 2) Speakers
  - 3) Honored Guests
  - 4) Necessities for same

#### **5 Charitable Gifts**

- a. Chaired by the Secretary / Treasurer who shall advise
  - 1) The Executive Board in November of excess funds available.
  - 2) The Secretary will recommend the amount available for charitable donations.

#### **EXECUTIVE BOARD:**

Shall meet on the third Wednesday of each month prior to regular 10 meetings - September through June.

#### **Agenda.**

1. Minutes of prior month.
2. Treasurer's Report for prior month.
3. Membership Applications for approval.
4. Guest Speakers for current and future months.
5. Greeters for following month.
6. Correspondence.
7. Committee reports.
8. Old business.
9. New business.
10. Election of Officers for the following year at the November meeting.
11. Adjournment.

#### **GENERAL MEETINGS:**

Shall meet on the third Wednesday of each month at noon-September through June.

## **Agenda:**

1. Call to order.
2. Pledge of allegiance.
3. Invocation by Chaplain.
4. Treasurer's Summary Report.
5. Introduction of guests and prospective members.
6. Sick call.
7. New members plaques awarded.
8. Jack Keeley swindle.
9. Larry Worz attendance drawing.
10. Exchange of information.
11. Old business.
12. New business.
13. Election of Trustees at the October meeting.
14. Speaker.
15. Next Meeting Date.
16. Adjourn.

## **ANNUAL MEETING:**

Shall be held on the 3rd, Wednesday of November for the election of 5 Trustees. The new Trustees will assume their duties on January 1st of the following year.

## **CONTRACTS:**

The Executive Board by a 2/3 vote may authorize any officer to enter into any contract, execute and deliver any instrument in the name of the Metropolitan Crime Clinic, Inc. In no event shall such contracts or instruments be executed for a term beyond the next annual meeting unless a prior vote of members has been approved for such acts.

## **CHECKS AND DRAFTS:**

All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness, issued in the name of the Metropolitan Crime Clinic,

Inc. shall be signed by the Secretary-Treasurer.

In the event of his inability, illness or refusal to do so, all checks, drafts and other orders for payment shall be signed by the President, or such other Officers as authorized by the Board.

### **GIFTS:**

The Board may accept on behalf of the organization any contribution, gift, bequest or device for the general purpose of and for the organization.

### **BOOKS AND RECORDS:**

The Organization shall keep at the principal office a roster of names and addresses of all members. A notation of their eligibility to vote and such other records as may be required by the Executive Board.

All books and records of the Organization may be inspected by any member at a reasonable time, upon proper notice to the Secretary-Treasurer.

### **RETIREMENTS:**

When a member retires, two Officers or members appointed by the President shall attend and present the retiree with a MCC certificate or plaque. All expenses incurred will be paid for by the Metropolitan Crime Clinic, Inc.

When the President leaves office he/she will be presented with an engraved plaque or other gift.

### **RULES AND PROCEDURES:**

Parliamentary procedures and all other matters which may arise, for which provision has not been made whether expressly or implied, shall be governed by Roberts Rules of Order.

## **LIFE MEMBERSHIP**

May be conferred upon any member in good standing who has been such for not less than twenty five (25) consecutive years immediately preceding the conferment and has permanently retired from full-time employment. Further this member must have made a significantly valuable personal contributor to the Metropolitan Crime Clinic, Inc. in the attainment of its objectives.

Election of a Life Member shall be upon the unanimous approval of the Executive Board.

In addition to meeting the requirements above, the person must not: be substantially employed in other position. Members applying for Life Membership will apply in writing to Secretary - Treasurer in writing. All applications must list the applicant's qualifications for Life Membership. The Secretary / Treasurer will forward the application to the Executive Board for their consideration and action.

## **HONORARY MEMBERSHIP:**

May be conferred upon any person or acknowledged eminence in any profession or occupation who has made a significant valuable contribution to the personal contribution to the Metropolitan Crime Clinic, Inc. in the obtainment of its objectives.

Election of an Honorary Member shall be upon the unanimous approval of the Trustees & Advisory Board. A petition for an Honorary Membership may be made by any member of the Metropolitan Crime Clinic Inc. The petitioner shall set forth in writing the justification for granting such an Honorary Membership and present the petition to the Secretary-Treasurer who will submit his/her recommendation to the Executive Board for final action. If an Honorary membership is granted, the President will formally advise the recipient and designate the time and place for the presentation to be made.

Life & Honorary Members shall be in a class of membership separate from the general dues paying member.

Life Members shall enjoy all the rights and privileges of the Metropolitan Crime Clinic, Inc., including the right to vote and hold office.

Honorary Members shall not have the right to vote or hold office in the Metropolitan Crime Clinic, Inc.

Life and Honorary Members are exempt from paying annual dues.

### **TERMINATION:**

The Executive Board by unanimous vote and for good cause shown revoke any membership:

- A. Revocation shall be effective not less than thirty (30) days following Board action.
- B. The Secretary-Treasurer shall forward notice of action and revocation to the member within three (3) days of the board action to the member's last known address by Certified Mail.
- C. The member may appeal the action and revocation to the Executive Board by sending a notice of appeal to the Secretary-Treasurer by Certified Mail.
- D. In the event of appeal, the action or revocation shall be stayed pending a final decision by 2/3 vote of the membership at the next regular meeting.
- E. The membership of any member who is ninety (90) days delinquent in the payment of annual dues shall be automatically terminated with proper notice, unless excused by the Board.

### **AMENDMENTS:**

The Constitution may be amended by a 2/3 vote of members present at any meeting provided:

- A. The membership has been given at least thirty (30) days notice of

intention to amend any section of the Constitution.

- B. By notification at a regular meeting or by a special Newsletter sent to the members at their last known address.

### **DISTRIBUTION OF ASSETS UPON DISSOLUTION:**

The remaining assets, if any shall be donated to the Bluecoats, provided that all bills or notices of indebtedness have been paid or satisfied and a record of such satisfaction or payment has been acquired by the Metropolitan Crime Clinic, Inc.