



CRIME PREVENTION ASSOCIATION OF MICHIGAN
Standing Rules and Operating Procedures
Adopted March 2009

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CRIME PREVENTION ASSOCIATION OF MICHIGAN
Constitution and By-Laws

ARTICLE I. NAME AND PURPOSE

A. Name

The name of this organization shall be Crime Prevention Association of Michigan, hereafter referred to as C.P.A.M.

B. Purpose

The purpose of C.P.A.M. is to foster the concept of crime prevention throughout the State of Michigan; to reduce crime by promoting citizen utilization of effective crime prevention methods; to disseminate information on crime prevention; to provide for meetings and education of crime prevention officers and practitioners; and to make available crime prevention resources to all members.

C. Use of the name “Crime Prevention Association of Michigan” or “C.P.A.M.”

No individual, member, or group of members shall be authorized to use the name of the Association or its designated symbol in conjunction with support of or opposition to items of local, state, or national interest or in conjunction with any type of commercial advertisement for profit without prior approval in writing of the Association and/or its duly elected officials.

ARTICLE II. MEMBERSHIP

A. Membership Classifications

Active Member

Individuals working in non-profit agencies, commercial enterprises and organizations, or governmental bodies and any other person, who have concerned and demonstrated interests in the promotion and advancement of Crime Prevention and Community Policing, shall be designated as *Active Members*. These members shall have voting rights and be eligible to serve on boards, committees, and hold positions as officers in the Association.

Student Member

Individuals who are full time students in an accredited secondary school or school of higher learning who have a concerned and demonstrated interest in the promotion and advancement of Crime Prevention and Community Policing in the State of Michigan shall be entitled to a *Student Membership*. Student Members do not have voting rights but may serve on standing and/or ad hoc committees and may attend all meetings and conferences of C.P.A.M. Student Members are exempt from paying dues.

Honorary Member

Individuals who have provided outstanding services to C.P.A.M., crime prevention effort or have demonstrated exceptional support and activity in community Crime Prevention programs and Community Policing may be presented with an *Honorary Membership*. Honorary Members do not have voting rights but may serve on standing and/or ad hoc committees. They may attend all meeting and conferences of C.P.A.M. and are exempt from paying dues.

B. Application Process

1. Any person desiring membership in C.P.A.M. shall submit, to the Secretary, a properly executed membership application with one year's dues attached. In the Event an application is rejected for any reason, the dues will be returned to the applicant.

2. Nomination for honorary membership may be made by an Active Member in good standing to the Board of Directors for determination and approval. There shall be no fixed number of Honorary Members which may be awarded, but it shall be the policy of C.P.A.M. to confer honorary memberships only in truly meritorious cases.

C. Member in Good Standing

An *Active Member* in good standing is any member who is current in the payment of their membership dues, and is committed to improving the concept of Crime Prevention and Community Policing.

ARTICLE III. MEMBERSHIP DUES

A. Members shall pay dues annually.

B. Dues will be set by the Board of Directors of C.P.A.M. with the approval of the voting membership and will be effective from January 1 through December 31, this is the fiscal year.

C. Dues will be paid to the Treasurer. The Treasurer will issue a dues notice not later than sixty (60) days prior to the beginning of the fiscal year. If dues are not paid within ninety (90) days of the beginning of the fiscal year or otherwise stated in an extension, the member in arrears shall be dropped from the membership list of the Association and shall forfeit voting rights.

D. New membership dues received within the last quarter (Oct/–Nov/Dec) of the current fiscal year shall be extended full membership for the coming fiscal year.

E. In the event that an Active Member in good standing must end their membership and is replaced by their Department/company with another individual, their membership and dues may be transferred to the new member. This transfer will be in effect for the remainder of the fiscal year.

- F. Any fully paid member of the West Michigan Crime Prevention Association (WMCPA) or the Central Michigan Crime Prevention Association (CMCPA), upon written application of membership to the Crime Prevention Association of Michigan, shall be entitled to a \$10.00 (ten dollar) discount in membership fee to this association. Proof of membership in the WMCPA or CMCPA must be included with the application for membership.

ARTICLE IV. OFFICERS

- A. The Executive Board consists of the offices of President, Vice President, Secretary and Treasurer. These officers shall be elected from the Active Members in good standing of the Association.
- B. The Board of Directors shall consist of the Executive Board and a minimum of ten (10) and a maximum of fifteen (15) voting members of the Association.
- C. The Board of Directors shall be appointed by the members of the Executive Board for a term of two (2) years. This term shall run concurrently with the term of office of the Executive Board and serves in that capacity at the discretion of the Executive Board.
- D. The Board of Directors shall attempt to reflect a cross-section of the Active Membership from all geographical and professional areas represented in the membership of the Association.
- E. The President shall serve as Chairperson for the Board of Directors.
- F. The Association shall indemnify to the extent allowed by the corporation of statutes of the State of Michigan in particular being {MCLA 450.2561, 405.2562, 405.2563, 405.2564 and 405.2565}, any person who was or is a party of or is threatened to be made party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that the person is or was a director, officer, employee, or agent of the Association or served any other enterprise at the request of the Association. The person to be indemnified must have acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the Association or its members, and with respect to any criminal action or proceedings, had no reasonable cause to believe his/her conduct was unlawful.
- G. All expenditures of \$1000.00 dollars and above shall require that at least 51% of the Board of Directors to be in attendance, and that they all must cast a vote on the expenditures. The votes will be recorded by roll-call.

ARTICLE V. ELECTION OF OFFICERS

A. Election Committee

1. The President shall appoint an Election Committee during the first month of an election year. The committee shall consist of no less than three (3) persons comprised of Active Members. No two persons on the committee shall be employed by or be representatives of the same law enforcement agency or private concern.
2. The President shall designate one member of the committee as Chairperson.

B. Eligibility and Nominating Procedures

1. Eligible members desiring to run for an office should submit their intentions, in writing, to the Election Committee Chairperson by no later than June 1 of the election year. Final nominations will be accepted from the floor at the October meeting.
2. All nominees must submit a letter of support from his or her respective organization within thirty (30) days of nomination.

C. Election Procedures/General

1. The election of officers shall be held at the October quarterly meeting every two years.
2. The election will be by secret ballot and conducted by the Election Committee.
3. The ballots and absentee ballots (see section D) shall be tabulated and the results announced prior to the closing of the October meeting.
4. The officer(s)-elect shall assume office on January 1 following the election.

D. Election Procedures/Absentee Ballots

1. Members in good standing but not attending the election year December quarterly meeting shall have the opportunity to vote via absentee ballot.
2. Any eligible member desiring to vote by absentee ballot must so indicate, individually and in writing, to the Election Committee Chairperson no later than September 1 of the election year.
3. Those members voting via absentee ballots must insure that their completed ballots are received by the Election Committee Chairperson no later than one week prior to the designated election date.
4. The Election Committee Chairperson shall insure the integrity of the election process through proper accounting of absentee ballots by recording those members who request, receive, and submit absentee ballots.

5. The Election Committee Chairperson shall be responsible for delivery of the returned absentee ballots to the October quarterly meeting for opening and tabulation.
6. To avoid the possibility of a dual vote being cast, no member shall be allowed to vote at the October election meeting if that member had previously submitted an absentee ballot.
7. The names of members requesting absentee ballots shall be considered confidential and not divulged to any person(s) without the approval of the Board of Directors.
8. The Election Committee Chairperson shall submit to the Board of Directors a report of the total number of absentee ballots requested, total number of absentee votes cast, and those deemed invalid due to late receipt or improper preparation (report due no later than the October quarterly meeting).

E. Term of Office

1. The offices of President, Vice President, Secretary, and Treasurer shall be for a two (2) year term. A member may only hold the same executive office for two (2) consecutive terms.
2. The President has the duty to appoint an eligible member to replace any vacancy with the approval of a 2/3 vote of the Board of Directors. All Board members must cast a vote. The appointment shall stand until the next regularly scheduled election.

F. Record Retention

The Election Committee Chairperson shall, at the conclusion of the election meeting, retain all ballots including absentee ballots cast at the October election meeting, voting member roster, election result tabulations, etc., until the March Board of Directors meeting. If no objections, challenges, irregularities, etc. have been filed regarding the election procedures and/or results, the above described documents, records, etc. shall be destroyed during that meeting by vote of the Board of Directors.

CPAM shall be in compliance with all State and Federal Laws involving record retention as they apply to Non-Profit Organizations.

ARTICLE VI. MEMBER SUSPENSION

- A. The Board of Directors shall have the power to suspend or expel any member by a 2/3 vote.
- B. All members of the Board of Directors must cast a vote in suspension and/or expulsion proceedings.
- C. Any member under consideration for suspension or expulsion must be notified in writing, of such pending action at least fourteen (14) days prior to the effective date. Such person may then request an appearance before the Board of Directors. The Board of Directors shall take appropriate action.
- D. All parties may appeal the decision of the Board of Directors. This appeal shall be made, in writing, within fourteen (14) days of notification and will be directed to the Executive Board requesting a hearing before the membership at the next regularly scheduled meeting of the Association. The membership will then vote on the appeal and a simple majority shall decide. That decision shall be final.

ARTICLE VII. DUTIES OF OFFICERS

- A. The President shall preside over all Association meetings and meetings of the Board of Directors; shall be the official spokesperson; shall have authority to create committees and task forces; shall preside over business affairs of the Association. The President shall appoint a Parliamentarian to attend all Board of Director's meetings and general membership meetings to insure that these meetings are conducted according to **Robert's Rules of Order**.
- B. The Vice-President shall, in the absence of the President, assume all duties of the President. The Vice President will be responsible for overseeing the website and newsletter committees.
- C. The Secretary shall be charged with the duties of maintaining records; shall be responsible for dissemination of all information on matters of mutual concern to the membership; shall keep the minutes of all general, annual, and Board of Directors meetings, and shall respond to correspondence as directed by the President.
- D. The Treasurer shall be charged with maintaining the financial records of the Association; shall submit financial report to the membership at each general meeting and shall serve as Chairperson of the Finance Committee and chief fiscal officer of the Association. Prior to the end of each fiscal year, the Board of Directors shall appoint qualified independent individuals (s) to conduct a review and evaluation of the past year's financial books and records of the Association. This report will then be presented to the Board of Directors at their January meeting. The Treasurer shall be required to maintain a bonding for his/her term of office. The cost of the bonding will be provided by the Association.
- E. The Board of Directors shall be responsible for planning, promoting and overseeing the general business of the Association.

ARTICLE VIII. COMMITTEES

- A. The President, with the approval of the Executive Board, shall appoint the following committees: Finance, Legislative, Training, Constitution/By-Law, Program, Award, Newsletter, Website, and any other committees deemed necessary. Committees will research and present matters of Association business to the Board of Directors for review and recommendation.
- B. Committee appointments shall be announced at the March quarterly meeting of the Association following the election, with the exception of the Nominating and Election Committee.

ARTICLE IX. MEETINGS

- A. The Association shall conduct general membership meetings on a quarterly basis in December, March and June. There shall also be a general membership meeting held in conjunction with the Annual C.P.A.M. Training Conference in October of each year. In the absence of the training conference, the general membership meeting shall be conducted in September.
- B. The Board of Directors shall meet at the discretion of the Executive Board. A minimum of four (4) meetings shall be held annually.
- C. A special meeting may be requested by the President or any member at any time during the year through any member of the Board of Directors. Members will receive proper notification if a special meeting is to take place.

ARTICLE X. QUORUM VOTING

Quorum Defined: A simple majority of Active Members present (in good standing) shall constitute a quorum for the transaction of business.

ARTICLE XI. AMENDMENTS

- A. Active Members of this Association may propose amendments to this Constitution and By-Laws at any time during the year. This must be done in writing and submitted to the Constitution and By-Laws Committee Chairperson.
- B. Proposed amendments will be reviewed by the Constitution and By-Laws Committee and submitted to the Board of Directors for recommendation.
- C. Proposed amendments, along with recommendations of the Board of Directors, will be presented to the membership, in writing, at least thirty (30) days prior to the next scheduled general membership meeting, where a vote on the amendment will be taken.
- D. A 2/3 vote of the members present is necessary for the adoption of an amendment.

ARTICLE XII. DISSOLUTION

Upon dissolution of the Association, disposition of assets shall be decided by the Board of Directors at a final meeting.

Date Adopted

President, C.P.A.M. Board of Directors

Secretary, C.P.A.M. Board of Directors

CRIME PREVENTION ASSOCIATION OF MICHIGAN
Standing Rules and Operating Procedures

Calendar of Dates/Fiscal Year Requirements/Committee Assignments

JANUARY 1: *Membership Annual Dues as of 3/09- \$30.00

Dues shall be paid to CPAM and forwarded to the Treasurer who forwards the new member information to the Secretary for processing. A new membership card and letter should be forwarded and member added to the mailing list for all CPAM related sponsored events.

Election Year (January): The President shall appoint an Election Committee during the first month of an election year (January). The committee shall consist of no more than three (3) active members. No two from the same agency. A chair shall be appointed by the President of CPAM.

JANUARY 1: Officers (President, Vice President, Treasurer and Secretary) shall assume offices

The Offices of the President, Vice President, Secretary, and Treasurer shall be for a two (2) year term. A member may only hold the same executive office for a two (2) consecutive terms. The President has the duty to appoint an eligible member to replace any vacancy with the approval of 2/3 vote of the Board of Directors. All board members must cast a vote. The appointment shall stand until the next regularly scheduled election. The transition between the outgoing treasurer and incoming treasurer should be completed after the close of the December quarterly meeting and prior to January 1st.

Board Meetings:

The Board of Directors shall meet at the discretion of the Executive Board. A minimum of four (4) meetings shall be held annually.

General Membership Meetings: The Association shall meet four (4) times a year (planned by the Training Committee). Months for meetings- March, June, *October (prior to Conference), December. A special meeting may be requested by the President or any member at any time during the year through any member of the Board of Directors. Members will receive proper notification if a special meeting is to take place.

** Dues will be set by the Board of Directors of C.P.A.M. with the approval of the voting membership and will be effective from January 1 through December 31, this is the fiscal year.*

MARCH: Committee Appointments announced at the Quarterly Meeting

The President, with the approval of the Executive Board, shall appoint the following committees:

1. Finance
2. Legislative
3. Training
4. Constitution/By-Law
5. Award
6. Newsletter
7. Election Committee (Chair and two members)
8. Other committees as deemed necessary.

**If you are a chairperson of a committee you are responsible to attend board meetings. Chairs are responsible for providing a list of committee members with contact information. Jr. Chairs (should not be a board member) are recommend to attend if the chair can't attend meetings.*

Committees will research and present matters of Association business to the Board of Directors for review and recommendations. The committee appointments shall be announced at the March quarterly meeting of the Association following the election, with the exception of the Nominating and Election Committee.

JUNE: Quarterly Meeting

- Annual Conference update
- Nomination for Awards announcement/due date
- Announcement (Election Year) members desiring to run for office should submit their intentions, in writing, to the Elections Committee Chairperson by no later than the June meeting.

OCTOBER: Quarterly Meeting/Annual Conference

Eligible members should submit their intentions in writing received by June 1, of an election year. Final nominations will be accepted from the floor at the October quarterly meeting. All nominees must submit a letter of support from his or her respective organization within (30) days of nomination. C.P.A.M.'s Annual Training Conference will be held in October of each year. (See conference planning recommendation)

DECEMBER: Quarterly Meeting

Newly elected Officers will be installed at the completion of the meeting. A review of the SOP/By Laws is recommended.

CRIME PREVENTION ASSOCIATION OF MICHIGAN Website Committee

Website Committee

- Vice President is Chairman of the Website Committee
- Recruit and make recommendations to CPAM Board of Directors for position of webmaster
- Determine direction and character of website based on CPAM mission statement
- Set goals designed to increase the quality of the website and expand its readership
- Assist web master in determining web content and format
- Assists web master in encouraging contributions from members for website
- Provides direction for web master to determine focus and content mix of web site
- Acts as liaison between members and web master
- Develop and enforce website content guidelines
- Assist web master in soliciting financial support

Webmaster Job Description

- Non-voting member of the web committee, ex-officio member of the board of directors
- Develop, improve and maintain site content for www.crimepreventionassociationofmichigan.com
- Write and post content, ensure it is updated, maintained and fully integrated
- Selected content for CPAM membership interests
- Develop ideas and conduct interviews with board, members, etc.; draft copy, see approval and edit as necessary
- Special projects to market CPAM both internally and externally
- Make certain that all content is written with a consistent tone
- Promote and enforce CPAM's web policy
- Identify any website problems, including broken links, typographical errors, and formatting inconsistencies
- Make recommendations for future enhancements to web site working closely with web site committee
- Review site activity reports, analyzing trend data and providing recommendations to improve the site
- Develop format for regular columns, features, Q & A. etc

CRIME PREVENTION ASSOCIATION OF MICHIGAN Newsletter Committee

CPAM Newsletter Committee

- Vice President is Chairman of Newsletter Committee
- Recruit and make recommendations to CPAM Board of Directors for position of Newsletter Editor
- Determine direction and character of newsletter based on CPAM's mission statement
- Set goals designed to increase the quality of the publication and expand its readership
- Assist editor in determining outline/topics for newsletter
- Assist editor in encouraging contributions from members for newsletter
- Provides direction for editor to determine editorial focus and content mix
- Acts as liaison between members and newsletter editor
- Develop newsletter content guidelines and assure adherence to those guidelines
- Assist editor in soliciting financial support

CPAM Newsletter Editor- Job Description

- Non-voting member of the newsletter committee and ex-officio member of board of directors
- Working with newsletter committee to pursue and accomplish CPAM's mission and goal
- Solicit newsletter submission that meets guidelines
- Develop annual budget and work with Treasurer to stay within that budget
- Manage staff, direct graphic layout, liaison with Web Master, and work with printer to meet deadlines
- Work with Treasurer to insure member mailing address list is current.
- Manage distribution of newsletter
- Be accountable to the newsletter committee and seek counsel from them as needed
- Responsible for overall technical accuracy and editorial excellence of the newsletter
- Edits acquired content for style, grammar, and accuracy
- Publishes three issues per year, planning each issue four months out from the publication date
- In cooperation with the newsletter committee, develop and enforce newsletter content policy

Recommended Skills

- Strong command of the English language in addition to the subject matter expertise in the area of crime prevention
- Demonstrated ability to learn and use computer software
- Excellent project and time management skills
- Ability to meet deadlines under pressure
- Ability to deal with subscribers both on telephone and E-mail
- Ability to work effectively with membership
- Ability to take and provide constructive criticism

Crime Prevention Association of Michigan Partnership

Regional Community Policing Institute (RCPI) Michigan State School of Criminal Justice
In the year 2000, CPAM initiated a partnership with the RCPI, Michigan State School of Criminal Justice. We currently have no documentation or agreement on roles, expectations, funding exchanges, extent of information posted at CPAM's website, and future assistance with the role of the Executive Director.

In 2006, RCPI lost its COP funding and it results in staff reduction and a lost of in-kind services.

Partnership Goal

To provided assistance in the training offered to CPAM members and build a working relationship with local law enforcement crime prevention training needs as it relates to M.C.O.L.E.S. required training needs, Homeland Security, Anti-Terrorism and other programs that relate to crime prevention.

CPAM's mailing list will be use to promote the programs offered by RCPI and all programs that directly relate to the CPAM members. CPAM will received a percentage of the pay received for the training. CPAM will assist and speak to those in attendance about CPAM, membership and on-going training offered by the organization. CPAM members will also be available to participate in the training. CPAM will also work with RCPI to seek funding to assist the organization with administrative assistance.

RCPI Provides the Following

- Host CPAM's telephone number (800 414 CPAM) telephone service
- Host CPAM's mailing address, receive mail, distribute mail as needed
- Assist in receiving all funding for quarterly meetings, workshops, conferences and forward to the Treasurer for processing
- Provide assistance to the Training Committee to plan and complete all mass mailings of Quarterly Meeting announcements
- Submit billing to the Treasurer monthly (within 30 days) for payment
- Provide the Treasurer with updated information about expenditures from vendors and businesses providing supplies for CPAM
- Assist with the Annual Conference Planning, mailings, as needed
- Discuss in advance with the Board of Directors any expenditure for services that CPAM may encounter when RCIP staffing will be used for CPAM events, meetings, participation

CRIME PREVENTION ASSOCIATION OF MICHIGAN

Quarterly Meetings: Planning Process

CPAM offers four (4) Quarterly meetings per year. These meetings are planned in advance by the Training Committee and approved by the Executive Board. Members are notified via flyer, email, and website.

Meeting Needs

- Topics/Speakers/Location
- Training Committee meets to set topics, dates, location
- Secretary has minutes from previous Quarterly meeting available for distribution
- Format:
 - Open*
 - Pledge*
 - Minutes/Approval*

President

Presides over the meeting

Executive Member Reports

- President, Vice President, Treasurer, Secretary
- Committee Reports: Regional Reps., Conference or current committee
- Old Business/New
 - Introduction of the Speaker*
 - Lunch*
 - Gifts*
 - Announcements/next quarterly meeting/upcoming events*

Planning Check List

- Sign-in table/area to receive payments, provided receipts, resources
- The President/designee assists in creating the agenda and copies made
- Secretary has minutes from previous meetings to distribute
- Equipment needs for presenters has been communicated in advance
- Receipt book available for members

Responsibilities for Event

- Training Chair submit topic, speaker in advance also secure location, finalize contracts
- President/designee creates agenda based on received information from Training Chair
- Treasurer has receipt book. Sec. sign in sheets, membership application

CRIME PREVENTION ASSOCIATION OF MICHIGAN Meeting Dates

General Membership Meetings

*By-Laws State: CPAM shall conduct general membership meetings on a quarterly basis in December, March, June, and *October (prior to the Annual Conference). In the absence of a training conference the meeting shall be held in September.*

Meeting dates are set by the Board of Directors

General membership meetings dates and notifications should be sent to members via flyer and email, posted on the website (front page) and members section.

Meeting for Executive Board and Board of Directors

By-Laws State: The Board of Directors shall meet at the discretion of the Executive Board. A minimum of four (4) meetings shall be held annually.

Planning / Dissemination / Implementation

The Executive Board will review all calendars and submit a recommendation of dates to the General Board for discussion and approval. These dates will not be changed if the presiding officer can't attend, the V.P. or designee will run the meeting and voting/approval of recommendations are in accordance with the By-Laws and Roberts Rules of Order.

The dates/time/locations will be posted at the Website, Email to all Board members. All members will be notified of the General Membership meetings thirty (30) days in advance, posted at the website.

CRIME PREVENTION ASSOCIATION OF MICHIGAN Conference Planning Committee

CPAM's Conference is a sub-committee under the Training Committee. The Training Chairperson will work with the committee to create a conference that is in conjunction with the training programs offered for members, crime prevention personnel and other participating agencies.

The Training Committee Chairperson shall be solely responsible for preventing speaker and topic conflicts. This is the major event for CPAM's members and should also be our primary recruiting effort for new members.

GOAL

The CPAM Conference Chairperson will be titled "Sr. Chairperson" and will be responsible for providing to CPAM's Board of Directors the conference format with the Training Chairpersons review of training programs.

The Sr. Chair will be responsible for submitting a budget and clarifying expenses for the conference and committee members. The conference format should provide programs/workshops that are in concert with Crime Prevention practices applicable to the current trends and expectations by Law Enforcement Agencies, Private Sector Security, and organizations that C.P.A.M. provides crime prevention training.

Committee size should be no more than seven (7) members. Membership should be a cross section of the Regional branches (Central, East, Northern, Western) that comprise CPAM.

All workshops should fall under the category of training funds for Law Enforcement agencies i.e., 301/302 funds for personnel to attend. Those using the funds must adhere to all requirements by the designating body for validation of participation and attendance.

The Executive Board will approve the budget and provide direction on expenditures, as needed for the conference and expenses of Conference Members. Reimbursement for mileage and participation for the planning of the conference will be provided with the appropriate documentation submitted to the Sr. Conference Chairperson.

Finances and expenditures for the conference should be in accordance with CPAM's budget. All speaker fees, purchases of promotional items should be in line with expected participation. The budget for the conference must be presented and approved by the Executive Board. Our goal should be to assure the organization that we do not lose money on the conference but expect an income. The Treasurer will assist as needed to confirm payments to all expected parties.

The Conference committee Sr. Chair or designee will work with presenters to clarify payments expectations and seek all appropriate information needed to make payments. Any payment adjustments must be approved by the Executive Board.

Committee Operational Procedures

The Chair of the Conference Committee has the authority to designate a “Jr. Chairperson” to assist with planning the conference, presenting recommendations to the committee on workshops content, arranging meeting locations, assist in contacting potential speakers, and keeping minutes of meetings for distribution to conference committee members. The Jr. Chairperson will also be responsible for attending meetings in the Sr. Chairperson’s absence and working with the Training Committee’s recommendations regarding program content for the conference.

The Conference committee will work to seek a location in advance to assure that the annual conference will fall during the month of October. The Conference committee Chairperson will work with the Executive Board to authorize the commitment to the location and notify the board after approvals that contracts have been signed and completed. The Treasurer should have copies of all contracts to make any advanced payments needed to reserve the location.

Site visits are recommended to plan logistics and use of the facilities. Clarification of hospitality suites and site guidelines should be reviewed by the committee and reflected in the brochure distributed to members and invited guests.

The Conference Brochure should be completed in a timely fashion to promote the conference and get registrations in advance. The list of all current members for mailing should be obtained from the Executive Director/Secretary of C.P.A.M.

The Conference committee should also prepare press releases to promote the conference and get information to all law enforcement, security, and private sector organizations that may have personnel interested in the conference.

**Additional amendments/clarifications to the structure of the conference committee are recommended.*

CPAM is currently affiliated with the following National Organizations:

1. *National Crime Prevention Council
2. *Crime Prevention Coalition of America
3. Central Michigan Crime Prevention Association
4. West Michigan Crime Prevention Association
5. International Society of Crime Prevention Practitioners
6. American Society for Industrial Security
7. National Child Safety Council
8. Fight Crime Invest in Kids Michigan

**CPAM currently pays dues to these organizations.*

Organizations that have an affiliation were listed or should be considered to recruit/sustain members.

Michigan Police Academies

***Recommendations**

CPAM currently doesn't have any relationship with the Michigan Regional Police Academies. Our membership categories seeks out students and other state crime prevention organizations list the academies at their website, utilize their locations to host regional/quarterly meetings, and provide membership information available to their students. This list of academies can be found at the MI State Police website, Michigan Association of Chiefs of Police (MACP) and the Michigan Sheriffs Association (MSA).

Additional SOP Recommendations:

Membership records/response back to member:

1. Membership~ receipt of membership applications
2. Processing from RCPI to Treasurer to Secretary for recording
3. Checks sent from RCPI to Treasurer "For Deposit Only"
4. New member added to data base and forwarded to Secretary
5. Information sent to new member within two (2) weeks: membership card, letter from the President from the Secretary

Marketing of CPAM to Recruit/Retain Members

CPAM Board members and committees should seek to find ways to promote CPAM's training, membership and programs at every opportunity. Applications should be provided to all regional representatives for distribution. CPAM's website should promote member programs and activities throughout the state in addition to the programs offered by RCIP. Members or potential members who can't travel due to budget constraints should have an opportunity to participate in an event within their region when offered.

Ritchie Coleman submitted: 11/04

Revised for review: Gill Redzinski, Rich Coleman, Jeremy Huffman, Dave Robinson, Michael Kazyak, Tom Kielman, Rick Trabulsy, Brian Kanicki 11/08

Updated 11/08

Adopted 3/6/2009