

CAMPUS CRIME STOPPERS COMMITTEE BY-LAWS & STANDING RULES

ARTICLE I

NAME AND LOCATION

The name of the organization is OFFICIAL CAMPUS NAME Campus Crime Stoppers, which is under the jurisdiction of Corpus Christi Crime Stoppers, Inc. The location will be OFFICIAL SCHOOL ADDRESS hereinafter referred to as "OFFICIAL CAMPUS NAME Campus Crime Stoppers."

ARTICLE II

MEMBERS

OFFICIAL CAMPUS NAME Campus Crime Stoppers shall consist of a Corpus Christi Crime Stoppers, Inc. coordinator, at least one (1) sponsor and the Board of Directors.

ARTICLE III

BOARD OF DIRECTORS

- Section 1: Composition: The number of directors comprising the Board of Directors shall be not less than eight (8) nor more than fifteen (15), and no member of the Board shall receive any compensation for serving on the Board.
- Section 2: Appointments: The appointment to the Board of Directors shall be made by Campus Crime Stoppers sponsor upon consultation with the school administration and the Coordinator of Corpus Christi Crime Stoppers, Inc.
- Section 3: Term of Office: A term of office shall normally begin in May and shall normally be for one year. A sponsor may recommend that an officer be reappointed for another one (1) year term if the sponsor is of the opinion that such appointment is necessary and appropriate.
- A. The new member shall apply in the spring preceding the following school year. The administration or the current Board may recommend the applicants.
- Section 4: Removal: Any student Director may be removed with just cause by the Campus Crime Stoppers sponsor. Just cause may be defined as any one of the following, but not limited to, a grade in any nine (9) week period below a seventy (70), violation of school policy, city, state, or federal laws, and/or excessive absences from school and regular meetings without reasonable cause.

Section 5: Enumerated Powers: In managing the affairs of OFFICIAL CAMPUS NAME Campus Crime Stoppers, the Board shall specifically have, but not be limited to, the power to:

- A. Adopt standing rules (with approval of Corpus Christi Crime Stoppers, Inc.)
- B. Suggest disbursement and amount of reward to be given by approval of simple majority vote favoring such reward.

ARTICLE IV

MEETING OF DIRECTORS

Section 1: Regular Meetings: The Board of Directors shall hold no less than one (1) regular meeting per month during the school calendar term. The Board of Directors and the Campus Crime Stoppers Sponsor shall determine the location for all meetings. The President or Sponsor can change the date, time and location of each regular meeting by giving twenty-four hours (24) notice. A quorum is required for voting purposes.

Section 2: Special Meetings: Special meetings, in addition to the regular meetings of the Board of Directors, may be called by the Coordinator, Sponsor or President (with the Sponsor's approval). Notice of special meetings shall be given to all Board members.

Section 3: Quorum: A quorum shall consist of the majority of the total number of voting members of the Board of Directors.

ARTICLE V

Section 1: Officers: The officers of OFFICIAL CAMPUS NAME Campus Crime Stoppers shall be known as and constitute the Executive Board. The officers shall include, but not be limited to, President, First Vice President, Second Vice President, Secretary, and Treasurer. The Crime Stoppers Sponsor, with the approval of the Principal shall appoint the officers. A quorum is required for voting purposes.

Section 2: Term: A term of an officer shall be for one (1) year and shall begin in May and continue until the following May.

Section 3: Vacancies: A vacancy shall be filled by the Board with a member in good standing.

Section 4: Duties and Powers: The officers shall perform the duties and exercise the powers prescribed by these By-Laws. The Coordinator shall serve in an advisory capacity to the Board as an interpreter to students. These duties and powers shall include, but not be limited, to the following:

- A. The sponsor shall:
 - 1. Be a faculty member or administrator on the campus.
 - 2. Serve in a supervisory, advisory, directional, and informational capacity and carry out other such duties as herein prescribed by these By-Laws.
 - 3. Be responsible for preparation and delivery of the quarterly financial reports to the Treasurer of Corpus Christi Crime Stoppers, Inc. in accordance with this Article and Article X herein below.
- B. The President shall:
 - 1. Be the principal officer of the Campus Crime Stoppers program.
 - 2. Preside at all meeting of the Board of Directors and Executive Board.
 - 3. Appoint standing committee chairpersons and members and create special committees thereof as the need arises.
 - 4. Be an Ex-Officio member of every committee.
- C. The First Vice President shall:
 - 1. Assume such duties as may be assigned by the President.
 - 2. In the absence of the President, preside at all Board of Directors, Executive meetings and assume all duties of the President.
 - 3. Serve as Fund Raising Chairperson.
- D. The Second Vice President shall:
 - 1. Assume the duties of the President upon the absence of the President and the first Vice President.
 - 2. Serve as Publicity Chairperson.
- E. The Secretary shall:
 - 1. Record all proceedings of all meetings of the Board of Directors and any meeting held.
 - 2. Provide each member with a copy of the minutes from the past meetings.
 - 3. Assume such duties as may be assigned by the President and assume duties of the President in the absence of all higher officers.
- F. The Treasurer shall:
 - 1. Make a financial report at each regular meeting, and make sure the Secretary has a copy for the minutes.
 - 2. Submit a request for disbursement of reward funds, co-signed by the Sponsor, from Corpus Christi Crime Stoppers, Inc.
 - 3. Treasurer shall be responsible for submitting a detailed request, co-signed by the Sponsor, for disbursement of seed money for administrative purposes from Corpus Christi Crime Stoppers, Inc., not to exceed \$500.00 total.

4. Treasurer shall be responsible for requesting disbursement from the Campus Crime Stoppers Activity fund.

ARTICLE VI

COMMITTEES

Section 1: Standing Committees: There shall be standing committees to deal with the following subjects:

- A. Fund raising (Chaired by the First Vice President).
- B. Publicity (Chaired by the Second Vice President).

Section 2: Special Committees: Special committees may be created by the President. The chairperson shall be a member of the Executive Board, but additional members need not be.

ARTICLE VII

HANDLING OF INFORMATION

Confidentiality: The student members of OFFICIAL CAMPUS NAME Campus Crime Stoppers shall not be given information as to the identity of the victim, perpetrator or informant. Said information shall be kept in strict confidence by the Sponsor and Coordinator.

ARTICLE VIII

CONTRIBUTIONS AND FUND RAISING

Section 1: Contributions: Any contribution, bequest or gift made to the OFFICIAL CAMPUS NAME Campus Crime Stoppers program shall be forwarded to the Treasurer of Corpus Christi Crime Stoppers Inc. The use of said monies shall be limited only to the extent as prescribed by the By-Laws of Corpus Christi Crime Stoppers, Inc.

Section 2: Fund Raising: Prior to initiating any fund raising campaign, OFFICIAL CAMPUS NAME Campus Crime Stoppers shall first submit a description of such proposed fund raising campaign to a Corpus Christi Crime Stoppers, Inc. Coordinator who in turn shall obtain the approval (such approval may be denied with or without reason) of Corpus Christi Crime Stoppers, Inc. All funds raised will be deposited in to the school's activity fund and accounted for by way of a report to Corpus Christi Crime Stoppers on a quarterly basis.

ARTICLE IX

CONTRACTS AND DEBTS

All contracts and evidence of debt may be executed only as directed by the Board of Directors with the approval of the Sponsor and Corpus Christi Crime Stoppers, Inc.

ARTICLE X

FINANCIAL EXAMINATION

A quarterly (Based on Corpus Christi Crime Stoppers fiscal year ending September 30) financial report shall be forwarded to the Treasurer of Corpus Christi Crime Stoppers, Inc. no later than the 5th day of the month, following the end of each quarter. The financial report shall include all information required on a form prescribed by the Treasurer of Corpus Christi Crime Stoppers, Inc. All business records, including, but not limited to, bank statements, cancelled checks, deposit slips and invoices will be available for inspection by Corpus Christi Crime Stoppers, Inc. or its independent auditors.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters of procedure. The Sponsor may suspend these rules for informal meetings.

ARTICLE XII

MEETING PROCEDURES

The following meeting procedures will be followed at all meetings:

1. Call to Order
2. Roll Call of Officers
3. Welcome and Recognition of Guests
4. Secretary Reads Minutes, Discussion, Correction & Vote of Approval
5. Committee Reports (Fund raising and Publicity)
6. Old Business
7. New Business
8. Coordinator's Report (Rewards Paid)
9. Adjournment of Meeting

ARTICLE XIII

AMENDMENTS

These by-laws may be amended by a two-thirds (2/3) vote of the Board of Directors present at any regular meetings or special meeting, provided that the amendment has been submitted to the Board in writing at least ten (10) days prior thereto. Corpus Christi

Crime Stoppers, Inc must approve all amendments. Corpus Christi Crime Stoppers reserves the right to review Campus Crime Stoppers progress against these By-Laws and initiate any changes deemed necessary.

ARTICLE XIV

STANDING RULES

The Standing Rules attached hereto and incorporated for all purposes may be adopted and/or suspended by a simple majority vote or amended or rescinded by a majority of the members present at any meeting. Any such action must be approved by Corpus Christi Crime Stoppers, Inc.

ARTICLE XV

PROCEDURES

Upon the approval of the school Principal and ratification by Corpus Christi Crime Stoppers, Inc., OFFICIAL CAMPUS NAME Campus Crime Stoppers procedures and By-Laws and Standing Rules shall be in full force and effect. The following hereby certify that the foregoing By-Laws and Standing Rules were adopted by the Board of Directors of OFFICIAL CAMPUS NAME Campus Crime Stoppers on the _____ day of _____, _____.

Principal

Coordinator

Sponsor

President

First Vice President

Second Vice President

Secretary

Treasurer

Approved: _____
Chairperson, Corpus Christi
Crime Stoppers, Inc.

Approved: _____
Treasurer, Corpus Christi
Crime Stoppers, Inc.

Date: _____