

# **Morinville Citizens on Patrol Association**

## **By-Laws**

### **1. Name**

The name of the association shall be Morinville Citizens on Patrol, located in Morinville, Alberta. The association shall be carried on without purpose or gain for its members.

Any profit and/or other accretions shall go to the association for use promoting its objectives.

### **2. Objectives**

The main objective of the association is to act as eyes and ears for the R.C.M.P.; to monitor crime and vandalism within the community; to record and report suspicious activities, crime, and vandalism.

### **3. Membership**

Any person who wishes to withdraw from membership shall do so in writing.

A person shall become a member upon R.C.M.P. clearance and be of the age of 18 years or older.

### **4. Executive Board**

- a. The Executive board shall consist of President, Vice President, Secretary, Treasurer, Chairperson, two coordinators and Home Base Contact.
- b. The board shall, subject to by-laws or directions given to it by majority, vote at any meeting properly called and constituted to have full control and management of the affairs of the society. Meeting of the said board shall be held as often as required, but at least every 3 months. Meetings shall be called by the president or coordinators. A special meeting of the executive board may be called by any other two executive members, provided they request such a meeting of the president and state the business to be brought to said meeting.
- c. A quorum shall consist of 3 members.
- d. Executive board positions shall be held by active and R.C.M.P. cleared persons who are already patrollers, through way of a general meeting.
- e. Only executive board members may vote at an executive meeting.
- f. No member of the association shall receive remuneration for his/her services.

### **5. Duties of Officers**

#### **President**

1. Shall be present at all meetings of the association and/or a designate from the executive.
2. Shall be ex-officio, member of all standing committees.
3. Shall perform other duties as may be delegated by the association.
4. Shall carry out any type of advertising and/or information that needs to be brought to public attention as deemed necessary or a specific task may be designated as deemed necessary.

## **Coordinators**

1. This may be a one or two year position.
2. Shall be responsible for pursuing any fundraising, grants and donations.
3. Shall be responsible to ensure any money donations go directly to the treasurer.
4. Shall be responsible for patrol schedules and filing such copies.
5. Shall be responsible for receiving all patrol logs and redirecting them to the R.C.M.P. on a bi-weekly basis.
6. Shall keep the president informed as to goings on, as above said.
7. Ensure all incoming mail goes to proper member.
8. Shall stand as contact for the R.C.M.P.
9. Shall ensure home base members receives patrol schedules to be used for fan out information.

## **6. Duties of Officers**

- a. General meetings shall be held every 6 months or as deemed necessary with all patrol members.
- b. One week notice shall be given to all members written or verbally.

## **7. Voting**

Any such member who has not been suspended, or has not withdrawn, shall have the right to vote at any general meeting of the association.

## **8. Rules and Procedures**

- a. Meetings shall be conducted according to principles set forth in the Roberts Rules of Order.
- b. By-laws may be rescinded, altered, or added by way of "special resolution".
  - i. By the vote of not less than 75% of those members present who are entitled.
- c. Any member in good standing shall be eligible to hold any office on the association.

## **9. Auditing**

- a. The books records and accounts of treasurer shall be audited when requested by simple majority of member ship at a general meeting.
- b. The audit shall be conducted by a qualified accountant or by two members of the association for that purpose.
- c. The financial records of the association shall be audited at end of each fiscal year, being January 1<sup>st</sup> no later than 1 February.
- d. A minimum cash reserve of \$100.00 shall be kept in the association account at the end of the fiscal year.

## **10. Licensing**

The provincial operating license shall be renewed annually. This shall be the responsibility of the treasurer.

## **11. Contracts**

Any contracts in the name of the association must be approved by the executive and signed by the president and any other two members of the executive. Contracts will be signed as deemed necessary in duplicate or triplicate.

## **12. Borrowing Powers**

For the purposes of carrying out association objective, the association may raise money by borrowing when authorized by by-laws.

## **13. Admissions**

- a. Shall be determined by the executive by majority vote.
- b. Shall be 18 years of age or older.
- c. Shall meet R.C.M.P. clearance requirements.
- d. Shall attend short seminar with the R.C.M.P. and/or executive of the association.
- e. Applications received that exceed required members will be put on a waiting list.
- f. Applications will be at the discretion of the association executive.

## **14. Fees, Non-Participation**

- a. At no time shall there be any fee for joining the association.
- b. Inactive members may be asked to withdraw after a review by the executive board.

## **15. Terms and Hours**

- a. All terms of the R.C.M.P. must be met.
- b. Patrols shall be at the discretion of the members, when practical through the coordinator(s).
- c. Patrols when feasible shall be done in pairs.
- d. Patrols shall have a radio and/or cell phone in their kit.
- e. At the start of each "dusk to dawn" patrol members should advise coordinator and/or RCMP dispatch.
- f. Any members of the association going outside R.C.M.P. guidelines and not abiding by the by-laws and patrolling guidelines, will be asked to withdraw, under the review of the executive.

## **16. Fundraising**

- a. Fundraising will be necessary to sustain the association.
- b. Each member of the association will be required to participate in some manner.
- c. Monies raised are to be used for patrol equipment, postage, supplies or whatever is deemed necessary to sustain the association.

## **17. Maintenance of Equipment**

- a. A yearly inventory of equipment shall be done and kept on file, performed by the coordinator and submitted by the end of the fiscal year to the executive.
  - b. Any repairs to equipment that is caused by misuse will be the responsibility of the member who misused it.
  - c. It shall be the responsibility of the patrollers to return borrowed equipment to the coordinators on the following day of their shift for the next patrol.
  - d. It shall be the responsibility of the coordinator to arrange for drop off and pick up of equipment of each shift of patrollers.
    - i. Each drop off and/or pick up shall be logged and signed by the coordinators and the patroller.
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## **Morinville Citizens on Patrol Association (MCPA) Executive Committee**

### **Duties for the elected positions of:**

#### **President/Chairperson**

- The President/Chairperson shall be the head of the executive and preside over all meetings of the MCPA when able. If unable to attend the Vice President will preside.
- He/She shall be subject to instructions from the Executive and represent the MCPA in its relationship to the public and to Government agencies.
- He/She shall be the official spokesperson of the MCPA in regards to all matters of the MCPA policy.
- He/She shall liaise between the town Liaison and the Membership.

#### **Vice President/Chairperson**

- In the absence, disability, failure to act or resignation of the President Chairperson, the Vice President/Chairperson shall perform the duties and exercise the powers of the President/Chairperson.
- He/She shall also perform such duties and exercise such powers as the Executive may delegate to such office.

#### **Secretary/Treasurer**

- The Secretary shall give notice of and shall record and retain proceedings of all meeting of members, Executive meetings, Annual meetings, and all other meetings.
- The Secretary shall notify all members in writing, radio, or telephone at least three days prior to each regular, emergency or special meeting.
- The Secretary shall keep an accurate and up to date record of all members of the MCPA including name, address, and telephone numbers.
- The Treasurer shall keep full and accurate records of all financial transactions and shall be responsible for the deposit of all monies and other valuable effects in the name of and to the credit of the MCPA.

- All documents, books, computer data, and receipts will be prepared and kept in the custody of the treasurer.
- The Treasurer shall produce Financial Statements for the Annual General Meeting and at any time the Executive requests.
- The Treasurer shall also perform such other duties as may be prescribed by the Executive.

### **Directors at Large**

- There will be three (3) Directors at Large elected to perform such duties as prescribed by the Executive.

### **Communications Coordinator**

- Holder of the radio license and the base radio system.
- Handles all of the coordination of the main base station and the remote stations.
- Maintains the patrol bags and all contents in good state of repair.
- Keeps track of all remote and base station logs and stores them for future reference.
- Reports regular meetings.
- Submits monthly report to the Town Liaison regarding patrol activities. This report to be submitted the 3<sup>rd</sup> Tuesday of each month.
- Directs the Function Coordinator in his/her duties.

### **Function Coordinators**

- Backup for the Communication Coordinator.
- Call the membership to coordinate weekly patrols and report such patrols to the Communication Coordinator.
- Coordinates all volunteer functions for the membership under the direction of the President/Chairperson.
- Coordinates the issuance of pertinent equipment from the patrol bags for volunteer functions taken on by the membership.
- Reports to the membership at all regular meetings.

The holders of the above positions will report at all Executive meetings.