

CONSTITUTION AND BYLAWS OF _____ CRIME STOPPERS

ARTICLE I. NAME AND LOCATION

The name of the organization is _____ Campus Crime Stoppers located at the district office at _____, hereinafter referred to as _____ Crime Stoppers. _____ Crime Stoppers will deal with criminal issues that occur at any _____ I.S.D. campus or school district -sponsored events.

Section 1: Composition: The charter of _____ Crime Stoppers will umbrella _____.

ARTICLE II. MEMBERSHIP

_____ Crime Stoppers shall have members join at any scheduled monthly meeting of their respective campus crime stoppers board.

Section I: Qualifications:

- A. Members will adhere to all school board policies.
- B. Members will adhere to Section II-Probation and Section III-Removal.

Section II: Probation:

- A. A member that does not meet passing requirements of an academic course shall be considered as an "inactive member" due to "scholastic deficiencies".
- B. An "inactive member" is under a period of three weeks of scholastic probation, in which all regular membership privileges have been temporarily revoked.
- C. An "inactive member" has a three week period to be removed from "scholastic deficiency" status.

Section III: Removal:

- A. In the event an "Inactive Member" does not meet passing requirements, after a probationary period of three weeks,
- B. "Scholastically Removed" status refers to a student not in good standing as an "Active Member"; said student will be removed from the membership list.

Section IV: Appeal: The "inactive member" shall have the right to appeal to the campus crime stoppers advisory board, campus sponsor, crime stoppers coordinator, and principal. Final decision shall be made by the administration with all due consideration for the board's concern.

Section V: Reinstatement: An "inactive member" is removed from probationary status, and reinstated as an "active member" with full privileges thereof, provided he/she has met passing requirements on all courses, after the three week probationary period.

ARTICLE III. BOARD OF ADVISORS

Section 1: Composition: The number of advisors comprising the advisory board shall be not less than five nor more than ten and will be composed of students, campus administrator, and the campus crime stoppers sponsor. The number of advisors comprising the board may be changed from time to time by amendments of these by-laws. The student members shall be representatives of the demographic population of the campus.

Section II: Term of Office: A term of office shall begin in May and shall normally be for one (1) school year. An advisor may be re-appointed by the campus crime stoppers sponsor for another one year term, the objective being insofar as practical, to have some continuity from year to year. The advisory board shall be appointed by the campus crime stoppers sponsor during the Spring.

Section III: Removal: Any advisor may be removed by the administration with just cause. An "inactive advisory status" will be given.

Section IV: Appeal - The "inactive advisor" shall have the right to appeal to the campus crime stoppers sponsor, crime stopper coordinator, and principal in that exact order.

Section V: Reinstatement: An "inactive advisor" is reinstated subject to review by the campus crime stoppers sponsor, crime stopper coordinator, and principal.

Section VI: Enumerated Powers: In managing the affairs of crime stoppers, the board shall specifically have, but not be limited to the power to:

- A. Adopt standing rules.
- B. Suggest disbursement and amount of rewards to be given.

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- C. Provide for adequate publicity.
- D. Have a fund raising campaign with the approval of the administration.
- E. Provide special awareness and intervention programs on drugs, gangs and violence.

ARTICLE IV. CAMPUS CRIMESTOPPERS SPONSOR

Section I: -Appointment: The campus crime stoppers sponsor shall be selected by the crime stoppers coordinator and staff along with a campus site-based management personnel team.

Section II: Term of office: A term of office shall begin in September and shall normally be for ten months. A sponsor may be re-appointed for another term, provided all applications to that position have been disbursed by campus principal. All re-appointments must follow appointment process. (See: Article IV, Sec. I)

Section III: Removal: Any campus crime stoppers sponsor may be removed by the principal and or crime stoppers coordinator along with the site-based management personnel committee with just cause. If the campus crime stoppers sponsor is thought to be ineffective by members of the advisory board, then the board shall have the right to appeal to the principal, crime stoppers coordinator. The final decision shall be made by the administration with all due consideration to the crime stoppers coordinator and for the advisory board's concern.

Section IV: Appeal: The campus crime stoppers sponsor shall have the right to appeal to the principal crime stoppers coordinator and site-based management personnel committee.

Section V: Reinstatement: The campus crime stoppers sponsor will have an "inactive sponsor status" removed, provided he/she has been cleared of all deficiencies.

ARTICLE V. MEETING OF ADVISORS

Section I: Regular Meetings: The advisory board shall hold no less than two (2) regular meeting per month. The regular location for all meetings shall be determined by the advisory board. The date, time, and location of the regular meetings can be changed by the president or administrator by 24 hours advanced notice.

Section II: Special Meetings: Special meetings of the advisory board may be called by the administrator or by the President of the board - Notice of special meetings shall be given to all board members with five days of advance notice.

Section III: Quorum: A quorum shall be a in majority of the number of members of the advisory board presently serving

Section IV: Attendance: Members of the advisory board shall be required to attend scheduled meetings. An advisor who misses two meetings in a single year will continue in a probationary status. An advisor shall be replaced after missing three meetings, whether or not absences are consecutive in nature.

ARTICLE VI. OFFICERS AND DUTIES

Section I: Officers: The officers of crime stoppers, who shall be a president, a vice-president, a secretary, an advisor, a treasurer and a sergeant- at-arms. They shall be appointed by the campus crime stoppers sponsor in April and trained in May.

Section II: Term: A term of office shall be for one-year and shall begin in may and continue until the following May.

Section III: Vacancies: A vacancy shall be filled by the campus crime stoppers sponsor in consultation and with the approval of the board.

Section IV: Duties and Powers: The officers shall perform the duties and exercise the powers prescribed by the constitution and by-laws, the parliamentary authority adopted herein and those assigned by the board or which normally pertain to the office. These duties and powers shall include but not be limited to the following,

- A. The campus crime stoppers sponsor shall serve in an advisory and informational capacity.
- B. The President shall:
 - (1) Be the principal officer of crime stoppers.
 - (2) Preside at all meetings of the advisory board and the executive committee.
 - (3) Appoint standing committee chairpersons and members and create special committees and appoint a chairman and members thereof as the need arises.
 - (4) Maintain official liaison with Laredo Crime Stoppers, crime stoppers coordinator and other agencies outside the school.
- C. The Vice-President shall
 - (1) Assume duties of the president in his/her absence.
 - (2) Be the official liaison to the school newspaper and provide adequate publicity in said media.
 - (3) Be in charge of the publicity committee,
- D. The Secretary shall:

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- (1) Record the proceedings of all meetings of the board of directors.
- (2) Provide a copy of all recorded proceedings of all meetings of the board of directors for the administrator and crime stoppers coordinator.
- (3) Assume such duties as may be assigned by the president, board of directors, or executive committee.

E. The Treasurer shall:

- (1) Make financial reports at each meeting of the board of directors.
- (2) Keep financial records
- (3) Provide a copy of financial records for campus administrator, crime stoppers coordinator, and business manager.
- (4) Be responsible for organizing and directing fund raising activities.

F. The Sergeant-at-Arms shall:

- (1) Be the arbitrator of procedure at all meetings.
- (2) Advise on the basis of historical experience.

ARTICLE VII. COMMITTEES

Section I: Standing Committees

Section II: Special Committees

Section III: Executive Committee: There shall be an executive committee composed of the five officers and the campus crime stoppers sponsor.

ARTICLE VIII. NOMINATIONS AND APPOINTMENTS

Section I: Nominations: The campus crime stoppers sponsor shall ask for nominations from faculty members, other administrators and students.

Section II: The administrator and campus crime stoppers sponsor shall determine the advisory board and officers.

Section III: If vacancies occur, they shall be filled in accordance with the provisions of Section I and II of this article.

Section IV: New board members shall be notified appropriately.

ARTICLE IX. HANDLING OF INFORMATION

The student members of the executive committee shall not be given information as to the identity of the victim, perpetrator or informant. Said information shall be kept in strictest confidence by the campus administrator and crime stoppers coordinator.

ARTICLE X. CONTRIBUTIONS

Contributions made to _____ crime Stoppers shall be in accordance with district policy and shall be deposited with the campus budget department. A notice of contribution will be sent to the crime stoppers office and the business office respectively.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The Board shall decide on appropriate measures for all matters of procedures not specifically covered by these by-laws or by special rules of procedure adopted by the advisory board at the beginning of the year. Final approval of parliamentary authority shall rest on the crime stoppers coordinator.