



CONSTITUTION AND BY LAWS OF THE NEW ENGLAND COUNCIL ON CRIME AND DELINQUENCY

ARTICLE I

NAME

- A. The name of this organization shall be the New England Council on Crime and Delinquency and shall be referred to hereinafter as the council.
- B. The council shall be chartered and incorporated as a non-profit organization under the laws of the State of New Hampshire. The council shall not have as its purpose pecuniary gain/profit, incidental or otherwise, for any of its members.
- C. The organization will adopt a Conflict-of-Interest policy that will be included as an addendum to said bylaws.

ARTICLE II

PURPOSE

The purposes of this council are: to assist its members to gain new ideas in regard to the philosophy, techniques, and trends in the area of delinquency prevention, law-enforcement, crime prevention and corrections; to make available all new information, knowledge and

developments in these fields and other allied fields that may be useful to members of this council and those engaged in the prevention of crime and delinquency in general to seek and encourage educational authorities to initiate and develop programs related to in-service training at both graduate and undergraduate level; to provide suitable program content for persons working in or interested in law enforcement, crime prevention and treatment of the criminal offender; to promote programs of public information and education; and to foster community involvement in the prevention of crime and delinquency.

MISSION STATEMENT

We will provide a clear voice and a network for information and action for the fields of criminal justice and corrections. We will assist other members to gain new techniques and trends in regard to criminal justice and corrections through training, knowledge and development in those fields and allied fields. We will foster community involvement in the prevention of crime and delinquency and act as an informational clearinghouse.

ARTICLE III

AMENDMENT PROCEDURE

The Constitution and By Laws may be altered or amended by a two-thirds majority vote of the members attending an Annual Training Institute of the Council provided such proposed alteration or amendment shall have been previously approved for ratification by a two-thirds majority vote of the Executive Board and provided that notice of the proposed alteration or amendment shall have been given at the Annual Training Institute, and that notice of the proposed alteration or amendment shall have been given in writing to the members at least thirty (30) days prior to said Annual Training Institute.

ARTICLE IV

MEMBERSHIP

- A. Membership in the Council shall be open to practitioners, supervisors, administrators, officers, students, volunteers and employees of all agencies and organizations engaged in the practice, study, planning or administration of any phase of crime and delinquency; including those in prevention, probation, law enforcement, institutional treatment, corrections, and parole; whether such agencies be publicly or privately supported, including interested citizens. All members must pay annual dues to the Treasurer or upon registration at the Annual Training Institute. The dues amount will be established by the Executive Board. The President of the Council shall forward a list of all conference registrants to the Secretary with sixty (60) days after the conference.
- B. Honorary Life Membership may be bestowed by a two-thirds majority vote of the membership at the Annual Training Institute (upon a recommendation by the Executive Board) of any Council member upon retirement, past Presidents of the Council, or individuals who have made a special contribution in the field of crime and delinquency control.

ARTICLE V

AFFILIATION/SPONSORSHIP

The Council may affiliate/co-sponsor with such associations and/or organizations that share the same purpose and goals as the Council, consistent with Article II of this Constitution and By Laws, provided by a two-thirds majority vote of the Executive Board.

ARTICLE VI

OFFICERS

- A. The officers of the Council shall be a President, Vice President, Recording Secretary, and Treasurer. All officers must be members in good standing, be in compliance with Article IV of this Constitution and By Laws and be willing and able to fulfill the office for which they are nominated.
- B. Candidates for officers of the Council should submit their intentions in writing to the current Officers of the Council and the By-Laws Chair in the form of a signed letter of candidacy within the nominations period, which will be designated as two weeks prior to the last regularly scheduled Executive Board meeting prior to the Annual Training Institute. The Recording Secretary will be responsible to inform the Executive Board of all candidates running for positions immediately following the nomination period and prepare ballots for elections.
- C. An election will take place at the last regularly scheduled Executive Board meeting prior to the Annual Training Institute. The By-Laws chair will be responsible for tallying the votes immediately and the winners will be announced to those in attendance at the meeting. The elected officers will be formally announced to those in attendance at the business meeting that is held on the last morning of the Annual Training Institute. Upon announcement at the business meeting, the President shall thereafter preside over the meeting. At the first regularly scheduled Executive Board Meeting following the Annual Training Institute, the willing candidates for the positions of Secretary and Treasurer will assume their responsibilities.

- D. All Officers of the Council shall serve for a term of one (1) year and the ultimate management of the Council shall be vested in these officers. Officers of the Council, except for the Recording Secretary and Treasurer, may not succeed themselves.
- E. There may be the position of Executive Director who shall be elected by a majority vote of the Executive Board and serve at the discretion of the Executive Board. Candidates should submit their intentions in writing to the current Officers of the Council and the By-Laws Chair in the form of a signed letter of candidacy within the nominations period, which will be designated as two weeks prior to the last regularly scheduled Executive Board meeting prior to the Annual Training Institute. The Recording Secretary will be responsible to inform the Executive Board of all candidates running for the Executive Director immediately following the nomination period. The salary or hourly rate shall be determined by the Executive Board and any expenses incurred shall be pre-approved by the Executive Board.

ARTICLE VII

DUTIES OF OFFICERS

- A. The President shall be responsible for the following duties:
 - 1. Conduct the business of the Council and be an ex-officio member of all committees of the Council.
 - 2. Administer the affairs of the Council.
 - 3. Presiding Officer of the Executive Board; and
 - 4. General Chairman of the Annual Training Institute.
- B. The Vice President shall act in the capacity of the President during the absence or incapacity of the President.
- C. The Recording Secretary shall be responsible for the following duties:
 - 1. Assist the Executive Director with correspondence and other related duties as required.

- 2. Maintain and distribute minutes of the Executive Board Meeting and minutes of any meeting of members of the Council.
- 3. Keep the Constitution and By Laws, roster and committee lists ready for reference.
- 4. Maintain membership records.
- 5. Attend to such other duties as the Council or the Executive Board may, from time-to-time request.

- D. The Treasurer shall be responsible for the following duties:
 - 1. Maintain all receipts, disbursements, and accounting of the Council.
 - 2. Coordinate with the Executive Director to prepare an annual budget for presentation to the Executive Board.
 - 3. Be bonded in such amount as the Executive Board shall stipulate.
 - 4. Be authorized to expend annually certain sums of money as voted and approved by the Executive Board. Such sums of money shall be expended to carry on the work of the Council and to provide some reasonable remuneration to said Treasurer for the time, effort and expenses incurred on behalf of the Council; all such expenditures shall be subject to an annual audit by the standing Audit Committee.

- E. The Executive Director's duties shall be in conformance with the directions of the Officers of the Council and Executive Board.

ARTICLE VIII

EXECUTIVE BOARD

- A. There shall be an Executive Board which shall consist of the Officers of the Council (President, Vice President, Recording Secretary and Treasurer), the immediate Past President, corresponding secretary and thirty-six (36) additional members consisting of six (6) members and three (3) alternates from each of

the six (6) New England States, who shall be elected as follows: During each annual conference, and prior to the annual business meeting of same, the Executive Board delegations {six (6) members} from each of the respective states shall conduct, or cause to be conducted, an individual caucus of its members in attendance and thereat and thereby elect a six (6) member Executive Board delegation from each of the respective New England States. Each state may select up to a maximum of three (3) members from their state to serve as Alternates. The Alternate may attend all meetings and fulfill the duties of a Delegate in their absence. The Alternate will have no voting privileges unless given a proxy vote by the respective State Chair for the absent member. The respective State Chair will notify the President at the scheduled meeting of the proxy vote.

- B. The position of Immediate Past president is one of guidance only; there are no official duties or responsibilities. The Corresponding Secretary shall be elected by the membership of the host State of the Annual Training Institute. The officers shall continue in office until their successors are elected.
- C. At the end of the host state's Annual Training Institute, the current President becomes the immediate Past President. Once the term of immediate Past President has been exhausted that individual shall be guaranteed a position of Delegate (or Alternate) on their respective state's board unless they choose to opt out at that time.
- D. The Corresponding Secretary shall be responsible for the following duties:
 - 1. Assist the President with correspondence, preparation of agendas for Executive Board Meetings and Annual Training Institute.
 - 2. Take the minutes of the host State's Annual Training Institute planning meetings.
 - 3. Order supplies for the proper functioning of the Council.

- 4. Assist the Recording Secretary when required and will attend to such other duties as the Council or the Executive Board may, from time-to-time request.

- E. Twelve members shall constitute a quorum of the Executive Board, and simple majority vote shall govern.
- F. The Executive Board shall have power to fill, for the remainder of the term, all vacancies occurring in their numbers or in the Council officer positions, between annual elections. They shall hold a meeting no later than March 1 of each year, and upon the call of the President, as many more are necessary.

ARTICLE IX

COMMITTEES

The President of the Council shall, with the approval of the Executive Board, make all committee appointments. The President may create and appoint what special committees and annual committees deemed necessary in addition to the following standing committees:

- A. Constitution and By Laws Committee shall receive, review, and evaluate suggested amendments or changes and submit same to the Executive Board and if approved, to the general membership at the Annual Training Institute.
- B. Auditing Committee shall annually examine, audit, and certify all accounts, funds, financial statements, and reports of the Council, and submit their report at the annual business meeting. The fiscal year of the organization shall be the calendar year, ending on December 31st of each year.
- C. Membership/Registration Committee shall promote membership in the Council, maintain a membership roster, recommend to the Executive Board persons for honorary life membership, and perform

other such functions pertaining to the membership of the Council as the President and the Executive Board shall direct. In addition, the committee shall maintain the registration of the training institute

D. Awards and Scholarship Committee shall award at the Annual Training Institute the following:

1. ***John R. Manson - Carl Robinson Award*** for outstanding contribution in the field of criminal justice in the New England area.
2. ***Angelo R. Musto Award*** to an active or retired member of NECCD who has made an outstanding contribution to the organization.
3. ***John H. Lorenzen Award*** is awarded to a member, or immediate family of a member, for at least the prior two years. Preference given to applicants who are matriculated in a recognized institution of higher learning with a degree path - undergraduate degree. If there are no qualified undergraduate applicants, the Scholarship and Award Committee may consider awarding scholarship(s) to a graduate student applicant. Preference will be given to those going into the field of public service. If there are applicants going into other fields, the committee may consider awarding scholarship(s) to applicants pursuing other disciplines. Prior award recipients cannot reapply.
4. ***Andrew R. Cannon Scholarship & Achievement Award (ARC)*** is awarded to a member, or immediate family of a member, for at least the prior two years to those students who have exhibited excellence in the areas of academic achievement and service to their communities. ARC recipients must exhibit characteristics/values that embody a positive and determined attitude, a deep sense of respect and compassion for their community, and a responsibility to serve. Preference is given to applicants who are enrolled full-time at an accredited college, enrolled in a four-year degree program, and a New England resident or attending a college in New England. If there are no qualified undergraduate applicants, the Scholarship and Award

Committee may consider awarding scholarship(s) to a graduate student applicant. Preference will be given to those going into the field of public service. If there are applicants going into other fields, the committee may consider awarding scholarship(s) to applicants pursuing other disciplines. Prior award recipients cannot apply.

- E. Program Committee shall develop the program for the Annual Training Institute, with the approval of the Executive Board.
- F. Vendor Committee shall contract with vendors to exhibit at the Annual Training Institute, with the approval of the Executive Board.
- G. Site Selection Committee shall be responsible for making a recommendation to the Executive Board for the site location of the Annual Training Institute and all related negotiations. The site Committee shall consist of the President, Past President, Vice President, Executive Director and two members appointed by the President.
- H. Technology Committee shall develop and/or maintain all technological aspects for the organization with the direction of the Executive Board.

ARTICLE X

CONDUCT OF MEETINGS

All meetings shall be conducted according to the Constitution and By Laws, and “Robert’s Rules of Order, Revised.”