

# Ohio Crime Prevention Association



The Ohio Crime Prevention Association is a not-for-profit, membership-supported organization representing public and private sector crime prevention partners. OCPA develops and advances a continuum of education opportunities, resources and networks to prevent crime in Ohio.

## TO ACHIEVE THIS MISSION THE OHIO CRIME PREVENTION ASSOCIATION:

- **Coordinates** the efforts of members representing law enforcement, government, corporate, social service, educators, the media, faith and citizen partners into a cohesive and effective force, dedicated to building safer communities.
- **Provides** progressive, professional training on all aspects of crime prevention and community policing.
- **Gathers** a wide range of crime prevention and community policing resources and provides members access to them through a central resource center and lending library.
- **Promotes** the beliefs of crime prevention and principles of community policing through the development of comprehensive publications and manuals.
- **Leads** at the state and national level, crime prevention projects with far-reaching, long-term community benefits.
- **Advocates** for legislative action on a range of crime prevention measures, to institutionalize crime.

## Code Of Ethics

OCPA members to maintain good standing, must affirm and attest adherence to the following standards of professional and personal responsibility.

1. To make an effort to perform my professional duties in accordance with the highest standards and principles.
2. To be exemplary in obeying federal, state and local laws and the constitution and by-laws of the Ohio Crime Prevention Association.
3. To ascribe to the belief that is reduction of crime can best be achieved through the implementation of effective crime prevention techniques.
4. To be dutiful in service of the crime prevention needs of the community, which is the nucleus of our society.
5. To adhere to the principles of honesty, integrity, and confidentiality.
6. To promote the programs of the OCPA in an effort to raise the standards, improve upon the efficiency, and increase the effectiveness of crime prevention.
7. To do all things necessary and proper to promote crime prevention planning and implementation for our citizens.
8. To maintain membership in good standing with the OCPA according to the constitution and bylaws.

# OHIO CRIME PREVENTION ASSOCIATION CONSTITUTION AND BYLAWS PREAMBLE

We, the members of the Ohio Crime Prevention Association, a nonprofit organization, recognizing that by formal definition, crime prevention is the “anticipation, recognition and appraisal of a crime risk and the initiation of some action to remove or reduce it,” and in practical application, crime prevention is the pattern of attitudes and behaviors directed both at reducing the threat of crime and enhancing the sense of safety and security, to positively influence the quality of life in our society, and to help develop environments where crime cannot flourish; through a concentrated, cooperative effort, hereby form the following constitution and bylaws for the promotion and advancement of crime prevention in Ohio.

## CONSTITUTION

### ARTICLE I: NAME

The name of this organization shall be the “Ohio Crime Prevention Association.”

### ARTICLE II: PURPOSE

- A. To provide a forum for the exchange and coordination of ideas, concepts and programs pertaining to crime and substance abuse prevention.
- B. To provide an effective means of determining and expressing the collective view of professional crime prevention practitioners.
- C. To inform all elected officials, legislative bodies and all criminal justice personnel of current crime prevention trends and techniques necessary for reducing crime and substance abuse.
- D. To focus attention on local, regional and state goals and issues relating to crime substance abuse prevention.
- E. To encourage extensive citizen and community involvement in the reduction of crime and criminal opportunity.
- F. To encourage maximum cooperation between all segments of the criminal justice system in addition to improving communications with all citizens toward the goal of crime reduction.
- G. To advise the State of Ohio on matters relating to the development of comprehensive plan for crime substance abuse prevention in the state.
- H. To do all things necessary and proper to promote sound crime prevention planning and implementation of Ohio citizens.

### ARTICLE III: MISSION

Established on the foundation that crime can be prevented, the Ohio Crime Prevention Association is committed to the development and advancement of a continuum of educational opportunities in crime prevention and community policing, to ultimately improve the quality of life in Ohio communities.

- **Coordinates** the efforts of members representing law enforcement, government, corporate, social service, educators, the media, faith and citizen partners into a cohesive effective force, dedicated to building safer communities.
- **Provides** progressive, professional training on all aspects of crime and substance abuse prevention and community policing.

- **Gathers** a wide range of crime prevention and community policing resources and provides members access to them through a central resource center and lending library.
- **Promotes** the beliefs of crime prevention and principles of community policing through the development of comprehensive publications and manuals.
- **Recognizes** remarkable individuals for their outstanding efforts in reducing and preventing crime in Ohio.
- **Serves** as a supportive authority and technical advisor to law enforcement agencies on crime prevention, community policing and related issues.
- **Collaborates** with all levels of government and other organizations to maximize information sharing and resources to achieve the common goal of safer communities.
- **Prepares** a cadre of presenters to train the community in effective crime prevention strategies and ways to localize initiatives to best meet the needs of a specific area.
- **Leads** at the state and national level, crime prevention projects with far-reaching, long-term community benefits.
- **Advocates** for legislative action on a range of crime prevention measures, to institutionalize crime prevention as a way of life in Ohio.

## **ARTICLE IV: MEMBERSHIP**

1. **Membership Types** – There shall be six (6) types of membership, which are defined as follows:
  - a. **Regular Membership** – individuals who have a concerned and demonstrated interest in the promotion and advancement of crime prevention or community policing in the State of Ohio. Such membership shall be available to both, civilian and law enforcement personnel. These members shall have voting rights and are eligible to serve on committees and hold positions as officers in the Association.
  - b. **Honorary Lifetime Membership** – individuals who have provided outstanding services to the Ohio crime prevention effort or who have provided tremendous support to the Association. Honorary Lifetime Members shall be exempt from paying annual dues. These members shall have voting rights and are eligible to serve on committees and hold positions as officers in the Association. Honorary Lifetime Membership can only be given out in accordance to the Association By-Laws, Article IV, Section 2B.
  - c. **Past President Membership** – Past Presidents of the association automatically receive a Past President Membership for life at the close of the last session of their service as President, as long as they are otherwise in good standing. Past President Members shall have the same privileges as regular members and shall be exempt from paying dues. Past Presidents shall be invited to the OCPA Annual Conference and their registration fee shall be waived.
  - d. **Volunteer Membership** – individuals who are volunteers in crime prevention programs, or community policing efforts and who have a concerned and demonstrated interest in the promotion and advancement of crime prevention or community policing in the State of Ohio. Such membership shall be available to volunteers. These members shall have voting rights and are eligible to serve on committees and hold positions as officers in the Association.

- e. **Retired Membership** – individuals who have retired from nonprofit agencies, organizations or governmental bodies; who have a concerned and demonstrated interest in the promotion and advancement of crime prevention or community policing in the State of Ohio. Such membership shall be available to retirees. These members shall have voting rights and are eligible to serve on committees and hold positions as officer in the Association.
- f. **Student Membership** – individuals who are full-time students within an accredited college or university, or school of higher learning and who have a demonstrated interest and concern in the promotion and advancement of crime prevention and community policing in the State of Ohio may be entitled to a Student Membership within the OCPA. Student members have all the benefits of a regular members, with exception to voting and holding office. The Executive Board of the OCPA will set the student membership annual dues.

## 2. Membership Application

- a. **Application Process.** Application for all memberships except Honorary shall be made by individually initiated petition or by the recommendation of members of the Board of Directors. All applications for membership are to be submitted to the Board of Directors prior to any meeting of the board. A simple majority will be necessary for approval of new memberships.
- b. **Honorary Application.** Applications for Honorary memberships are to be submitted by the sponsor to the board of directors for approval. Assignment of Honorary membership shall be by a 2/3 vote of the board of directors.
- c. **Criminal Conduct.** No person applying for membership who has been convicted of a crime of violence or crime which would be considered a felony under the Ohio Revised Code will be considered for membership unless approved by a 2/3 vote of the board of directors.

## 3. Membership Suspension

- a. **Responsibility.** With just cause the Executive board of directors shall have the power to suspend or expel any member by a 2/3 vote.
- b. **Casting Votes.** All Executive board members must cast a vote in a suspension proceeding.
- c. **Procedure.** Any member under consideration for suspension or expulsion must be notified of such pending action at least (14) days prior to the effective date in writing. Such person may then request an appearance before the Hearing Board. Said board shall be composed of (3) Active members appointed by the Executive Board. The Executive Board shall then take action based upon the recommendations of the Hearing Board.
- d. **Appeal.** All parties, within (14) days of notification of the decision by the Executive Board may appeal that decision in writing and addressed to the Executive Board.

#### 4. Membership Dues

- a. **Fees.** The board of directors will set the annual dues for all types of membership yearly.
- b. **Amending.** The annual dues fee set by the board of directors may be amended by a 2/3 vote of active members present and voting at a general meeting.
- c. **Delinquency.** Any member who is delinquent in the payment of dues for a period of three months will automatically have their membership suspended.
- d. **Expulsion.** Any member who has been expelled from the OCPA for failing to pay their dues of assessments can make application for reinstatement in the same manner as a new member.

#### 5. Membership in Good Standing

- a. **Standard.** A member of the Ohio Crime Prevention Association shall abide by the Code of Ethics established as a professional standard.
- b. **Ideals.** Members shall be dedicated to the highest ideals of honor and integrity to maintain the respect and confidence of the public, subordinates, customers, government officials, fellow officers, and practitioners.
- c. **Personal Conduct.** Members should conduct themselves as to maintain the highest public confidence in their profession, their organization, and in their performance of the public trust.
- d. **Professional Conduct.** Members should conduct their office and personal affairs in such a manner so as to give the clear impression they cannot be improperly influenced in the performance of their official duties.
- e. **Representation.** At all times, members shall completely and accurately represent their credentials, including prior employment, education, certifications, and personal history.
- f. **Violation.** A member is considered in violation of good standing if they engage in conduct which is against the best interest of the OCPA as prescribed by the board of directors or use the OCPA in any manner for one's own personal benefit or profit. This includes usage of the membership list provided to all members. This list is not to be utilized as a mailing list, specifically if the member is going to benefit or financially profit from the usage.
- g. **Suspension.** Members considered in violation will be subject to membership suspension or expulsion as stated in Article IV, Section 3 of the constitution under "membership Suspension."

### ARTICLE V: MEETINGS

There will be at least (1) membership meeting each year at which all members should be present. Elections of the Executive Board will take place at an annual meeting, or by ballot as provided for in Article IX of the Constitution.

### ARTICLE VI: OFFICERS

The Officers of the Association shall be President, Vice-President, Secretary, and Treasurer. These officers shall be elected by ballot at the annual meeting or through the submission of a qualified ballot and shall serve until their respective successors have been duly elected and qualified. In the event that an officer is unable to serve out their term, a replacement will be selected as outlined the Association By-Laws.

## ARTICLE VII: EXECUTIVE COMMITTEE

1. **Composition.** The Executive Committee shall be comprised of the officers of the association, the immediate Past President, and the Council of President's Representative.
2. **Duties and Power.** The Executive Committee shall have general supervision of the affairs of the association between its business meetings and between the meetings of the board of directors. The executive committee may fix the time and place of the meetings, make recommendations to the association, and shall perform such other duties as are specified in these bylaws, specifically with the power to act on behalf of the association on any matter that needs immediate action or response. The committee shall be subject to the orders of the association and that of the board of directors, and none of its acts shall conflict with action taken by the association. The executive committee shall have the power to act on behalf of the board of directors on all association matters, with a majority vote of the executive committee. Any action must be reported to the board of directors within two weeks of said action. The executive committee cannot modify any action taken by the board of directors. Such action can only be modified by the full board of directors. The board of directors can modify action taken by the executive committee by a simple majority vote.
3. **Meeting Schedule.** Unless otherwise ordered by the full board, regular meetings of the executive committee shall be held on an as needed basis. Special meetings of the committee may be called by the President and shall be called upon the written request of (3) members of the committee.
4. **Records and Minutes.** Minutes of executive committee meetings containing all transactions shall be furnished to the full board not more than two weeks after the executive committee meeting.

## ARTICLE VIII: BOARD OF DIRECTORS

**Board Composition.** There shall be a board of directors consisting of (6) representatives to be elected, one from each of the (6) districts. The six districts shall consist of counties outlined in appendix I.

1. **All elected officers** and the immediate Past President, or a representative from the council of presidents, in the event that there is no immediate past president, are to be included as members of the board of directors with the rights to speak and vote on all matters acted on by the board. A meeting shall be held in each of the six districts, which are up for election, prior to the Ohio Crime Prevention Association's general election of officers, to elect a representative of that district to serve on the board of directors for the next two years. If the immediate past president is unable to serve, the council of presidents shall elect a replacement representative, in addition to the council liaison member, to serve on the board of directors, from the members of the council. The board of directors shall take office and serve concurrent with the duly elected officers.
2. **Removal Proceedings.** When a member of the board of directors of the OCPA is reduced in rank or removed from their agency for misconduct, or when said member conducts himself/herself in such a manner as to bring the association into disrepute, the President shall appoint a three-member committee from the board of directors to investigate said allegations and report such findings at the

next executive meeting. The president shall convene a special board meeting to review the results of the investigation and ascertain the suitability of such member to remain as a member of the board of directors. The member shall have at least two weeks' notice to appear at such hearing; said notice will set forth the allegations against the member. After due notice to appear at such hearing, the board of directors may proceed with the hearing in the presence of such member or in the absence of such member. If the member does appear, they shall be provided appropriate time to present any mitigating information. An affirmative vote of 2/3 of the board of directors present and voting shall suspend or remove such member from their elected or appointed office. The action of the board of directors is not subject to appeal. IF the member in question is the President, then the Vice President shall take the appropriate action.

## ARTICLE IX: ELECTIONS

1. **Election of Officers.** Elections for Executive Board positions shall take place at the end of the term for each office, and shall be conducted at the annual meeting, or through the submission of a qualified ballot. To be eligible to be nominated for the office of President, the member shall have served at least one year on the Board of Directors. The election for the office of President and Secretary shall take place on even numbers years. The election for the office of Vice-President and Treasurer shall take place on odd numbered years.
2. **Term.** Term length for all positions of the Board of Directors shall be two years. The maximum number of consecutive full terms for each office, excluding the office of the President, shall be two. The maximum number of consecutive full terms for the office of the President, shall be one. The Past-Presidents Counsel Liaison has no term limits.
3. **District Nominations.** An election shall be held in each of the six association districts to select their district representative to the board of directors and candidates for executive board. The even numbered districts will select a two-year representative to serve during the even numbered years and the odd numbered districts shall select a two-year representative to serve during the odd numbered years. This primary election shall be held at least sixty days prior to convening of the annual conference.
4. **Submission.** The district representative for each of the districts wishing to enter candidates for office shall submit the candidate's names and the office sought to the office of the executive board of the association for certification of membership at least sixty days prior to convening the annual conference.
5. **Ballot.** All candidates placed in nomination through the districts shall be named on the ballot for election.
6. **Write In.** Any active member having been a member in good standing for sixty days prior to the annual conference may be nominated from the floor. If such nomination receives a second, said nominee shall be eligible for write-in status on the ballot. No other write-in votes will be considered valid in election.
7. **Holding Office.** No member may hold more than one office in the Association annually.
8. **Chair.** The Board of Directors shall appoint a chair to the election committee. The chair cannot be up for any elected positions. The election committee will be comprised of at least three (3) Association members.

9. **Preparation.** The election committee shall be charged with preparing the ballots for election, manning the polls during the election process, certifying the membership of all voters, ballot box security and the tabulation of all ballots.
10. **Certification of Results.** The election committee shall certify the tabulation of the results of the balloting to the president of the association and to the Board of Directors.
11. **Establishing Rules.** The election committee may promulgate rules of procedure necessary to carry out its responsibilities.
12. **Resignation.** Any member of the election committee who is nominated for an office shall vacate their position and the Board of Directors shall choose a replacement.
13. **Professionalism.** Members seeking a board of director position should demonstrate professional respect for incumbents and those seeking the same positions. Professional respect does not preclude honest differences of opinion. It does however; preclude attaching a person's motives or integrity in order to be elected to a position. Members seeking a board of director position must conduct themselves in a manner as to not violate the code of ethics or other bylaws of this organization. Failure to maintain a standard of good conduct may subject the member to suspension or expulsion as provided in Article IV, Section 3 of the Constitution under membership suspensions.
14. **Prerequisites.** In order to be elected to a position on the Board of Directors, a member must meet the following prerequisites. All nominated and non-retired board members must submit a letter of support from their supervisor (the person who has the authority and responsibility for the individual's time within their agency). All nominated and elected executive committee members should be an OCPA Certified Crime Prevention Specialist.
15. **Distribution of Ballots.** Ballots shall be distributed by email or postal service to all eligible members at least 30 days before the start of the annual meeting and returned to the office by US mail. Fax or a secure electronic medium approved by the board of directors. Absentee votes must be received no later than five business days prior to the convening of the annual meeting. Ballots shall remain in a sealed and secured container until counted by the elections committee.
16. **Destruction of Ballots.** Unless contested, all ballots shall be destroyed by the secretary 90 days after the election.
17. **Certification of Ballots.** Upon receipt of the ballots, the director shall verify the accuracy of the ballot, and the membership identification number. Ballots received prior to the annual meeting shall be taken to the conference and counted at the conclusion of the election polls, during election tabulation.
18. **Voting Eligibility.** To be eligible to hold office or to vote, a member has to be a paid member prior to the election.

## **ARTICLE X: AMENDMENTS**

This constitution and bylaws may be amended by a 2/3 vote of members present and casting ballots at any membership meeting, provided that before a vote shall be taken on any amendments, such amendments shall be submitted to the board of directors in writing, at least (30) days prior to said meeting, for review and subsequent report to the association.



## ARTICLE XI: GRANTS, GIFTS, AND DONATIONS

1. **Accepting Money.** The executive committee is empowered to accept grants, gifts, and donations to carry out the purposes and objectives of the association.
2. **Use of Funds.** None of the monies received by the Association shall be used for the private pecuniary profit of anyone connected therewith.

## BYLAWS

### SECTION I: THE PRESIDENT

There president is the chief elected officer of the organization and presides at all regular and special meetings of the association. They appoint members of all standing committee and any other committee as the need arises. They perform such duties as the association may require, in the conduct of its business, and preside at all board of directors and executive committee meetings, Responsibilities also include: ensure that the organization abides by its bylaws and established policies; preside over all meetings of the board of directors, the executive committee, and the annual business meeting of the organization; support the Board of Directors; annual report to the member ship; represent the organization to other organizations, the media, and the public at large; appoint committee chairpersons and charge committees; serve as ex-officio member of all committees; receive reports from all officers and committees and monitor their progress; communicate regularly with the Board of Directors; report periodically to the board of directors; review communications, reports, and proposals of the staff; attendance at retreats and special meetings called by the board; attend meetings which are set up from time to time as appropriate; and have specific oversight responsibility for the personnel committee.

### SECTION II: THE VICE PRESIDENT

The vice president, in the absence or disability of the president, or upon their request, shall perform the roles and duties of the president, if the president is no longer able to continue. The vice president's responsibilities include: accede to the presidency in the event that a permanent vacancy in the presidency arises; serve as a voting member of the board of directors and executive committee; familiarize themselves with the responsibilities of the president, the activities and positions of the organization, and the function of the executive office; assist the president as appropriate; represent the organization at the request of the president; serve on appointive committees; attend meetings at the president's request; regular attendance at requested meetings, such as the board of directors and executive committee; and have specific oversight responsibility for the training committee.

### **SECTION III: THE SECRETARY**

The secretary oversees the keeping of records of meetings, policies, activities, membership, and any other records required by law. The secretary is the custodian of records of the organization and must keep a full and accurate record of all proceedings of the association including a list of motions made and the voting results, and present orally and in writing the minutes for approval at each succeeding meeting of the association. These meetings include: board of directors and executive committee meetings, annual membership business meeting, and other special meetings called by the president or the board. In addition, the secretary's responsibilities include: review the policies of the organization and present to the board any policies which may need to be amended, rescinded, or reaffirmed; serve as a voting member of the board of directors and executive committee; assist the president as appropriate; represent the organization at the request of the president; serve on appropriate committees; keeper of the association seal; and have specific oversight responsibility for the membership committee.

### **SECTION IV: THE TREASURER**

The treasurer monitors the financial condition of the organization, is the custodian of all funds of the association and keeps a complete and accurate record of all monies received and disbursed. The treasurer makes a financial report to the membership at each regular association meeting, and files the records for audit. The treasurer meets with their designee prior to each board of director and executive committee meeting, to discuss the financial situation of the association, reviews the accounts, and prepares the financial statements. The treasurer must complete a report and financial statement to be given to the board at their regular meeting and field for audit. The treasurer's responsibilities also include: oversight of the fiscal affairs of the organization; present to the board of directors an annual budget for the organization at least three months prior to year-end; monitor budgetary performance of the organization, recommending modifications as needed; review for approval all actions and policies with major financial implications; serve as a voting member of the board of directors and the executive committee; assist the president as appropriate; and have specific oversight responsibility for the finance committee.

### **SECTION V: PAST PRESIDENT**

The past president shall be the direct advisor to the president of the previous year's administration. Responsibilities include attendance at all board of director and executive committee meetings, promote OCPA membership, represent the OCPA president upon their request, coordinate the OCPA awards program, serve as the chair of a focus group, assist their respective district representative in the completion of their duties, attend district meetings, and assist in other ways to support the growth of OCPA.

## SECTION VI: THE COUNCIL OF PRESIDENTS

A council of presidents consist of all past presidents of the association. Membership to the council of presidents commences with the immediate presidents' replacement on the board of directors with the incoming president. The council of presidents shall be an advisory body that will meet at the request of the president or at its own initiative. The council of president's liaison shall be the direct advisor to the president on OCPA historical affairs. The council of president's liaison shall serve as the unofficial parliamentarian of the board directors and the executive committee. They also shall be charge with maintaining all the important historical documents of the OCPA.

As a past president, the council of president's liaison shall be elected for a two-year term commencing with the odd numbered years. Nominations for the council of president's liaison shall be taken by mail, electronic medium mailed to the electorate of past presidents (30) days prior to the annual elections.

Eligible members may self nominate themselves.

Voting for the council of president's liaison will run concurrent with annual executive board elections. Only past presidents in good standing may vote for this position.

## SECTION VII: LIAISONS

1. **Establishing Liaison.** Any liaison positions with other organizations to serve as non-voting participants on the board of directors shall be established by and voted on by the board of directors. A majority vote is required.
2. **Selection of Liaison.** The board of directors is empowered to only create the liaison position. The organization being represented will select its own representative.

## SECTION VIII: VACATED OFFICE

In the event an officer is unable to serve out their term, the board of directors shall select a replacement.

## SECTION IX: EMERGENCY ACTION

1. **Emergency Empowerment.** The board of directors shall be empowered to act as an emergency body on behalf of the association when time or circumstances make it impossible for the association to be

called together in a business session. IT shall be their primary duty to safeguard the interests of the association and those composing its membership.

2. **Non-Emergency Action.** In non-emergency situations, the provision of Article XI of the constitution shall apply.

## SECTION X: DISTRICT & BOARD OF DIRECTORS REPRESENTATIVE

1. **Responsibilities.** District representatives are elected by their constituency from one of OCPA's six districts. They are responsible for holding bimonthly meetings in their district, or the equivalent as the membership or board dictates. These meetings are to be used as a forum for the representative to listen to the district's concerns about the association and crime prevention. Other responsibilities include: being a member of and attendance at all board meetings and ad-hoc committee meetings; fostering the relationship between the respective district and OCPA; encourage the membership growth of the district; monitor and facilitate membership retention and recruitment in the district; and establish training programs and guest speakers to meet the district's needs.
2. **Vacancy.** In the event a district representative or member of the board of directors is unable to serve out their term, the district, which is affected, will hold a meeting within (45) days of notification and will elect a replacement. If the vacancy is not filled within (45) days, the board of directors is empowered to fill such vacancy by selecting a qualified person from the active membership of the affected district to serve until the next election meeting of the district.

## SECTION XI: ORDER OF BUSINESS

1. **Board Procedures.** The current president shall establish the order of business and the manner in which business is conducted at board of director meetings.
2. **District Procedures.** The current district representative shall establish the order of business and the manner in which business is conducted at district meetings.
3. **Rule of Order.** Current Robert's Rules of order shall prevail for parliamentary law in instances of disagreement over procedures. The association shall provide the president with a copy of Robert's rule of order and said book shall be available for reference by any member at all general meetings and board of directors meetings to facilitate solutions.

## SECTION XII: COMMITTEES

1. **Appointive Committees.** The president maybe appoint committees as the need arises. Committees shall consist of not less than (3) persons. The president and vice president may not serve on the same appointive committee, and the president may not serve as committee chairperson.

All committee members shall serve at the will and pleasure of the president.

Each committee shall keep regular and current minutes of committee proceedings and report the same to the board of directors when requested.

2. **Standing Committee.** Each committee shall keep regular and current minutes of committee proceedings and report the same to the secretary on a monthly basis.

Certification Committee: The certification committee shall be appointed by the Board of Directors, and a past president, selected by the council of presidents, and the chairperson of the training committee, and an honorary active member, appointed by the president. This body shall serve its term for the following purpose: To develop, recommend, and superintend the trilogy of the pre-certification, certification and re-certification process of the OCPA's "Certified Prevention Specialist." The committee shall discharge its duties in a fair and equitable manner, upholding any and all standards set forth by the board of directors of the OCPA.

Products Committee: The products committee shall consist of (4) active members, appointed by the president, one of which shall be a past president, selected by the council of presidents. This body shall serve for one year, for the purpose of reviewing crime prevention resources and products that have been introduced to the market place for evaluation and recommendation by the OCPA.

Training Committee: The training committee shall consist of active members, appointed and chaired by the vice president, one of which shall be the director, and one of which shall be a past president, selected by the council of presidents. This body shall serve for an ongoing basis, for the purpose of reviewing and developing crime prevention training presented by the OCPA. The crime prevention specialist sub-committee shall be overseen by this committee.

Membership Committee: The membership committee shall consist of active members, appointed by the secretary, one of which shall be the director. This body shall serve for an ongoing basis, for the purpose of recruiting and reviewing members into the association. The website and elections sub-committees shall be overseen by this committee.

Finance Committee: The finance committee shall consist of (3) active members, appointed by the treasurer, one of which shall be the director. This body shall serve for an ongoing basis, for the purpose of recruiting and reviewing members into the association.

Volunteer Committee: The volunteer committee shall consist of at least one district board member acting as committee co-chair. Committee members shall be selected by the director from volunteer programs from throughout the state.

Each standing committee shall keep regular and current minutes of committee proceedings and report the same to the board of directors when requested.

## SECTION XIII: DISSOLUTION

Upon dissolution of the association, all assets of the association shall be given to the Ohio Peace Officers Training Commission in furtherance of the concepts of crime prevention.

### APPENDIX I

#### DISTRICT CONFIGURATION

District 1	District 2	District 3	District 4	District 5	District 6
Delaware	Allen	Ashland	Brown	Adams	Belmont
Fairfield	Auglaize	Ashtabula	Butler	Athens	Carroll
Franklin	Crawford	Columbiana	Champaign	Fayette	Coshocton
Knox	Defiance	Cuyahoga	Clark	Gallia	Guernsey
Licking	Erie	Geauga	Clermont	Highland	Harrison
Madison	Fulton	Lake	Clinton	Hocking	Holmes
Marion	Hancock	Lorain	Darke	Jackson	Jefferson
Morrow	Hardin	Mahoning	Greene	Lawrence	Monroe
Perry	Henry	Medina	Hamilton	Meigs	Morgan
Richland	Huron	Portage	Logan	Pickaway	Muskingum
Union	Lucas	Stark	Miami	Pike	Noble
	Mercer	Summit	Montgomery	Ross	Tuscarawas
	Ottawa	Trumbull	Preble	Scioto	
	Paulding	Wayne	Shelby	Vinton	
	Putnam		Warren	Washington	
	Sandusky				
	Seneca				
	Van Wert				
	Williams				
	Wood				
	Wyandot				

effective April 14, 2010