

**CONSTITUTION AND BY-LAWS  
OF  
VALLEY STREAM CIVILIAN PATROL, INC.**

**Revised Jan. 2014**

**ARTICLE I - NAME**

**The name of this organization shall be the Valley Stream Civilian Patrol (V.S.C.P.) Inc. and shall be a corporation as defined in subparagraph (a) (5) of section 102 of the Not For Profit Corporation Law.**

**ARTICLE II - PURPOSE**

- 1. To act as a non-political, non-partisan group of concerned citizens acting in a concerted effort for the common good.**
- 2. To assist in combating crime through legal means by observing, on a systematic basis, within the boundaries of Valley Stream, with the intent of detecting and reporting to the proper authorities events that suggest need for their intervention.**
- 3. To take all other actions necessary to effect the purposes of the Patrol including, but not limited to, the acceptance and collection of grants and contributions for its support.**

**ARTICLE III - MEMBERSHIP AND ELIGIBILITY**

- 1. All residents of the above described community, nineteen ( 19) years of age and older, who are of good reputation and character and are willing to serve without remuneration, are eligible to become members.**
- 2. All prospective members must submit an application for membership approval to the Board of Directors. Upon approval, the President will sign the application, date it and deliver it to the Director of Operations, who will retain all applications in an orderly manner. The D.O.will enter the name of the new member on the roll of the patrol, noting the date of acceptance. The D.O. will assign membership numbers and instruct the new member where to obtain Photo ID cards.**
- 3. Any member who has not participated in any VSCP function for six (6) months or more, and had not contacted the VSCP with reason for the absence will, by the decision of the Board of Directors, be notified via mail that you are no longer a member of the VSCP and shall return all equipment belonging to the VSCP. You may reapply when you wish to participate in the functions of the VSCP.**
- 4. Unless authorized by the President no member shall patrol with a non-member. To do so can result in immediate dismissal. You are required to return all equipment belonging to the VSCP upon dismissal.**
- 5. To maintain active (voting) status, each member must have:**
  - a) 52 hours per year of patrol and/or work on behalf of the organization.**
  - b) Attend 50% of the General Meetings.**
  - c) A member found not in compliance with Article III-5 (a) & (b) may, with valid reasons, petition the Board of Directors to be considered as an active (voting) member.**

ARTICLE IV - PATROL COMPOSITION

1. The Valley Stream Civilian Patrol, Inc. will consist of the following:
  - a) The Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer, Directors of Operations and Presidential Appointees. Also Former Officers with voice but no vote.
  - b) The General membership.

ARTICLE V - MANAGEMENT

The management of the Patrol shall be the responsibility of the Board of Directors.

BY - LAWSARTICLE I - DUTIES AND RESPONSIBILITIES1. BOARD OF DIRECTORS

- a) The Board of Directors shall establish policy and provide direction for the Patrol.  
Each member of the Board is required to be alert to internal and external changes which might affect the well being of the Patrol and be prepared to cope responsibly.
- b) The Board of Directors can approve expenditures up to \$1,000.00. Expenditures in excess of \$1,000.00 will require the approval of the General Membership. All approved expenditures must be submitted to the Treasurer for payment.

2. PRESIDENT

The President will be the Chief Executive Officer of the Patrol and "shall"

- a) Preside over all general meetings.
- b) Put into action, or cause to be put into action, all directives and resolutions of the Board of Directors.
- c) Be responsible for the general function of the Patrol and assure the Individual Member Duties are being followed.
- d) Appoint whatever committees deemed necessary to help in the successful operation of the Patrol.
- e) Have the good and welfare of the Patrol be the prime concern at all times and to assure all contributions are sent to the Treasurer.
- f) Be the Chairman of the Board of Directors without a vote.
- g) Can approve expenditures up to \$200.00. All expenditures above \$200.00 must be approved by the Board of Directors.

3. VICE PRESIDENT

Shall perform the duties of the President during the absence or the temporary disability of the President. While performing these duties, the Vice President will have the full authority of the Office of the President. Additionally, the Vice President will perform such other duties as the President, the Board of Directors or the General Membership shall direct. If due to death, resignation or removal, the Office of the President is vacant, the Vice President becomes President to complete the term. The other officers then move up.

#### 4. SECRETARY

The Secretary will be responsible for the following:

- a) Maintaining the Corporate Seal of the Patrol in his or her possession at all times and not allow the seal to be affixed to any documents or record by anyone who is not authorized to so.
- b) Record and maintain accurate minutes of the General, Board of Directors and special meetings.
- c) Read General Meeting minutes at the General Meeting and list the names of (1) the member who moved that the minutes be accepted and (2) the member who seconded the motion. He or she will indicate that the motion to accept the minutes was accepted, date and sign this attestation and affix the Corporate Seal of the Patrol over his or her signature.
- d) Keep an alphabetized record of names, addresses and telephone numbers of all members of the Patrol.
- e) Receive and transmit all correspondence pertaining to the business of the Patrol.
- f) When required by law, a government agency or by direction of the Board, the Secretary will attest to the accuracy and correctness of the information provided, sign his or her name and affix the Corporate Seal of the Patrol.
- g) Upon expiration of his or her term, the Secretary shall deliver to his or her successor all papers, forms, records, the Corporate Seal and any and all property of the Patrol.

#### 5. TREASURER

- a) The Treasurer shall be the custodian of the funds, securities and accounts of the Patrol.
- b) The Treasurer shall maintain such bank accounts in the name of the Patrol, as the Board shall direct.
- c) The Treasurer shall deposit all collected funds in the Patrol's account and tender receipts where required.
- d) The Treasurer shall keep a full account of the receipts and disbursements of the Patrol.
- e) The Treasurer shall keep the President and the Board members apprised of the financial condition of the Patrol at all times.
- f) The Treasurer shall pay all authorized debts of the Patrol and issue all checks, drafts, notes and orders for the payment of money, which have been legally authorized by the Director of Operations, President and Board of Directors.
- g) The Treasurer shall obtain whatever authorized signatures are necessary for the proper execution of the documents and instruments listed in paragraph (f) of this section.
- h) The Treasurer shall give a treasurer's report at every General Meeting highlighting factors that have produced changes in the financial condition of the Patrol.
- i) Annually, as of the day ending on August 31, the Treasurer shall prepare the financial statement of the Patrol for distribution to the Patrol after review by the Board and members of the Patrol.

#### 6. DIRECTOR OF OPERATIONS

- a) The Director of Operations shall be responsible for the functional operation of the Patrol and shall be elected at the general election of officers.
- b) The D.O. will be responsible for the proper training in the use of all equipment.
- c) The D.O. will see to it that, within the Patrol's budget, there is sufficient workable equipment. The D.O. is empowered to spend up to \$50.00 for equipment without Board approval.

DIRECTOR OF OPERATIONS (continued)

- d) The D.O. will see to it that all Base Stations are properly manned, trained and equipped.  
The D.O. will maintain a list of equipment owned by the Patrol and the names of members to whom said equipment is assigned.
- e) At the expiration of the term of office, the D.O. will turn over all property of the Patrol to the successor.

7. PATROL MEMBERS

- a) Patrol members are the basis of our organization. They are the ones toward whom the energies of the Board are directed. If we are to become an effective force in combating crime in our area, it is essential that each member perform as instructed whenever they have agreed to patrol. It is understood that we are not a law enforcing body and that our only function is that of observation and reporting.
- b) Members are expected to do all in their power to expand the Patrol and earn the respect of the residents of their neighborhood. If a member cannot patrol at the appointed time, they must advise the Base, D.O. or President... If he or she is unable to perform as a Patrol member, it is expected that he or she will tender a resignation and return the Patrol's equipment.
- c) Patrol members duties are listed in the document titled "Valley Stream Civilian Patrol Individual Member Duties." and shall be followed.
- d) When requested by the President or D.O., VSCP equipment must be returned: Refusal can cause dismissal under Article. V.

8. BASES

All Base members must be approved by the Board of Directors, keep accurate patrol logs and turn them into the President at each meeting. Base coverage will not extend beyond midnight.

ARTICLE I I - MEETINGS

- 1. All meetings shall be conducted using Roberts Rules of Order as a guide.

2. BOARD OF DIRECTORS

- a) The Board of Directors shall meet on the second Tuesday of each month unless voted differently by the Board.
- b) The Board, at its discretion, may meet as often as it deems necessary.
- c) Special Board Meetings can be called by any member of the Board.
- d) The majority vote of members present, if there is a quorum, will constitute the action of the entire Board.
- e) Meetings of the Board of Directors are closed to non-members. Non-members may be invited by the Board of Directors with voice but no vote. Minutes of these meetings will be read by the Secretary at the next Board meeting. Decisions affecting the General Membership shall be presented at the next General meeting to be accepted or rejected by the General Membership.

3. ANNUAL MEMBERSHIP MEETINGS

The annual meeting of the Patrol will be held at the November meeting, or when a time is available. The Secretary will advise all members as to the time and place of said meeting. The primary business conducted at this meeting will be election of officers.

#### 4. GENERAL MEETINGS

- a) General Meetings will be held on the last Thursday of the month at the discretion of the Board of Directors. The Secretary must advise all members of the Date, Time and Place of the meeting by mail.
- b) The order of business at all General Meetings will be as follows:
  1. Call to order
  2. Pledge to the flag
  3. Roll call of officers
  4. Reading and acceptance of the minutes from the previous General meeting
  5. Reports of officers
  6. Reports of committees
  7. Unfinished business
  8. New Business
  9. Adjournment
- c) The majority vote of the members present, if there is a quorum, will constitute the action of the entire membership, unless there are other pluralities specified by the By-laws of the Patrol.

#### 5. SPECIAL MEETINGS (GENERAL MEMBERSHIP)

- a) Special General Membership meetings may be called for good and sufficient reasons by:
  1. The President
  2. The Board of Directors
  3. General Members, upon submission of a petition signed by ten (10) members.
- b) When a Special Meeting has been called, the membership will be notified fourteen (14) days prior to the date of the meeting. The Secretary will notify all members of the reason, date, time and place of said meeting. If the Secretary cannot perform this duty within this time period, he or she will notify the President of this fact and be provided whatever help is necessary.

### ARTICLE III - QUORUMS

1. a) A quorum for the Board of Directors will consist of half plus (1) of the board membership. If there is an odd number of directors, the fraction which is the result of the half division will be dropped.
  - b) A quorum for the Board of Directors Special Meeting will be the same quorum as described in Section 1 (a) of this article.
2. a) A quorum for all General Meetings will be half plus (1) of the membership.
  - b) A quorum for a Special General Meeting will be the same quorum as described in Section 2 (a) of this article.

#### ARTICLE IV - RESIGNATIONS

Any board member, officer or general member may resign by giving written notice to the Patrol's Secretary. Unless specified in the notice, the resignation shall take effect upon receipt. Acceptance of the resignation shall not be necessary to make it effective. The Secretary will strike the name of the resigned member from the roll of the Patrol.

#### ARTICLE V - REMOVALS

1. Any officer, or general member may be removed with cause by the Board of Directors. Due to the seriousness of this action, it will require a 3/4 plurality, if a quorum is present, for removal. In any case of removal, and in this case only, can the Chairman voice an opinion and vote as any other Board member.
2. If this action be against an officer or Board member, he/she is entitled to be present to defend his or her actions. If he/she chooses not to be present, he/she will be advised in writing of the Board's actions, however, his/her attendance will not be counted toward a quorum, nor will he/she be entitled to vote.
3. If this action be against any general member, the procedure will be the same as for an officer except for paragraph 4 of this section.
4. The action for the removal of an officer, must be approved by a vote of the eligible members at the next General Membership meeting. If a quorum is present, a majority vote is all that is required for approval.

#### ARTICLE VI - NOMINATIONS AND ELECTIONS

1. At the September General Meeting, the President shall appoint a nominating committee consisting of three (3) members who, during the following period, will meet to determine responsible candidates. These candidates will be contacted as to their willingness to run for office. This list of candidates will be presented at the October General Meeting at which time the Chair will then recognize nominations from the floor for the official positions of the patrol. Those making nominations and those who desire to be nominated must be members in good standing, i.e., a member who has complied with Article III-5 of the Constitution. No member shall be placed on the ballot for more than one (1) position.
2. Following the close of all nominations, the Secretary will have printed a ballot consisting of all names in the nomination for each official position and see to the mailing of these ballots to all patrol members no later than two weeks prior to the Annual Meeting.
3. The Election Committee will provide a Ballot Box at the Annual Meeting for the purpose of collecting ballots. The Annual Meeting will convene at 8:00 P.M. promptly. No votes will be accepted after 8:45 P.M. Absentee ballots will not be accepted.
4. All members in good standing will be entitled to vote in the general elections.
5. The Election Committee has the authority to challenge any vote at the time it is being cast. It is incumbent upon the voter to prove membership in good standing, as described in paragraph one (1) of this article.
6. The committee will tally the votes and announce the election of new officers.
7. The installation of newly elected officers will take place at the first General Meeting in January.

### ARTICLE VI I- TERMS OF OFFICE

1. All officers shall be elected for a two (2) year term.
2. Should a vacancy occur on the Board of Directors through death, resignation or removal, the Board of Directors will appoint a member to serve for the unexpired term.

### ARTICLE VIII - COMMITTEES

1. All committees will be appointed by the President. Committee members will be chosen from membership volunteers. If there are no volunteers, the President has the authority to draft members.
2. No committee can incur expense in excess of \$25.00 without the approval of the Board of Directors.
3. An Auditing Committee consisting of the Vice President and one general membership volunteer shall audit the financial records yearly in October and present their statement at the November annual General Meeting.

### ARTICLE IX - SIGNING AUTHORITIES

1. Two (2) authorized signatures are required for the signing of checks.
2. To insure the availability of the two authorized signatures, four (4) signatures will be authorized by the Board consisting of the President, Treasurer, the Vice President and the Secretary.
3. All checks must be signed by the Treasurer and one additional authorized officer except when the office of Treasurer is vacant, due to illness or resignation.

### ARTICLE X - AMENDMENTS

1. Any proposed amendments to the Constitution and By-Laws must first have the approval of the Board of Directors, if there is a quorum of members present.
2. Should this occur, the Secretary will, for the next General meeting, advise all members of the proposed amendments.
3. Approval will require a 3/4 plurality of the members present, providing there is a quorum present.
4. Each revision to the Constitution and By-Laws shall be dated.
5. All revisions shall be distributed to all members.
6. The Constitution and By-Laws should be reviewed every three (3) years to assure they reflect the needs of the Valley Stream Civilian Patrol.

VALLEY STREAM CIVILIAN PATROL  
INDIVIDUAL MEMBER DUTIES

- A. Must attend training classes and seminars when scheduled.
- B. To maintain active (voting) membership status:
  - 1. Must maintain a 50% attendance at General Meetings each year
  - 2. Must maintain at least 25 weeks within a year, (two (2) hours per week) on patrol, as a base or work for the VSCP unless excused.
- C. Must be familiar with the Individual Member Duties and the Constitution and By-laws.
- D. Must wear identification when out on patrol and must prominently display identification on their car when performing any duties related to the VSCP.
- E. Must produce the member's photo I.D. for any police officer or resident when asked to do so.
- F. PATROLS:
  - 1. The VSCP is only the eyes and ears of the police department. You should report any unusual or suspicious activities you observe to the police and/or the base station
  - 2. You may patrol parking lots and school areas of those schools whose written permission is on file.
  - 3. No member shall take a weapon, of any kind, on patrol. Violation shall be the cause of instant dismissal from the patrol
  - 4. No member is to assume that they hold peace officer, police officer, or special police status. You have no official status other than that of a concerned resident.
  - 5. No member will interfere with a police operation. You are not to argue or debate with a police officer. All problems with police must be reported to the President immediately with the badge number or name if available. Violation of this rule will be the cause of instant dismissal.
  - 6. While on patrol, members shall be in radio contact with a base and/or other members also on patrol. This is for your safety, advice and assistance.
  - 7. All patrols must take place after 8AM and be completed by midnight
- G. No base station or member (at home or on patrol) shall repeat any information obtained from a police radio over the VSCP network, except when the police ask for help in controlling traffic or in locating a lost child or adult.
- H. VSCP EQUIPMENT:

All equipment belonging to the VSCP must be safeguarded and turned into the Director of Operations on termination of membership or when requested by the President or the Director of Operations.
- I. All vehicles patrolling for the VSCP must be driven by an active member of the patrol, with the exception of trainees. Non-members may be carried as a passenger only with the permission of the President.
- J. Failure to follow these rules will cause the member to meet with the Board of Directors to explain their actions. If the explanation is not satisfactory to the Board, they can dismiss the member from the Patrol under Article VII "Removals" of the By-laws.
- K. All Bases must be approved by the Executive Committee.