



## 2018 ICA Regulations

### 1. PREAMBLE

These Regulations are to be read in conjunction with the By-Laws of the International CPTED Association (ICA).

The records of the ICA shall be held by the Executive Director at:  
Suite 711, 300 Meredith Road NE, Calgary, Alberta T2E 7A8, Canada.

The principal postal address for the ICA is:  
Suite 711, 300 Meredith Road NE, Calgary, Alberta T2E 7A8, Canada.

The email address for the ICA is [office@cpted.net](mailto:office@cpted.net) and it is the responsibility of the Secretary to respond to correspondence sent to this address.

The Executive Director shall register and maintain registration of the Internet Domain “cpted.net” for use by the ICA. The content and structure of the web site shall be the responsibility of the Executive Director, but shall reflect the following key elements:-

- a) Information to promote the ICA;
- b) Details of Board Members;
- c) Educational materials relating to CPTED; and
- d) Facilitation of networking between members; and
- e) A members-only section with information accessible to ICA members.

### 2. MEMBERSHIP

The current annual fees for the different membership categories of the ICA are:

- a) Life Members – no charge;
- b) Individual Members – CA\$75.00 per annum;
- c) Student Members – CA\$25 per annum;
- d) Corporate Members – CA\$250 per annum; and
- e) Honorary Members – no charge.

Life membership is granted at the discretion of the Board of Directors for exceptional service in the advancement of CPTED.

The financial year of the ICA is January 1 to December 31. Individual, student and corporate member fees are due for renewal on January 1 each year.

An Individual membership is granted to anyone who pays the current year membership fee. Individual memberships must be renewed each year.

All persons currently enrolled full-time at a recognised college or university are qualified to be a Student Member of the ICA. Eligibility for Student Membership terminates when the member ceases to be a full-time student.

A corporation, organisation, or agency endorsed by the Board of Directors is qualified to be a Corporate Member.

Honorary membership may be granted by the Board of Directors to a person who is not a Member of the ICA, but who has in some way contributed to the advancement of the Objectives of the ICA. The term of Honorary Membership may be defined by the Board of Directors.

### **3. BOARD OF DIRECTORS**

The Board of Directors shall consist of:

- a) President;
- b) Vice President;
- c) Elected Directors (including Secretary and Treasurer);
- d) Appointed Directors; and
- e) Immediate Past President.

The total number of Directors, including all positions a) to d) above, will not exceed 20.

#### **ELECTED DIRECTORS**

Elected Directors, including the President and Vice President, shall serve a term of two (2) years, unless they:-

- a) are removed from the Register of Members;
- b) resign from the Board of Directors;
- c) are appointed to another position on the Board of Directors; or
- d) are otherwise removed from office.

Elected Directors who have served a term of two (2) years since their last election to the Board of Directors, or were appointed to fill a vacancy for a Board Member whose term would have expired at that time, shall retire from office, but shall be eligible upon nomination for re-election.

The President, Vice President, Secretary and Treasurer shall be elected by the ICA Board from the current members of the Board. To be eligible for election to such positions, an ICA Member must be a currently serving Elected Director. The President, Vice President, Secretary, Treasurer and Elected Directors shall, subject to meeting all requirements of the By-Laws and Regulations, be elected for two (2) year terms.

#### **APPOINTED DIRECTORS AND REGIONS**

Members of the ICA are recognised to be part of designated regions according to their country of residence. The current regional boundaries are available from the ICA Web site.

The primary purpose of Appointed Directors is to represent the interests of the Region from which the Director has been nominated for service on the Board of Directors. To be nominated to serve as an Appointed Director, the candidate must be an ICA Member in Good Standing. Nominations to initially appoint or replace an existing Appointed Director may be considered by the Board of Directors:-

- a) from two (2) existing members of the Board of Directors; or
- b) through a petition from members of a Region which the Appointed Director represents, or
- c) have official written support from members of an affiliated organisation located within the region.

Appointed Directors shall serve a term of two (2) years, unless they:-

- a) are removed from the Register of Members;
- b) resign from the Board of Directors; or
- c) are otherwise removed from office.

Appointed Directors who have served a term of nominally two (2) years since their last appointment to the Board of Directors shall retire from office but shall be eligible for re-nomination.

While regions are encouraged to consider nominating an Appointed Director, it is not a requirement; particularly if the region already contains an Elected Director. There will be no more than one Appointed Director per region.

Each Region is encouraged to hold a Regional CPTED Forum or Conference in the alternate year to the International CPTED Conference.

#### **4. POSITIONAL DUTIES**

##### **PRESIDENT**

The duties of the President shall include, but not be limited to:

- a) Preside as the chair at all meetings of the ICA and of the Board of Directors;
- b) Direct activities of the Board;
- c) Provide leadership and direction for the ICA;
- d) Set agenda for Board meetings;
- e) Call meetings as required;
- f) Serve as spokesperson for the ICA;
- g) Appoint committees;
- h) Serve as ex-officio member of all committees;
- i) Promote the ICA;
- j) Write one update for members each year for inclusion on the ICA website; and
- k) Sign documents on behalf of the ICA.

##### **VICE PRESIDENT**

The Vice President shall support and fill in for the President when required. In the event the President is no longer able to fulfil the duties of the President, the Vice President shall act in the position until such time as a new President is elected.

#### ELECTED AND APPOINTED DIRECTORS

The duties of Elected and Appointed Directors shall include but not be limited to:

- a) Attend regional events and meetings and report activities of the ICA;
- b) Bring concerns and suggestions from the Regional organizations to the Board of Directors;
- c) Promote the ICA;
- d) Enroll members within their region and encourage regional development;
- e) Notify the President of regional problems;
- f) Write one article each year for inclusion in the ICA newsletter; and
- g) Complete one agreed upon task regarding ICA activities each year.

#### SECRETARY

The duties of the Secretary shall include but not limited to:

- a) Provide and oversee general membership services and administration,
- b) Keep members and others informed of ICA activities and events,
- c) Coordinate the promulgation of summary minutes of each board and general meeting,
- d) Coordinate the publication of the newsletter,
- e) Respond to, answer, forward and acknowledge ICA emails and telephone messages,
- f) Keep the membership database updated, and
- g) Keep the website updated.

#### TREASURER

The duties of the Treasurer shall include but not limited to:

- a) Prepare and monitor the annual budget, and
- b) Make financial and activity reports at each meeting of the Board of Directors.

#### EXECUTIVE DIRECTOR

The duties of the Executive Director shall include but not limited to:

- a) Maintain the Corporate Seal in safe custody,
- b) File necessary reports and legal papers on behalf of the ICA, and
- c) Sign documents on behalf of the ICA if the President is unavailable.

#### IMMEDIATE PAST PRESIDENT

The primary purpose of the Immediate Past President is to share knowledge and experience with the Board of Directors and elected President. If necessary, the President may ask the Immediate Past President to oversee the work of a committee or be responsible for a specific project.

### **5. ANNUAL GENERAL MEETING**

The following business shall be transacted at every Annual General Meeting:

- a) Receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the ICA for the last financial year;
- b) Receiving of the auditor's report on the financial affairs of the ICA for the last financial year;
- c) Presentation of the audited statement to the meeting for adoption;
- d) Election and/or announcement of the results of the election of the portion of the members of the Board of Directors recently elected (including President and Vice-President, as applicable);
- e) Announcement of the name(s) of Appointed Directors; and
- f) Announcement of the names of the two Board members appointed as auditors for the following year.

## **6. ICA CONFERENCE**

The Board of Directors may at its absolute discretion coordinate or endorse an International CPTED Conference as being the Official Conference of the ICA.

Every two years a conference will be held by the ICA. The location of this conference shall be decided by the Board at its regularly scheduled meeting no later than the year prior to that conference date. The conference will be open to non-members as well as Association members. Members in good standing will be offered a discount on their registration costs.

The hosting organization will meet the following requirements as a minimum:

- a) Conference registration fees for all current Board members and past President and Honorary Members will be waived.
- b) Lodging costs for the President and Executive Director from one day prior to the start of the conference until the day following the final day of the conference shall be paid by the hosting organization.
- c) A session of no less than two (2) hours prior to the close of the conference will be set-aside with no conflicting activities for the Annual General Meeting.
- d) A meeting room capable of seating at least 20 people will be made available for the Annual Board Meeting.
- e) The ICA logo and membership information will be prominently displayed on all literature and marketing and website(s) information.

The hosting organization will make a donation to the Association of a minimum of 25% of the net surplus of revenues over expenses resulting from the conference. If the conference does not make a profit there shall be no monies owed to the Association from the host organization. In either case, the hosting organization shall submit a detailed report of revenues and expenses, including such supporting documentation as may be required, within 3 months of the conference closing date. The Association accepts no responsibilities for debts incurred by the hosting organization unless otherwise specified in writing and approved by the Board.

## **7. VOTING**

Only the President, Vice-President, Secretary, Treasurer, Elected and Appointed Directors shall have the right to vote on matters before the Board of Directors.

## **8. REMUNERATION**

The ICA will pay from general funds, if such funds are available, the actual travel costs of sending the President, or their designate, and Executive Director to the ICA conference and any other events or meetings approved by the Board of Directors.