



**13 DIVISION**

**COMMUNITY POLICE LIAISON COMMITTEE**

**Mission and By-Laws**

**April 14, 2008**

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# **13 DIVISION C.P.L.C COMMUNITY POLICE LIAISON COMMITTEE**

## **Mission & By-Laws**

### **Mission Statement**

To encourage mutual trust through understanding, shared knowledge and involvement which will lead to a meaningful partnership aimed at creating a safe environment in which to live and work.

### **Mandate**

To establish and maintain a meaningful community partnership; to work together in identifying, prioritizing and problem solving of local policing issues; to be proactive in community relations, crime prevention and communication of initiatives, and to serve as a resource to the police and the community.

### **Organization**

Each Committee shall be made up of community and police representatives from the division's geographic area.

Each Committee shall be inclusive of as many community organizations and groups as possible, thereby truly reflecting the community.

It is understood that members of the CPLC are volunteers and that as such their continued membership and/or participation is subject to the approval of the Unit Commander.

## Organizational By-Laws

### **Article #1 - Name, Affiliation and Location**

- 1:01 This community shall be called the 13 Division Community Police Liaison Committee
- 1:02 The head office shall be at, 13 Division, 1435 Eglinton Avenue West, Toronto, Ontario, M6C3Z4
- 1:03 The 13 Division Community Liaison Committee will be referred to hereafter as the C.P.L.C.
- 1:04 The C.P.L.C. will be part of a network of Divisional C.P.L.C.s across Toronto

### **Article #2 – Objectives**

The objectives of the C.P.L.C. are to:

- 2:01 Establish and maintain a meaningful community/police partnership
- 2:02 Work together in identifying, prioritizing and problem solving of local issues
- 2:03 Be proactive in community relations, crime prevention, and communicating initiatives.
- 2:04 Serve as a resource to the police and the community.

### **Article #3 - Non-profit Status**

- 3:01 The C.P.L.C. shall be carried on without purpose of gain for its members and any profits or other gains to the C.P.L.C. shall be used for promoting its objectives.

### **Article #4 – Membership**

4:01

- (a) The C.P.L.C. members shall be individuals who work or live within the boundaries of 13 Division, and may attend listen and/or speak at our C.P.L.C. meetings. Voting privileges shall be given to members who attend at least 6 meetings during the course of the preceding 12 month period.

- (b) If a member of the CPLC wishes to have an item placed on the agenda, he/she must notify a member of the Executive of such, at least one week prior to the scheduled meeting.
  - (c) "Resource people" are defined as person(s), including political leaders, who are invited to attend C.P.L.C. meetings as a resource to the Executive. They will have no voting privileges.
- 4:02 The C.P.L.C. shall not discriminate against membership on any grounds prohibited by the Ontario Human Rights Code.
- 4:03 The membership year shall run from January 1st to December 31st.

#### **Article #5 - Executive Officers**

5:01 The Executive Officers shall consist of the following:

- Police Co-chairperson
- Civilian Co-chairperson
- Vice-Chairperson
- Secretary
- Treasurer

and such other officers as the C.P.L.C. may determine.

- 5:02 Elections shall be held at the Annual General Meeting to elect the Executive Committee. The Civilian Co-chairperson and Vice-Chairperson will be elected in alternate years.
- 5:03 Each member of the Executive shall serve for two years, subject to the provisions of section 5:02. This term may be extended if all effort to fill the position through the election process fails.
- 5:04 Members of the Executive will serve a maximum of two consecutive terms. This term may be extended if all effort to fill the positions through the election process fails.
- 5:05 The first term of a new committee will have to be adjusted to allow for continuity. For example, the first chair-person may serve for three years or one year.

#### **Article #6 - Responsibilities of Executives**

6:01 The Civilian Co-chairperson shall:

1. Be a non-police member of the C.P.L.C.
2. When present, preside at all meetings.
3. With the assistance of the Executive, set meeting agendas.
4. Co-ordinate C.P.L.C. activities.

5. Act as a contact person for matters to be presented to the community.
6. Ensure that an up-to-date correspondence file is kept.
7. Take the opportunity to contribute to the 13 Division newsletters when appropriate, to promote or discuss CPLC initiatives.

6:02 The Police Co-chairperson shall:

1. When present, preside at all meetings.
2. With the assistance of the Executive, set meeting agendas.
3. Co-ordinate C.P.L.C. activities.
4. Act as a contact person for matters to be presented to the community.
5. Ensure that an up-to-date correspondence file is kept and be responsible for picking up C.P.L.C. mail at the designated mailbox.

6:03 The vice-chairperson shall:

1. Shall be a non-police member of the C.P.L.C.
2. In the absence of the Civilian Co-chairperson, the Vice Chair will perform his or her duties.
3. Perform such duties as may be delegated.
4. Be responsible for membership outreach and promoting CPLC to the community.

6:04 The secretary shall:

1. Be provided by Thirteen Division subject to the direction of future Unit Commanders.
2. Distribute meeting notices and other necessary correspondence.
3. Distribute agendas and minutes.
4. Keep minutes of all meetings.
5. Keep an up-to-date file of all records, meeting agendas, minutes, and correspondence.
6. Maintain the official membership list.

6:05 The treasurer shall:

1. Be a non-police member.
2. Keep full and accurate records of accounts.
3. Oversee all banking.
4. Issue a monthly financial statement for presentation at regular meetings.

5. Prepare an annual financial statement for submission to the Division Unit Commander and Community Policing Support.
6. Be a member of any fundraising subcommittee.

6:06 Members of the Executive must be willing to make a commitment to the C.P.L.C. If three consecutive meetings are missed without just cause, acceptable to the Executive, the individual will cease to be a member of the Executive.

### **Article #7 - Meetings**

- 7:01 Two fifths of the membership of the C.P.L.C. shall constitute a quorum for the transactions of the business of the C.P.L.C.
- 7:02 There shall be at least 8 meetings held during the year
- 7:03 The Annual General Meeting will be held in January of each year, at which time the election of officers will take place. Notification will be given to each member at least one month in advance.
- 7:04 In all matters regarding the rules of order and meeting procedures, "Roberts Rules of Order" will be used as a guideline.

### **Article #8 - Sub-Committees**

- 8:01 The Executive may appoint sub-committees from time to time as deemed necessary.
- 8:02 Sub- committees will report on their activities at each C.P.L.C. meeting and as required by the Executive.

### **Article #9 - Finances**

- 9:01 All C.P.L.C. cheques must have the signatures of two Executive members, including that of the Treasurer. All C.P.L.C. expenses are subject to review and approval:
- 9:02 Expenses up to \$100 must be pre-approved by the CPLC Civilian Co-Chairperson and Police Co-Chairperson;
- 9:03 Expenses between \$101-\$299 must be pre- approved by the Civilian Co-Chairperson, the Police Co-Chairperson and the Treasurer;
- 9:04 Expenses over \$300 must be pre-approved by the Executive Committee.
- 9:05 Each sub-committee of the C.P.L.C. must keep accurate accounting records and report to the C.P.L.C. on a regular basis or as requested by the Executive.
- 9:06 The fiscal year shall be the calendar year January 1 to December 31.

- 9:07 The Unit Commander of No. 13 Division will notify the Executive when funds are made available to the C.P.L.C.
- 9:08 Should the C.P.L.C. disband for any reason, the Executive will determine which non-profit organization receives any remaining monies after a six month waiting period

**Article #10 - Amendments to by-Laws**

- 10:01 Amendments may be made at Annual General Meeting by a two-thirds vote of the members present, provided that notice of the motion to do so is given in writing to the members at least one month in advance. Such notice shall include the text of the proposed amendment.



## **APPENDIX 'A'**

### **Code of Ethics and Conduct**

- (a) CPLC 13 members shall have an obligation to exercise honesty, objectivity and diligence in the performance of their duties and responsibilities.
- (b) CPLC 13 members shall not knowingly be a party to any illegal or improper activity.
- (c) CPLC 13 members shall be prudent in their use of information acquired in the course of their duties. They shall not use confidential information for any personal gain nor in any manner which would be in conflict with the Toronto Police Service. CPLC 13 members can be exposed to a wide variety of information. It is imperative that CPLC 13 members keep this information in the strictest of confidence. This includes anything they may hear from police officers, complainants, or suspects and anything they may see on police reports, memos, and computer terminals.
- (d) CPLC 13 members shall recognize their scope of authority and shall not exceed such authority at any time. CPLC 13 members shall not misrepresent themselves as a police officer or other staff member of the Toronto Police Service.
- (e) CPLC 13 members shall be aware of their obligation to maintain a high standard of competence, morality and dignity.
- (f) CPLC 13 members shall not consume any tobacco product in any police facility or vehicle.
- (g) CPLC members shall not attend CPLC 13 meetings or engage in any CPLC 13 activity while under the influence of an intoxicating substance including alcohol, drug, etc.
- (h) CPLC 13 members shall not consume intoxicants during their attendance at CPLC 13 meetings or while involved in any CPLC 13 activities.
- (i) CPLC 13 members shall always be courteous and respectful when dealing with a member of the public or the police service.