



# Regulations of the International Crime Prevention Through Environmental Design (CPTED) Association

## 1. PREAMBLE

These Regulations are to be read in conjunction with the Bylaws of the International Crime Prevention Through Environmental Design (CPTED) Association - the ICA.

The Board of Directors and ICA members are governed by these Regulations.

The records of the ICA shall be held by the Executive Director or other member of the executive team at the principal postal address for the ICA and securely using online cloud storage.

The principal postal address and head office for the ICA is currently:  
10980 Westdowne Road 79, Ladysmith, British Columbia V9G 1X4 Canada.

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

The Executive Director or other nominated member of the executive team shall register and maintain registration of the Internet Domain "cpted.net" for use by the ICA. The content and structure of the website shall be the responsibility of the Executive Director and shall reflect the following key elements:

- a) Information to promote the ICA;
- b) Details of Board Members;
- c) Membership application;
- d) Regulatory documents (Bylaws, Regulations), and public ICA policies and guidelines;
- e) ICA Code of Ethics;
- f) ICA committees;
- g) Educational materials relating to CPTED;
- h) Information about CPTED training workshops and professional development of members;
- i) Information about the ICA's CPTED Certification Program (ICCP) and CPTED Course Accreditation Program (CAP);
- j) Information about the ICA organizational structure, the ICA Umbrella initiative and ICA Chapters;
- k) Facilitation of networking between members; and
- l) A members-only section with information accessible to ICA members in good standing.

## **2. MEMBERSHIP**

The current annual fees for different membership categories of the ICA are specified on the membership application page of the ICA website and may be updated from time to time upon Board approval. Membership groups are as follows:

- a) Regular Members;
- b) Student Members (full-time);
- c) Organization/Bundle Members;
- d) Board Members – no charge; and
- e) Honorary Members – no charge;

Honorary (lifetime) Membership is granted at the discretion of the Board of Directors for exceptional service in the advancement of CPTED and/or the ICA. 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.

All persons currently enrolled full-time at a recognized 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. Evidence of enrollment in an academic institution needs to be provided at time of membership application and renewal.

## **3. ORGANIZATIONAL STRUCTURE**

The ICA represents the headquarters of the Association. The ICA Chapters are self-governing entities (associations, organizations representing nations, states, territories, various organizations...) linked to the ICA headquarters. Upon the ICA Board's approval, the ICA Chapter signs a Memorandum of Understanding (MOU Chapters) or Agreement (Affiliate Chapters) with the ICA with the purpose of both parties advancing and promoting CPTED and each other's CPTED-related work.

The most current version of organizational structure can be found on the ICA Umbrella Initiative page of the ICA website.

## **4. BOARD OF DIRECTORS**

The Board of Directors shall consist of elected Directors, including four (4) executive positions:

- a) President;
- b) Vice-President;
- c) Secretary; and
- d) Treasurer.

The total number of Directors, including all positions a) to d) above, shall not exceed 15.

The Immediate Past President shall serve on the ICA Board in an ex officio capacity; however, they will not have voting rights on Board matters unless they are re-elected as a Board member.

Executive Director shall be a non-voting ex officio member of the ICA Board.

## DIRECTORS

Directors will be eligible to be elected to serve on the ICA Board if they satisfy the election criteria, including being an ICA member for the preceding six (6) months.

Directors shall serve a term of three (3) years<sup>1</sup>, 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 nominally three (3) years since their last election to the Board of Directors, or were appointed to fill a vacancy for a Board Director whose term would have expired at that time shall be eligible upon nomination for re-election or shall retire from office.

The President, Vice-President, Secretary and Treasurer shall be elected by the ICA Board Directors from members who were elected in general election, to serve on the Board. To be eligible for election to these executive positions, an ICA member must have previously served at least one full term in office. The President, Vice-President, Secretary, Treasurer and Elected Directors shall, subject to meeting all requirements of the Bylaws and Regulations, be elected for three (3) year terms.

After being elected to the position of a Director on the ICA Board, a Director shall agree to and sign a general mandate letter that specifies their duties and responsibilities. Those Directors who shall later be elected by Board members to executive positions will receive an additional mandate letter specific to their position.

## 5. EXECUTIVE COMMITTEE

The ICA Executive Committee is a special committee comprising of executive members of the ICA Board (President, Vice-President, Secretary, and Treasurer), and the Executive Director. Members of the Executive Committee meet on a monthly basis to prepare, discuss and finalize the documents for Board approval, to discuss the proposed direction for the ICA, to discuss operational and strategic questions, and to discuss and resolve any pertinent issues.

The Executive Committee may approve or recommend certain operational decisions. It has no sole authority to make major organizational or major financial decisions.

## 6. ADVISORY COUNCIL TO THE PRESIDENT

The ICA Advisory Council is a volunteer group formed to give advice and support to the President of the ICA. The ICA Advisory Council consists of the ICA President and experienced past members of the ICA Board who are no longer connected to the ICA Board in an official capacity (e.g. past Presidents, past Executive Directors) but continue to provide invaluable advice. In contrast with the Board of Directors that focuses on governance, the Advisory Council provides a non-binding advice and insight on strategic and operational matters that are aligned with the ICA Strategic Plan and Bylaws.

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<sup>1</sup> With the exception of the first elections following the approval of these Regulations and new Bylaws where the process outlined under point 11 of these Regulations will be followed.

## **7. POSITIONAL DUTIES AND POWERS**

### **PRESIDENT**

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

- a) Participate on the Board as vital part of Board leadership;
- b) Serve on the ICA Board and Executive Committee;
- c) Set and approve the agendas for any Executive, Board, Annual General Meeting, or any other special meeting called by the President;
- d) Attend all Board meetings and Executive Committee meetings;
- e) Preside as the chair at all meetings of the ICA and of the Board of Directors;
- f) Direct activities of the Board;
- g) Provide leadership and direction for the ICA;
- h) Call meetings as required;
- i) Serve as spokesperson for the ICA;
- j) Appoint committees and their chairs/coordinators;
- k) Serve as ex-officio member of all committees;
- l) Promote the ICA;
- m) Write one update for members each year for inclusion on the ICA website;
- n) Sign documents on behalf of the ICA;
- o) Work closely with Executive Director to ensure Board resolutions are carried out;
- p) Work with the Board to recruit new Board members;
- q) Assist Executive Director in conducting new Board member orientation;
- r) Oversee searches for new Executive Director;
- s) Coordinate Executive Director's annual performance evaluation; and
- t) Review Board Directors' performance and request their reports.

### **VICE-PRESIDENT**

The Vice-President shall support and cover 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.

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

- a) Participate on the Board as vital part of Board leadership;
- b) Serve on the ICA Board and Executive Committee;
- c) Attend all Board meetings and Executive Committee meetings;
- d) Carry out special assignments as requested by the President (e.g. lead the Conference Committee; lead specific policy development; assist in performance reviews...);
- e) Understand the President's responsibilities and perform these duties in the President's absence;
- f) Assist in the management of strategic priorities of the ICA; and
- g) Assist with the ICA Umbrella Initiative and engagement of ICA Chapters as required.

### **SECRETARY**

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

- a) Participate on the Board as vital part of Board leadership;
- b) Serve on the ICA Board and Executive Committee;
- c) Attend all Board meetings and Executive Committee meetings;
- d) Provide and oversee general membership services and administration;

- e) Keep members and others informed of ICA activities and events;
- f) Provide notice of meetings to the Board, relevant committees and ICA members;
- g) Coordinate the vetting, amending, and circulation of summary minutes of each Board, Executive Committee and Annual General Meeting;
- h) Ensure safety and accuracy of Board records;
- i) Take Board meeting and Executive Committee meeting minutes. Review and disseminate the minutes if another person is assigned with taking the minutes;
- j) Assist in document development and policy reviews at executive level;
- k) Assist the committees with meeting scheduling and operations as needed;
- l) In the absence of President and Vice-President assume responsibilities of the President;
- m) Assist the President with meeting agenda preparation and dissemination.

## TREASURER

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

- a) Participate on the Board as vital part of Board leadership;
- b) Serve on the ICA Board and Executive Committee;
- c) Attend all Board meetings and Executive Committee meetings;
- d) Manage finances for the association;
- e) Manage incoming payments;
- f) Deposit received funds;
- g) Write outgoing cheques;
- h) Document all financial transactions/bookkeeping;
- i) Ensure the protection of funds from potential misuse;
- j) May work with professional accountant to file taxes and ensure accuracy of finances;
- k) Prepare and monitor the monthly budget;
- l) Prepare and monitor the annual budget;
- m) Make financial and activity reports at each regular monthly meeting of the Executive Committee and quarterly meeting of the Board of Directors, and Annual General Meeting of ICA members;
- n) Manage the Board's review of and action related to the Board's financial responsibilities and annual reporting to the government;
- o) Organize and review annual financial review/financial audit and answer any financial reviewers'/auditors' questions, or ICA members' questions;
- p) Organize an auditor if needed;
- q) Work with Executive Director to ensure appropriate financial reports are available to the Board on a timely basis;
- r) Collaborate with the Executive Director in preparing an annual financial strategy ahead of a new financial year; and
- s) Plan and ensure adherence to the annual proposed financial budget, once it has been approved.

## DIRECTORS

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

- a) Attend all Board meetings and the meetings of committees the Director participates in (in case of absence, a written apology needs to be sent in a timely fashion prior to the meeting to the President and Secretary, or in case of the committee, to the committee chair);
- b) Attend relevant local/regional events and meetings and report activities of the ICA;
- c) Bring concerns and suggestions from local/regional organizations to the Board of Directors;
- d) Promote the ICA;

- e) Advocate for the ICA in professional circles around the world and specifically in country of residence;
- f) Have knowledge of the ICA mission, services, policies and programs;
- g) Stay up-to-date with CPTED developments;
- h) Abide by the ICA policies and Code of Ethics;
- i) Connect with local/regional organizations and associations to foster collaboration between those organizations and the ICA;
- j) Promote membership within their locality/region and encourage regional development;
- k) Notify the President of regional issues and opportunities;
- l) Review agenda and supporting materials prior to Board and committee meetings;
- m) Serve on at least one ICA committee;
- n) Occasionally offer to take special assignments;
- o) Write at least one article each year for inclusion in the ICA Newsletter;
- p) Complete at least one agreed upon task regarding ICA activities each year; and
- q) Assist with recruitment by suggesting possible nominees who could assist with the ICA's mission through joining the Board or ICA committees.

## EXECUTIVE DIRECTOR

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

- a) Serve as non-voting ex officio member of the ICA Board;
- b) Ensure the Corporate Seal is held in safe custody;
- c) Ensure annual filing of annual return is performed on time;
- d) File necessary reports and legal papers on behalf of the ICA or ensure this is done by another designated Board Director;
- e) Sign documents on behalf of the ICA if the President is unavailable;
- f) Oversee and coordinate, when necessary, operations of the ICA;
- g) Manage daily operations and overall activities of the ICA;
- h) Recommend organizational decisions where relevant;
- i) Direct the growth of organization aligned with ICA Strategic Plan and Board directives;
- j) Act as the main point of contact for and between the Board of Directors, ICA members, and the public;
- k) Support the Executive Committee and the Board of Directors with guidance and administrative support;
- l) Prepare written updates and regularly report to the Executive Committee and Board of Directors on activities and updates within the organization;
- m) Assist in drawing a working plan with measurable goals;
- n) Execute high-level strategic decisions aligned with directives of the Executive Committee;
- o) Execute working policies;
- p) Assist and support planning and implementation of new and long-term business strategies that align with the ICA Strategic Plan;
- q) Manage organization's assets and liabilities;
- r) Organize any professional development training for Board members aligned with directives of the Executive Committee;
- s) Coordinate onboarding of new Board members and ensure they have signed the mandate letter and understood their duties and powers;
- t) Support Board members and ICA committees;
- u) Coordinate the publication of the ICA Newsletter;
- v) Respond to, answer, forward and acknowledge ICA emails and telephone messages;
- w) Keep the membership database updated; and
- x) Keep the website updated.

The Executive Director shall receive a monthly financial compensation in the amount approved by the ICA Board. At the start of each year, the Executive Director shall sign a contract with the ICA that defines duties and powers of the Executive Director aligned with the Strategic Plan.

#### IMMEDIATE PAST PRESIDENT

The primary purpose of the Immediate Past President is to share knowledge and experience with the Board of Directors and the 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.

The Immediate Past President also serves on the Advisory Council to the President.

### **8. ICA COMMITTEES**

The President may appoint a committee to address a short-term need to carry out a specific task or an issue.

Each ICA committee shall develop an Annual Work Plan (if applicable) and Terms of Reference that guide their activities.

An Annual Work Plan shall include but not be limited to:

- a) Develop a schedule/timeline with clear deadlines for particular tasks and activities; and
- b) Outline operations of the committee and its members that correspond with set deadlines.

The Terms of Reference shall include but not be limited to:

- a) Clearly outline the purpose of the committee;
- b) Outline the roles of all committee members;
- c) Outline the responsibilities of the committee and all members of the committee; and
- d) Outline the expectations and output of the committee.

The chair of each committee will send regular updates concerning their progress to the President ahead of the Board meeting.

#### **Current ICA committees:**

- a) Strategic Planning Committee
- b) Standardization Committee
- c) Certification (ICCP) Committee
- d) Course Accreditation (CAP) Committee
- e) Webinar Committee
- f) Newsletter Committee
- g) Fundraising Committee
- h) Social Media Committee
- i) ICA Online Course Committee
- j) CPTED Journal Committee
- k) Research Committee
- l) CPTED in Schools Committee
- m) ICA Conference Committee

## **9. ANNUAL GENERAL MEETING**

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

- a) ICA Annual Report reflecting previous year's performance (presented through reports by the President and Executive Director);
- b) 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;
- c) Receiving of the financial reviewers' or auditor's report on the financial affairs of the ICA for the last financial year;
- d) Presentation of the reviewed or audited financial statement to the meeting for adoption;
- e) Presentation of any other updates and items requiring the members' input or a vote; and
- f) An announcement of the results of the election of the portion of members of the Board of Directors recently elected.

## **10. ICA CONFERENCE**

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

The ICA Conference will be held every two years. The location of this conference shall be decided by the Conference Committee of the ICA Board at least six (6) months prior to that conference date. The conference will be open to non-members as well as ICA members. Members in good standing will be offered a discount on their registration costs.

The ICA may decide to partner with a host organizer that will be selected through a clearly specified process managed by the Conference Committee.

The hosting organization will meet the following minimum requirements:

- a) Conference registration fees for all current Board Members, Immediate Past President and Honorary Members will be waived.
- b) A meeting room capable of seating at least 20 people will be made available for the Board Meeting.
- c) The ICA logo and membership information will be prominently displayed on all literature, marketing materials and website(s).

The Association accepts no responsibilities for debts incurred by the hosting organization unless otherwise specified in writing and approved by the Board.

Occasionally and outside the scope of the Official Conference of the ICA, the ICA may also partner with its chapters to deliver a local/regional conference to help promote CPTED in that specific local/regional area.

## **11. THE PROCESS OF ELECTING BOARD DIRECTORS**

At the first election of Directors following the approval of new Bylaws and these Regulations, one-third (1/3) Directors shall be elected for a three-year term, one-third (1/3) Directors shall be elected for a two-year term and one-third (1/3) Directors shall be elected for a one-year term.



Directors will be allocated their term of office dependent on the number of votes they received. The most will get a three-year (3) fixed term, the least a one-year (1) fixed term. The vote will be open to all active ICA members.

Thereafter, except where an election is held to fill the unexpired portion of a term, newly elected Directors shall be elected for three-year (3) terms.

Each term will end on the final day of that calendar year with the newly elected Directors filling available positions on the first day of the new calendar year.

The ICA will open nominations for Board Director positions to ICA members who satisfy the following criteria upon their nomination:

- a) They are an ICA member in good standing.
- b) They have been an ICA member for at least six (6) months.
- c) They have agreed to the ICA Code of Ethics (in membership profile).
- d) They have had prior engagement and participation in the ICA activities/initiatives (an advantage).

In addition, a self-nominating member or a member nominated by another member will submit a letter briefly describing why the nominee wishes to serve on the ICA Board and what they will bring to the ICA Board should they be elected (max 200 words). A special submission form or template will be developed for this purpose.

Should there be more than 15 eligible nominations for available Board Director positions, the ICA will open an electronic voting poll to all general ICA members in good standing for a period of ten days (10) days.

Should a vote be required, the nominees receiving most votes will be offered a position on the ICA Board.

The President, Vice-President, Secretary and Treasurer will be elected internally by the Directors in an election presided over by a nominated Director not standing for any of those positions. Their term of office will reflect their allocation as above. Only Directors who have previously served in office will be eligible to fill one of the executive positions on the ICA Board.

Each year, the call for nominations will be open between 1st and 25th October. Voting will be open to all ICA members between 1st and 10th November. The results of the election will be announced at the Annual General Meeting (AGM) on 15th December of that year. The first election following the approval of the new Bylaws and these Regulations will take place in January 2023 following the December 2022 AGM; the call for nominations will be announced at that AGM.

The candidates who will be offered a position on the ICA Board will be required to accept the offer and sign either via electronic or non-electronic means, a general mandate letter within seven (7) business days. Directors who will then be elected by the Board to fill the executive positions will also sign a mandate letter specific to their executive position. Pending their acceptance and signing, their term on the ICA Board will start on 1st of January unless determined differently by the ICA Board. The first ICA Board of Directors elected upon approval of the new Bylaws and these Regulations will assume their term in office on 10th February 2023.

## **12. VOTING ON ICA MATTERS**

Only elected Directors serving on the ICA Board shall have the right to vote on ICA Board matters.

All ICA members in good standing shall have the right to vote on matters presented at the Annual General Meeting or other members' meetings, and on election of Board Members.

## **13. REMUNERATION**

The ICA will allocate a maximum of US\$5,000 or equivalent of its funds within the ICA's fiscal year (time between two AGMs) to the expenses associated with the ICA's "Expenditure Policy for ICA Directors".

All ICA Board Directors are eligible to apply for the expense under the conditions specified within the policy. An expense eligible for approval includes a conference or event registration fee and any registration related expenses up to the amount specified as the expenditure limit. In addition to registration related expenses, the members of the Executive Committee are also eligible for approval of travel expenses associated with attending the conference or event up to the amount specified by the policy as expenditure limit.

Financial compensation for any services of ICA Board members are defined by the "Financial Rewards Policy".

## **14. ICA POLICIES & OPERATIONAL DOCUMENTS (internal and external)**

- a) [ICA Code of Ethics](#)
- b) [E-motions Policy](#)
- c) [Financial Rewards Policy](#)
- d) [ICA Privacy Policy](#)
- e) [Expenditure Policy for ICA Directors](#)
- f) [Advertising Policy](#)
- g) [ED Spending Guideline](#)
- h) [IP Interim Guideline](#)
- i) [Email Etiquette Guideline](#)

## **15. UPDATES**

These Regulations will be updated annually and approved by the Board of Directors at the last Board meeting of each calendar year.