

# CPPCA BYLAWS

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## **ARTICLE I**

The name, objectives and administration of the Association are set forth in the Constitution.

## **ARTICLE II - VACANCIES**

### **Section 1**

The offices of President, First Vice President, Second Vice President and Regional Vice Presidents may be declared vacant by the Board of Directors at any meeting called upon at least thirty (30) days notice to the occupant of the office by registered mail sent to his/her last address and to the members of the board by mail upon the failure, refusal or inability of such officer to perform the duties of his/her office. The office of any other member of the Board of Directors may be declared vacant by the Board of Directors when it appears to the board that such other board member is not performing the duties of his/her office.

In the event of vacancy in the office of the President, the First Vice President shall act as President, and the Second Vice President shall act as First Vice President. If there is no First Vice President or Second Vice President, the Board of Directors shall elect as President one of the Regional Vice Presidents. The President shall with the advice and consent of the Board of Directors fill any other vacancies, which may occur.

All such vacancies filled shall be made for the balance of the unexpired term in a manner that is consistent with the representation of the Board of Directors as provided in the Constitution.

## **ARTICLE III - FISCAL**

### **Section 1**

Fiscal Year: the fiscal year of the Association shall be October 1 through September 30.

### **Section 2**

Fiscal Records: the Executive Director shall keep records in the manner approved by the Board of Directors of all income and expenditures of the Association. Such records shall be audited by a public accountant or by internal audit as needed, or per the request of the Executive Committee or Executive Director. A copy of the latest audit report shall be included in the Executive Director's report. Upon demand, a copy of the audit report shall be furnished to any member of the Association.

### **Section 3**

Expenditures: the Board of Directors shall approve the annual budget of the Association no later than October 1 of each year. The incoming Board of Directors shall be installed in office, and shall convene, immediately after each year's Annual Business Meeting for the purpose of adopting the Association's operating budget for the upcoming fiscal year.

The Board of Directors shall review the recommended budget and approve, disapprove or modify each expenditure. The Executive Director is authorized to expend funds within sums authorized by the Board upon receipt of written request from persons authorized to spend such monies.

A request for payment submitted to the Executive Director must be accompanied by a voucher and/or by a signed statement, which sets forth the purposes of such expenditures. The Executive Director may transfer, among expenditure categories, a cumulative amount of up to five (5) percent of the Association budget; transfers exceeding this limitation require Board approval. When such transfers are made, the Executive Director will report them at the next meeting of the Executive Committee or Board of Directors. In the event of an emergency and/or when the Association does not have an approved budget, the Executive Committee may authorize payment of staff salaries and operating expenses.

The Executive Director is authorized to advance funds within the budget upon written request of the officer or person authorized for petty cash funds for other purposes. The individual advanced such funds must submit to the Executive Director detailed statements of such expenditures and return unused funds to the treasury. Funds authorized for expenditures by a chapter may be advanced to the chair of a chapter upon written request through the Regional Vice President. Funds advanced to the chapter must be accounted for by the chair of the chapter through the Regional Vice President to the Executive Director. Unexpended funds appropriated from the Association Executive Director may be returned at the end of the fiscal year. Any request for payment of funds for travel expenses must conform to the policy statement adopted by the Board of Directors.

#### **Section 5**

Employment of Necessary Personnel: the Association by action of the Executive Director may employ any person or may contract for services to perform duties necessary for the accomplishment of the Associations purposes.

### **ARTICLE IV- COMMITTEES AND APPOINTMENTS**

#### **Section 1**

To carry out the business and purposes of the Association there shall be the following committees;

- a. Standing Committees
- b. Annual Committees
- c. Special Committees

Committee chairs shall be appointed by the President with the approval of the Board of Directors, with the exception of the chair of the Juvenile Justice/Delinquency Prevention Committee who shall be named by the Juvenile Justice and Delinquency Prevention Commissions statewide to represent them. All Committee chairs and members of their committees shall be voting members in good standing. Each committee chair, except that of the Nominations and Election Committee, shall appoint his/her own committee members with the advice and consent of the Executive Committee.

#### **Section 2**

There shall be four (4) standing committees:

- a. Legislative
- b. Public Information
- c. Planning and Professional Development
- d. Fund Raising

#### **Section 3**

There shall be five (5) annual committees:

- a. Nominations and Election
- b. Conference
- c. Membership
- d. Juvenile Justice/Delinquency Prevention
- e. Awards

#### **Section 4**

Special Committees: there may be created by the President with the approval of the Board of Directors such additional committees as may from time to time seem desirable for the fulfillment of specific purposes of limited nature.

### **ARTICLE V - DUTIES OF STANDING COMMITTEES**

#### **Section 1**

Legislative Committee: it shall be the duty of the Legislative Committee

- a. To review and study laws and propose legislation which is consistent with the objectives of the Association and make recommendations regarding legislative matters to the Board of Directors.

- b. To follow bills introduced into any legislative body and appear before appropriate committees and commissions in accordance with instructions from the Board of Directors.

The Legislative Committee Chair whenever possible shall appoint his/her committee for a two-year period to include one representative from each chapter, providing said representative agrees to serve and receives approval of the local chapter.

Action on emergency legislative matters shall be approved by a quorum of the Executive Committee.

### **Section 2**

Public information Committee: within the policies of the Association it shall be the duty of the Public Information Committee to develop and provide cooperative relationships between the Association and other organizations and bodies and to provide the public through the press, radio or television, or through other appropriate channels, with information to promote the purposes of the Association. The Association President, Executive Director, and Legislative Advocate shall be the members and representatives for the Association in a public forum, excepting appropriate situations as determined by the Executive Committee.

### **Section 3**

Planning and Professional Development Committee: the Planning and Professional Development Committee shall study current and recent practices in the correctional field and recommend plans for the improvement of correctional services in California. The Planning and Professional Development Committee shall make recommendations for short and long-term goals for the Association, along with studying professional growth, training, standards, curriculum, and membership research. This committee should provide the execution of studies with the membership committee and delegate body to assess the needs and vision of the Association membership through surveys and analysis. The chair shall report to the Board of Directors and the board shall make assignments to an appropriate action committee or chapter for accomplishment. The Planning and Professional Development Committee shall act in an advisory and review capacity to any action committee upon assignment of such responsibility by the President or First Vice President.

### **Section 4**

Fund Raising Committee: it shall be the duty of the Fund Raising Committee

- a. To identify potential sources of revenue to supplement dues income;
- b. To assist in and facilitate contacting potential contributors and donors;
- c. To assist in developing fund raising activities at the chapter and regional levels; and;
- d. To assist the Board of Directors and staff in pursuing fund raising ideas and activities as needed for Association solvency and growth.

## **ARTICLE VI - DUTIES OF ANNUAL COMMITTEES**

### **Section 1**

Nominations and Election Committee: the Nominations and Election Committee shall consist of members who, representing equal diversity through the state, shall be appointed by the President of the Association based on referrals and recommendations of the Regional Vice Presidents, and having the approval of the Regional Vice Presidents, not later than December 1 following his/her election to office. Said committee members must have expressed willingness to serve prior to their appointment.

### **Section 2**

Conference committee; the President, with the advice and consent of the Board of Directors, shall appoint the conference Committee Chair, who shall appoint a business manager and program chair and such other subcommittee chairs as may be necessary to plan and manage the Association's annual conference which shall be held in the north and south on alternate years. The State Delegate Chair or his/her designate shall be a voting member of the committee.

The purpose of the conference shall be to further the objectives of the Association as enunciated in Article II of the Constitution. It shall be organized, planned and implemented in a manner that will help fund other Association programs and activities. It is the intent of the Association that annual state conference management shall reflect and perpetuate sound business principles and integrity and shall remain within the stated policies, purposes and objectives of the Board of Directors.

The appropriate Vice President shall, with the ratification of the Executive Committee, select the site of the conference two (2) years in advance of the conference and shall refer any proposed contract to a 'conference contract review team' for input prior to signing. The conference contract review team will include, at a minimum, the Association's Executive Director and two members experienced in negotiating contracts for CPPCA conferences. The team should also include an attorney and a travel professional experienced in negotiating contracts on behalf of associations. The Vice President and his/her designee(s) on the conference committee will be responsible for all business and financial aspects of the conference including the signing of any agreements or contracts after they have been reviewed by the contract review team and payments of all financial obligations.

### **Section 3**

**Membership Committee:** it shall be the duty of the Membership Committee to promote membership in the Association. It shall carry on necessary surveys and research and shall study the trends or developments in the correctional field for the purpose of recommending to the Association the necessary kinds of membership, the qualifications desirable for each kind of membership and the amount of dues deemed advisable for each kind and shall make recommendations to the Association membership at the Annual Business Meeting concerning all of these matters.

### **Section 4**

**Juvenile Justice/Delinquency Prevention Committee:** the Juvenile Justice/Delinquency Prevention Committee shall be comprised of four (4) members appointed by the Juvenile Justice and Delinquency Prevention Commissions, one from each of the four regions of the state, to represent them. One of these members shall serve as a member of the Board of Directors. It shall be the duty of the Juvenile Justice/Delinquency Prevention Committee to represent Juvenile Justice/Delinquency Prevention Commissions; to advise the Board of Directors as to developments, needs and resources of such commissions; to serve as a liaison between CPPCA and such commissions; to develop training or workshops to be incorporated into the annual CPPCA conference; to enhance communication among such commissions and between commissions and other elements of the criminal justice community; and to assist in developing understanding of and support for the work of commissions statewide.

### **Section 5**

**Awards Committee:** it shall be the responsibility of the Awards Committee to solicit and accept nominations for awards presented at the annual conference. The committee shall determine, among those nominated, the most appropriate candidate for each Association award and shall recommend those nominees to the Board of Directors for approval prior to the annual conference.

## **ARTICLE VII - DUTIES OF DELEGATES**

### **Section 1**

Delegates shall communicate the opinions and wishes of the membership and chapters to the Delegate Chair for communication to the Board of Directors.

### **Section 2**

Delegates shall advise the Delegate Chair of proposed delegate resolutions for the Annual Business Meeting. All proposed delegate resolutions shall be given to the delegates for referral to chapter memberships for polling of opinion whenever possible and practicable.

**Section 3**

All proposed delegate resolutions shall be given to the delegates for referral to chapter memberships

**ARTICLE VIII - DUTIES OF THE EXECUTIVE DIRECTOR**

The Executive Director shall insure that there are minutes of all meetings of the Association, the Board of Directors and the Executive Committee. S/he shall be the custodian of all Association documents and property.

S/he shall receive, hold and disburse funds of the Association. S/he shall receive dues and issue membership cards on forms approved by the Board of Directors. S/he shall verify the eligibility of applicants for membership. S/he shall keep proper records of all income and disbursement in accordance with the provisions of these bylaws and shall submit a report thereon to the Association at the Annual Business Meeting and to the Board of Directors when so directed by the board or the President. S/he shall maintain the Association's Book of Policy Resolutions.

**ARTICLE IX - AFFILIATION WITH SIMILAR**

This Association may, with the approval of the Board of Directors, join with any other association having similar ideas and objectives in any conference or program to promote the purposes of the Association.

**ARTICLE X - INCORPORATION**

This Association shall be incorporated as a nonprofit corporation under the laws of the State of California. The regions and chapters are separate and distinct entities, which function in concert with the goals, philosophy and mission of the parent organization.

**ARTICLE XI - REGIONAL ORGANIZATION**

**Section 1**

It is the intent of these bylaws to further the development of regions and their chapters and assist them in promoting a vital and progressive state Association.

**Section 2**

The state shall be divided into four regions: Northern Region, North Coastal Region, Central Valley Region and Southern Region.

The Northern Region shall consist of the following counties:

Amador	Glenn	Plumas	Sutter
Butte	Lassen	Sacramento	Tehama
Calaveras	Modoc	Shasta	Yolo
Colusa	Nevada	Sierra	Yuba
El Dorado	Placer	Siskiyou	

The North Coastal Region shall consist of the following counties:

Alameda	Marin	San Francisco	Sonoma
Contra Costa	Mendocino	San Mateo	Trinity
Del Norte	Monterey	Santa Clara	
Humboldt	Napa	Santa Cruz	
Lake	San Benito	Solano	

The Central Valley Region shall consist of the following counties:

Alpine	Kings	Mono	Tuolumne
Fresno	Madera	San Joaquin	
Inyo	Mariposa	Stanislaus	
Kern	Merced	Tulare	

The Southern Region shall consist of the following counties:

Imperial	Riverside	Santa Barbara
Los Angeles	San Bernardino	San Luis Obispo
Orange	San Diego	Ventura

**Section 3**

Each region shall establish bylaws to conduct the business of the region.

**Section 4**

The bylaws shall be consistent with the purposes of the Association and the intent of the Constitution and shall be approved by the Board of Directors.

**Section 5**

The officers of each region shall be the Regional Vice President(s) and the chairs of each of the region chapters. Each region shall have one (1) Vice President, except that any region which annually on March 31 has a voting membership comprising a minimum of 40 percent of the Association's total voting membership shall be entitled to two (2) Vice Presidents. If a region elects two (2) vice presidents, they shall be elected in alternate years and they shall not be from the same chapter. The determination of the presiding officer shall be as set forth in the region's bylaws.

**Section 6**

The Regional Vice President(s) shall be nominated and elected by the membership of the region in accordance with regional bylaws, in conjunction with state elections.

**Section 7**

Duties: The Regional Vice President(s) shall be the presiding officer(s) of the region and shall perform such duties as are defined in the regional bylaws and as are consistent with the principles of the Association Constitution. S/he shall preside at all regional meetings. S/he shall provide for an election of his/her successor and shall encourage the development of chapters within his/her region.

**Section 8**

At the end of his/her term of office the Regional Vice President(s) shall deliver to his/her successor all Association books, records and properties which have been in his/her possession.

**Section 9**

Elections: The candidate for each office receiving the greatest number of votes cast shall be elected. The term of office for Regional Vice Presidents shall be for the two fiscal years following their election.

**Section 10**

Chapters: Chapters may be formed within each of the four regions as set forth in Article XII of the bylaws.

**ARTICLE XII - CHAPTER ORGANIZATION**

**Section 1**

It is the intent of these bylaws to encourage the independent development and growth of chapters consistent with provisions of the Constitution and purposes of the Association and to permit them the maximum opportunities for the fullest expression of their membership.

**Section 2**

A chapter may be formed by a minimum of twenty-five (25) voting members in good standing, unless approved by the Board of Directors, whose residence or job location is in any county or combination of contiguous counties. No county shall contain more than one chapter. No member shall be a voting member of more than one chapter, although members may participate in chapter activities for more than one chapter/region as appropriate.

**Section 3**

Chapter officers shall consist of a chair, vice chair, secretary and treasurer. Chapter officers must be voting members in good standing. Officers shall be elected by a majority vote of the members of the chapter and shall hold office for the period of the fiscal year. Elections shall be conducted according to chapter bylaws. The chapter chair shall be the presiding officer of the chapter and shall administer the business of the chapter in such a manner as is consistent with these bylaws and those of the region and the chapter.

**Sections 4**

Each chapter shall establish bylaws to conduct the business of the chapter.

**Section 5**

The bylaws shall be consistent with the purposes of the Association and the intent of the constitution and shall be approved by the Board of Directors.

**Section 6**

Chapters may establish committees necessary to further the business or programs of the chapter.

**Section 7**

Programs, projects or statements made in the name of the Association shall receive prior approval from the First Vice President or President through the Regional Vice President.

**Section 8**

Chapters may levy assessments or raise money for purposes which are consistent with the purposes of the Association as stated in Article II of the Constitution. Such monies remain in the chapter treasury and are to be accounted for as set forth in the chapter bylaws. It is the duty of each chapter to file for tax-exempt status and to file tax returns as required.

**Section 9**

Chapters are formed by petition to the Board of Directors. Such petitions shall contain a statement requesting a charter, the regional affiliation, the county or counties of location, the recommended bylaws, and the names of the officers-elect. The Board of Directors shall grant the charter unless the petition is not consistent with the requirements as set forth in the constitution and bylaws.

The chapter will be activated and the officers-elect take office at the beginning of the following fiscal year.

**Section 10**

Members in good standing in any single county may affiliate with and become members of any chapter in a contiguous county or counties upon petition to the Board of Directors and providing that there is no chapter in the county of residence of these members. Such petition shall state the names of the petitioning members in good standing in that county and the chapter affiliation. The Board of Directors shall approve such petition and notify the chapter of affiliation. Such new chapter members are entered into the membership immediately upon receiving Board Approval.

**Section 11**

Members in good standing in any chapter composed of more than one county may form their own chapter, providing all provisions of Article XII, Sections 2 and 9 are met, and further providing that the remaining membership of the existing chapter does not fall below the minimum twenty-five (25) members.

**Section 12**

Members in good standing in any chapter may affiliate with any other chapter providing all provisions of Article XII, Sections 2, 9, 10 and 11 are met, and further, providing that the new chapter of affiliation approves the transfer.

**Section 13**

Two or more chapters in contiguous counties may merge into a single chapter providing all provisions of Article XII, Section 9 are met, and further, that the petitioning members total a majority of the membership of the two or more existing chapters.

**Section 14**

In a fiscal year in which the Association's budget is proposed to be in a deficit, a chapter rebate of \$50 will be available to only those chapters with 50 or fewer members and only upon request of the chapter chair, in writing, to the state office. Requests for chapter rebates must be received prior to January 1 of the fiscal year in question. Chapters with more than 50 members will not be eligible for a rebate, but are encouraged to initiate local fundraising efforts to support chapter activities and to enhance member involvement in the chapter.

In a fiscal year in which the Association's budget is not proposed to be in a deficit, each chapter, upon written request from the chapter chair prior to January 1 of the fiscal year in question, shall receive from the Executive Director a budgetary allowance established by the Board of Directors of not less than one dollar for each Professional member in good standing and not less than one quarter dollar for each Associate member in good standing at the close of business on March 31 of the previous fiscal year. The Association budget proposals shall include itemized rebate figures for each chapter.

**Section 15**

If, in the determination of the Board of Directors, a chapter consistently fails to meet the requirements of this Article or other constitution and bylaws provisions, the board may disestablish or consolidate said chapter with other contiguous chapters in the best interests of the Association. Approval of chapter disestablishment or consolidation requires a two-thirds majority of those members of the Board of Directors voting. Upon disestablishment of a chapter all official authority and functions of officers of said chapter terminate forthwith. Avocation of existing funds, property and records of a disestablished chapter shall be determined by the Board of Directors.

**Article XIII - AMENDMENT**

An amendment to these bylaws may be proposed by the Board of Directors or by a petition in writing signed by at least seventy-five (75) voting members of this Association. The proposed amendment must be read at a regular meeting of the Board of Directors and can be voted on by the Board of Directors after at least one publication of the proposed amendment(s) in an Association communication. A two-thirds majority of the members of the Board of Directors voting is necessary for approval. Such amendment shall go into effect immediately unless the amendment itself states otherwise.