



Colorado Criminal Justice Association

Constitution And Bylaws

Of the Colorado Criminal Justice Association

*As revised and approved by
The CCJA Membership
September 2003*

Colorado Criminal Justice Association
P.O. Box 1652
Canon City, CO 81215-1652
Website: www.ccja.net



COLORADO CRIMINAL JUSTICE ASSOCIATION CONSTITUTION

- I. The name of the Association is the Colorado Criminal Justice Association.
- II. The Association is a corporation as defined in subparagraph (3) (c) of Section 501 (Definition) of the Not-for-Profit Corporation Law of the State of Colorado.
- III. The purposes and objectives of the Association are as follows:
 - A. To provide an organization for public and private agencies in the criminal justice field and individuals engaged in the criminal justice profession and closely related fields.
 - B. To promote networking of public and private agencies and individuals engaged in the criminal justice profession and closely related fields.
 - C. To facilitate public awareness of professional efforts for the improvement of criminal justice services through seminars, workshops, conferences and other educational activities.
 - D. To conduct or sponsor criminal justice conferences, seminars, workshops and other educational activities to expand and complement the professional skills of the membership and public.
 - E. To stimulate the continuation of education to enhance the performance of criminal justice employees.
 - F. To promote the code of ethics and standards for professional conduct in the field of criminal justice.
 - G. To support the goals and objectives of the American Correctional Association.

- IV. The Association shall conduct and encourage all business affairs and programs of the Association on a non-discriminatory basis.
 - A. Membership shall be available to anyone regardless of race, creed, color or sex.
 - B. Individuals shall be admitted to membership in the Association as provided in the Bylaws.

- V. The Association is not organized for profit and no part of its net earnings shall be to the benefit of any Association officer, board member, or member or private individual; and no Association officer, board member, or member or private individual shall receive or be entitled to receive any income of any kind there from, except for reasonable compensation for services rendered to or for the Association in effecting one or more of its purposes. No Association officer, board member, or member or private individual shall be entitled to share in the distribution of the Association's assets or property in the event of liquidation or dissolution of the Association, whether voluntary or involuntary. In such event all of the remaining property and assets of the Association shall, after deducting all necessary expenses of liquidation or dissolution, be given to the parent organization, the American Correctional Association.

- VI. This Constitution may be amended by the action of the general membership. Proposed amendments may be submitted to the general membership by joint agreement of the Executive Board or by the petition of ten (10) percent or more members. Proposed amendments shall be presented to the general membership by mail ballot and upon majority vote of those voting the amendment shall be approved and the effective date of the amendment shall be contained within the amendment.

- VII. The postal address to which the Secretary of State shall mail a copy of any notice required by law is the Colorado Criminal Justice Association, P.O. Box 1652, Canon City, CO 81212.

Colorado Criminal Justice Association

BYLAWS

ARTICLE I: MEMBERSHIP

Section 1. Composition

The Executive Board is authorized to adopt, modify and revoke such rules and regulations as it may deem necessary and appropriate with reference to the admission, classification, voting rights, and dues to the Members, provided such rules and regulations shall not be effective until they have been ratified by mail ballot results of the majority of those voting.

Section 2. Meetings

The Association shall hold an Annual Meeting, Conference and Training Seminar at the time and place as shall be designated by the Executive Board. Special meetings may be called by the President of the Executive Board at the request of no less than three (3) members of the executive board.

ARTICLE II: ELECTIONS

Section 1. Election of Officers and Members of the Executive Board

Elections shall be by ballot mailed to each member of the Colorado Criminal Justice Association eligible to vote. Ballots drawn up by the Nominating Committee and approved by the Executive Board prior to mailing, shall contain a ~~double~~ slate of candidates as well as a provision for write-in votes for each office or seat on the Executive Board. A majority of the votes cast shall elect a candidate. Procedures for counting the mail ballots will be established by the Executive Board in accordance with a procedure for a mailed secret ballot as outlined in the parliamentary authority of the Association, *Robert's Rules of Order Newly Revised*. Ballots will be mailed to the membership eligible to vote at least thirty days prior to the closing date which shall be set by the Executive Board.

ARTICLE III: THE EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of the following:

- A. The members elected by members of the Colorado Criminal Justice Association to serve as Officers of the Association as listed in Article IV, Section 1, the Executive Secretary and the Immediate Past President.
- B. The ~~twelve (12)~~ thirteen (13) members elected by members of the Colorado Criminal Justice Association which shall generally reflect the Colorado Criminal Justice Association's structure and shall include representation of ethnic minorities and women.

The areas of practice which shall be represented by the Board shall be selected from the following:

1. At-Large
2. At-Large
3. Adult State Institutions
4. Adult Federal Institutions
5. Juvenile Institutions
6. Health Services
7. Education
8. Community Programs (Adult or Juvenile)
9. Detention (Adult or Juvenile)
10. Parole or Post Release Supervision (Adult or Juvenile)
11. Probation (Adult or Juvenile)
12. Program Services
13. Adult Private Institutions

Section 2. Eligibility

All Officers and Members of the Executive Board must be members of the Colorado Criminal Justice Association in good standing.

Section 3. Powers

The property and affairs of the Association shall be managed by its ~~eighteen (18)~~ nineteen (19) member Executive Board. The Executive Board shall govern the Association and oversee policy implementation. The Executive Board shall determine the priorities and policies related to internal operation of the Association.

Section 4. Term of Office

The term of each elected Executive Board officer and member shall be two (2) years. At each biennial election ~~eight (8)~~ a minimum of eight (8) Executive Board officers or members shall be elected to terms of two (2) years each.*

*Note: The positions from Adult Federal Institutions, Health Services, Jails and Detentions, Parole and Program Services and Member-At-Large shall be elected during even numbered years. The positions from Adult State Institutions, Community Programs, Education, Juvenile Institutions, Probation, Adult Private Institutions, and Member-At-Large shall be elected during odd numbered years. ~~At the 1998 election and every even numbered year thereafter, a President Elect shall be elected.~~

Section 5. Meetings

A. Place of Meeting

The meetings of the Executive Board shall be held at the place designated by the Executive Board and Designated in the notice of meeting.

B. Schedule of Meetings

1. The Executive Board shall meet at least monthly. There may be such other regular meetings as the Executive Board may schedule.
2. There shall be at least one (1) annual meeting of the membership to conduct any and all business necessary to maintain the viability and credibility of the Colorado Criminal Justice Association. The annual meeting shall be held in the month designated by the Executive Board.

C. Notice of Meetings

Written notice of each meeting of the Executive Board stating the place, date and hour of the meeting shall be given to each Board member personally, by mail, electronic messaging or by telephone not less than ten days prior to the date of the meeting. Any notice or any waiver of notice of the meeting of the Executive Board need not specify the purpose of the meeting.

D. Quorum of Meetings

~~Eight (8)~~ Ten (10) Executive Board Members including not less than two elected officers of the Association shall constitute a quorum for the transaction of business.

Section 6. Rules of Procedure

The order of business for all meetings of the Association shall be conducted in accordance with *Robert's Rules of Order*, as revised, except where modified by the Constitution or Bylaws of this Association.

Section 7. Resignation

Any Executive Board Officer or Member may resign at any time by giving written notice to the President. Such resignation shall take effect at the time specified therein.

Section 8. Vacancies

Any vacancy resulting from resignation, termination or any other cause, except a vacancy in the office of the President, shall be filled by appointment by the President and approval by a quorum majority vote of the Executive Board. The appointee shall serve for the duration of the term.

Section 9. Termination

A Board Officer or Member failing to attend three meetings without being excused may be terminated from their elected position by written notification from the President.

ARTICLE IV: OFFICERS

Section 1. Number

Members of the Association shall elect a President, President Elect, Treasurer and Secretary.

Section 2. Term of Office

The term of office of each elected officer shall be limited to two years, or until the end of the respective term of the predecessor, and until the election of a successor.

Section 3. Duties of Officers

A. President

The President is the chief officer of the Colorado Criminal Justice Association and serves as chair and voting member.

The President Shall:

1. Preside at all meetings of the members and Executive Board, coordinate and prepare the agenda.
2. Appoint the chairpersons and members for all committees and councils.
3. Conduct the business affairs of the Association up to and including having authorization for receipt of funds

and disbursement of funds as approved by the Executive Board.

4. Shall have joint signature authority with the Treasurer or President-Elect or Secretary for the disbursement of funds in excess of \$200.
 5. Oversee the activities of all committees and councils and shall be given notice of and have the right to attend all committee and council meetings.
 6. Maintain the Certificate of Incorporation.
 7. Promote interest and active participation in the Association on the part of membership while functioning as the official spokesperson for the Association during his/her term of office.
 8. Ensure competent management of the Association and set specific goals and objectives.
 9. Identify and mentor future leaders of the Association.
 10. Perform such other duties as authorized by the Executive Board.
- B. President Elect**
- In the absence or disability of the President, the President Elect shall have the powers and duties of the President. The President Elect shall succeed the President and assume the presidency following the President's term of office.
- The President Elect shall:*
1. Succeed the President in the event of a vacancy in the office of the President, for the unexpired portion of the term, assuming the duties and responsibilities in carrying out the goals and objectives of the Association, including presiding at all meetings of the membership and Executive Board.
 2. Have authorization for receipt of funds and disbursement of funds as approved by the Executive Board.
 3. Serve as programs chairperson, in charge of conference planning including meeting sites and speakers.
 4. Have joint signature authority with the Treasurer or President or Secretary for the disbursement of funds in excess of \$200.
 5. Perform such other duties as authorized by the Executive Board.

C. Immediate Past President

The Immediate Past President shall work closely with the President and President Elect providing past expertise in conducting the affairs of the Association.

The Immediate Past President shall:

1. Serve as chairperson of the Finance Committee and recommend committee members to the President for appointment.
- ~~2. Serve as chairperson of the Nomination Committee and recommend committee members to the President for appointment.~~
- ~~3.~~ 2. Perform such other duties as authorized by the Executive Board.

D. Secretary

The Secretary shall maintain documented record of all official Association business.

The Secretary shall:

1. Maintain and be custodian of all records, written reports of officers and committee.
2. Attend Executive Board meetings and record the minutes.
3. Act as official correspondent for the Association notifying the Executive Board of all meetings ten days prior to the scheduled meeting and providing the Executive Board with copies of the prior meeting's minutes ten days prior to the scheduled meeting.
4. Maintain records of membership recording the name, and mailing information including the date of payment.
5. Notify ACA headquarters of any officer changes during the year.
6. Have joint signature authority with the Treasurer or President or President-Elect for the disbursement of funds in excess of \$200.
7. Perform such other duties as authorized by the Executive Board.

F. Treasurer

The Treasurer shall be the ~~bonded~~ financial custodian overseeing the Association's financial condition, making appropriate recommendations for any action required.

The Treasurer shall:

1. Record all receipts in a journal and keep all supporting documentation, itemize all receipts on a bank deposit slip and deposit regularly. Receipts (checks) are to be stamped *For Deposit Only*.
2. Record all expenditures in a journal and keep all supporting documentation. Checkbook is to be reconciled with monthly bank statements.
3. Have signature authority for disbursements of \$200 or less and shall have joint signature authority with the President, President-Elect or Secretary for disbursement of funds in excess of \$200.
4. Make a written financial report to the Finance Committee and Executive Board on a monthly basis and present the membership with an annual financial report at the Annual Meeting.
5. Prepare an annual Income Tax Report.
6. Perform such other duties as authorized by the Executive Board.

G. ACA Delegates

The number of delegates shall depend on the Association membership. The President shall serve as the first delegate and the President-Elect shall serve as the second delegate. The president shall be able to appoint alternates if necessary.

ARTICLE V: EXECUTIVE SECRETARY

The Executive Secretary shall be appointed by the President and approved by the Executive Board to serve at the will of the President. The Executive Secretary, a voting Board member, will perform such duties as may be required to assist the President in completing those duties charged by the Bylaws of the Colorado Criminal Justice Association and the Executive Board.

ARTICLE VI: MEMBERSHIP

Section 1. Composition

All persons working in the field of Criminal Justice and those supporting the goals and objectives of the Colorado Criminal Justice Association and whose membership dues are current regardless of race, creed, color or sex shall be considered members.

Section 2. Categories

Categories for membership shall be those designated by the American Correctional Association, parent organization of the Colorado Criminal Justice Association.

Section 3. Dues

Dues shall be the amounts designated for each category by the American Correctional Association, parent organization of the Colorado Criminal Justice Association.

ARTICLE VII: AFFILIATION

Any related criminal justice organization may affiliate with the Colorado Criminal Justice Association upon formal request and acceptance by the Executive Board. Such acceptance shall be voted upon by a quorum vote of the Executive Board. The Colorado Criminal Justice Association may affiliate with other Criminal Justice organizations when voted upon by a quorum vote of the Executive Board.

ARTICLE VIII: COMMITTEES

Section 1. Nominating Committee

There shall be a Committee, to be known as the Nominating Committee, which shall consist of the ~~Immediate Past President~~ and committee members appointed by the President. The Committee shall be cross-representative of the Colorado Criminal Justice Association's structure. The Committee shall nominate a slate of candidates for the designated vacancies to the Executive Board for final approval. The Committee shall nominate at least two candidates for each position to be filled by election. The Nominating Committee shall determine and individual's eligibility to serve as a representative of the areas specified in subsections (B) of Article III. The Committee shall have such other functions and follow such procedures as may be determined by the Executive Board, including the procedure to be followed for counting the mail ballots in accordance with a procedure for a mailed secret ballot as outlined in the parliamentary authority of the Association, *Robert's Rules of Order Newly Revised*.

Section 2. Finance Committee

There shall be a Committee, to be known as the Finance Committee, which shall consist of ~~the Immediate Past President~~ and committee members appointed by the President. The Committee shall oversee the financial processes of the treasurer, auditing all transactions monthly, and shall make monthly report of findings to the Executive Board.

Section 3. Scholarship Committee

There shall be a Committee, to be known as the Scholarship Committee, which shall consist of committee members appointed by the President. The Committee shall oversee eligibility criteria, application process and selection for final award of any scholarship administered by the Association.

Section 4. Training Committee

There shall be a Committee, to be known as the Training Committee, which shall consist of committee members appointed by the President. The Committee shall coordinate and report on training offered by members of the Association and participating agencies and shall be instrumental in recruiting and securing presenters for the annual conference and training seminar.

ARTICLE IX: MISCELLANEOUS

Section 1. Contracts and Instruments

The Executive Board may authorize any officer or officers, Executive Board member or members, member or members, agent or agents, to enter into any contract or execution and delivery of any contract or instrument in the name of and on behalf of the Association.

Section 2. Checks, Drafts

- A. All checks, drafts or other evidence of indebtedness issued in the name of the Association shall be signed or endorsed by such officer or officers designated by the Bylaws of the Association.
- B. Checks issued for disbursement amounts of less than \$200 shall be signed by the Treasurer, or the President or the President-Elect or the Secretary. The signature of the Treasurer and the President or the President-Elect or the Secretary shall be required on all checks in excess of \$200.
- C. Funds of the Association shall be disbursed only for those purposes approved by the Executive Board.

