

NORTH CAROLINA CORRECTIONAL ASSOCIATION

BYLAWS

ARTICLE I. Membership

- Section 1:** Any criminal justice professional or individual involved in criminal justice activities and interest in the North Carolina Correctional Association, supports its purpose and objectives, ascribes to the Constitution and Bylaws and who pays annual dues may be a member. Dues provide membership in the American Correctional Association (ACA) and the North Carolina Correctional Association (NCCA).
- Section 2:** Association membership categories and dues:
- A. **Professional Membership:** Professional membership is open to all criminal justice professionals working in corrections and criminal justice related fields. Said members shall have voting privileges in the ACA and NCCA and shall be eligible to hold office in the Association. Professional dues are paid annually.
 - B. **Associate Membership:** Associate membership is open to retired criminal justice professionals, interested citizens, and volunteers . Said members do not have voting privileges and are not eligible to hold office. Associate membership dues are paid annually.
 - C. **Student Membership:** Student membership is open to students attending a post secondary educational placement. Said member does not have voting privileges and is not eligible to hold office. Student membership dues are paid annually.
 - D. All memberships expire twelve (12) months from the date of issuance.

ARTICLE II. Officer

- Section 1:** The following officers shall be elected bi-annually by membership: President-Elect, Secretary, Treasurer, and Parliamentarian. Each officer elected shall serve a term of two years. All officers shall assume their duties on January 1st following their election and no officer may hold the same office for more than two consecutive terms. All officers shall be active members of the Association.
- Section 2:** The North Carolina Correctional Association is the only recognized State Chapter Affiliate of the American Correctional Association in the state of North Carolina.
- Section 3:** Duties and responsibilities of officers are as follows:
- A. The President shall:
 - 1. Preside at meetings of the Association.
 - 2. Appoint any vacancies occurring on the Executive Board except the President-elect.
 - 3. Appoint from time to time such other committees, councils, or positions.

4. Initiate call meetings of the Executive Board.
5. Develop an annual budget in collaboration with the Treasurer.
6. Be an ex-officio non-voting member of all committees except the Nominating Committee.
7. Serve as delegate to the ACA Delegate Assembly and appoint other delegates as indicates by the total membership.
8. Prepare an annual summary which shall be forwarded with records to successor.

B. The President-elect shall:

1. Preside at Association meetings in the absence of the President
2. Assume the duties of the office of President in case of a vacancy. **The President-elect shall remain vacant until annual elections are held.**
3. Be available to assist the President in all matters pertaining to the Association.
4. Chair the Annual Conference Planning Committee and be responsible for the planning and coordination of workshops and other activities including the general membership meeting.
5. Perform other duties as assigned by the majority vote of the Executive Board.
6. Serve as a delegate to the ACA Delegate Assembly when more than one seat is available.
7. Prepare an annual summary which shall be forwarded with records to successor.

C. The Secretary shall:

1. Keep an accurate and current record of the minutes of Association and Executive Board meetings.
2. Prepare correspondence as directed by the President.
3. Notify all members of the Executive Board of scheduled meetings.
4. Maintain an accurate roster of the Executive Board and membership at large, including mailing addresses.

5. Be responsible for the publication of the COMPASS Newsletter bi-annually.
6. Ensure that all documentation shall be forwarded to the successor, 30 days after assuming office.

D. The Treasurer shall:

1. Receive; expend accurate records of all association funds.
2. Prepare a Treasurer's report for each scheduled meeting and Executive Board Meeting.
3. Submit the Association financial books for annual audit **December 31st**. The audit shall be initiated at least **30 days** prior to the assumption of official duties of the new board. The audit of the Association funds and financial books, to be completed before the incoming Treasurer accepts said books, will be made by a Certified Public Accountant or accountant to be approved by the President:

a.) copies of the audit shall be provided to each officer and members of the Executive Board

b.) the original audit shall be filed with the Secretary. The books shall be turned over to the incoming Treasurer no later than **January 31st**. In the event that the Treasurer should relinquish office before completion of his/her term, there shall be an audit completed prior to the new officer's acceptance of said books.

4. Serve as Chair of the Finance Committee.
5. Be responsible for the development of a yearly budget for the Association, submission to Executive Board, no later than **March 31st**.
6. Ensure that all documentation shall be forwarded to the successor, **30 days** after assuming office.

E. The Parliamentarian shall:

1. Serve as Parliamentarian at all Executive Board Meetings and Annual Meeting of the Association.
2. Determine quorum for all Executive Board meetings and business meetings.

3. Chair the Constitution and Bylaws Committee to recommend proposed changes to the Executive Board.
4. Use **Roberts Rules of Order, latest edition.**

F. Nominating Chairperson

1. The Chairperson shall be elected annually by the membership.
2. The Nominating chairperson shall facilitate the elections of officers and members of the Executive Board. They shall be responsible with the Nominating Committee for developing a slate of officers consisting of :
 - i. a President-elect,
 - ii. Secretary,
 - iii. Treasurer,
 - iv. Parliamentarian,
 - v. Nominating Committee Chairperson,
 - vi. Women Working In Criminal Justice and
 - vii. three (3) Executive Board members which shall be mailed to the membership (45) days prior to the Annual Membership Meeting.

G. Women Working In Criminal Justice Committee

1. The Chairperson of the Women Working in Criminal Justice shall be elected during the annual election to a two (2) year term. The Chairperson shall be a voting representative of the Executive Board.
2. Ensures that all documentations shall be forwarded to the successor, **30 days** after assuming office.

ARTICLE III. Association Annual Meeting

Section 1: A meeting of the general membership of the Association shall be held annually and consist of a program (workshops of interest to membership), a business meeting, service award presentations and installation of officers.

Section 2: The notice of the Annual Meeting shall be sent to the membership electronically or by U.S. Mail thirty (30) days prior to the meeting

Section 3: Special Association membership meetings may be called by the President and Executive Board when deemed appropriate.

ARTICLE IV. Regional Organization

Section 1: Regions: In order to provide a forum of discussion of local and regional needs and concerns, and to gain statewide representation, the State shall be divided into no more than eight (8) regions [North Eastern, South Eastern, North Central, South Central, South Piedmont, North Piedmont, Healthcare Professionals, and Western]. Compositions of each region will be determined by majority vote of association membership at its Annual Membership Meeting. Each Region shall operate according to the Bylaws, adopted by the Regional membership and approved by the Executive Board.

Section 2: Regional Leadership

- A. There shall be a Regional Chairperson and Vice Chairperson elected by the majority of the membership of that region. They shall be active members of ACA/NCCA.
- B. They shall be elected to a two year terms, and they may not succeed themselves.
- C. Duties of a Regional Chairperson shall :
 - 1. Preside at the respective regional meetings.
 - 2. Serve on the NCCA Executive Board.
 - 3. Coordinate regional workshops and seminars.
 - 4. Be responsible for developing regional programs and regional budget proposals for presentation to and approval by the Executive Board.
 - 5. Be responsible for appointing members to fill vacant positions.
 - 6. Ensure that all documentation shall be forwarded to the successor, 30 days after assuming office.
 - 7. Fulfill all other duties and responsibilities specified in these bylaws and as assigned by the Executive Board and Regional Bylaws.
- D. Duties of the Regional Vice Chairperson shall:
 - 1. Assist the Regional Chairperson in performance of duties.
 - 2. Serve on the Executive Board in the absence of the Regional Chairperson.

3. Fulfill all other duties and responsibilities specified in these bylaws, as assigned by the Executive Board and/or President and Regional Bylaws.
4. Ensure that all documentation will be forwarded to the successor, 30 days after assuming office.

Section 3: Regional Meetings: Each region shall conduct a minimum of one (1) Regional workshop a year at a time and place decided upon by the Regional Chairperson and Vice Chairperson. Other regional meetings and workshops may be held throughout the year when possible.

ARTICLE V. Executive Board

Section 1:

- A. All officers of the Association, the Immediate Past President of the Association, Nominating Committee Chair, Women Working in Criminal Justice Chair and the **Eight (8)** Regional Chairperson shall serve as members of the Executive Board. The President of the Association shall serve as Chairperson of the Executive Board.
- B. Nine (9) additional Executive Board members shall be elected to three (3) year terms. The terms of the three (3) members shall expire each year so that three (3) new Board members are elected annually.
- C. A Quorum of the Executive Board shall consist of a majority (**50%+1**) of the total number of Board members.
- D. Any member of the Executive Board who misses three (3) consecutive meetings, or fails to perform duties without adequate excuse presented to the President in writing may be expelled from the Board by a two-thirds vote of the Executive Board. The resulting vacancy is to be filled as found in Article II. Section 3: A-3.

Section 2: The Nominating Committee chairperson shall facilitate the elections of officers and members of the Executive Board. They shall be responsible with the Nominating Committee for:

- B. Developing a slate of officers consisting of :
 - a. a President-elect,
 - b. Secretary,
 - c. Treasurer,
 - d. Parliamentarian,
 - e. Nominating Committee Chairperson,
 - f. Women Working In Criminal Justice and
 - g. three (3) Executive Board memberswhich shall be mailed to the membership (45) days prior to the Annual Membership Meeting.

Section 3: The Executive Board shall be directly responsible to the Association members and is authorized to:

- A. Meet at least semi-annually prior to the Association's general membership meeting.
- B. Determine date for all Association's general membership and Executive Board Meetings.
- C. Authorize expenditures on behalf of the Association.
- D. Ensure that an audit of the Association's financial status is performed annually.
- E. Offer consultation to the President in appointing committee members.
- F. Make recommendations to the membership concerning the implementation of the Association purpose.
- G. Implement the will of the membership as expressed through motions and resolutions at membership meetings.
- H. Submit proposed Constitution and Bylaws changes to membership after majority vote of Board members.
- I. Ensure that the Association abides by the Principles of the American Correctional Association as outlined in its Statement of Principles, Constitution, Code of Ethics as well as the Constitution and Bylaws of the North Carolina Correctional Association.
- J. Make recommendations (when appropriate) regarding the Association's position on legislation regarding criminal justice correctional agencies proposals and issues.

ARTICLE VI. Standing Committees

Section 1: The following shall be standing committees of the Association: Political Action, Annual Conference, Constitution/Bylaws, Scholarship, Correctional Policies/Issues, Finance, Membership, Nominating, Publicity, Student Chapter and Retirees.

- A. **Political Action Committee or Impact Committee**
 - 1. There shall be a minimum of five (5) members appointed by the President. One member shall be designated as Chairperson by the President. The Chairperson shall be a non-voting representative to the Executive Board, unless they are a voting member of the Board prior to appointment to this position.

2. It shall be the responsibility of the Political or Empact Action Committee to review and develop actions and events promoting the employment of under represented group members in Criminal Justice programs throughout the State.
3. Prepare an annual summary which shall be forwarded with records to successor.

B. Annual Conference Committee

1. Shall be chaired by the President-elect.
2. Members shall be appointed by the chair.
3. Shall be responsible for the planning and coordination of the Annual membership business meeting and conference.
4. Program content for conference shall be reviewed and approved by the Executive Board.
5. The Awards sub-committee shall be chaired by the immediate Past President .
6. Prepare an After Action Report which shall be forwarded with records to successor.

C. Constitution and Bylaws Committee

1. Shall be chaired by the Parliamentarian.
2. Shall be responsible for reviewing any proposed changes to the Constitution and/or Bylaws and make recommendations for changes to the Executive Board and general membership.
3. Ensure that all documentation will be forwarded to the successor, 30 days after assuming office.

D. Correctional Policies/Issues Committee

1. Shall be chaired by a member of the Executive Board.
2. There shall be one representative of each region recommended by the Regional Chair and approved by the President to serve on the committee.
3. The Committee shall gather data from the membership on issues of concern.
4. Those policies/issues regarded as appropriate for consideration will be presented to the Executive Board for its approval as a pertinent issue. Once approved by the Board, they will be presented to Association membership for a vote. Policies/issues receiving a favorable recommendation from Association membership will be brought to the attention of the appropriate authority under the direction of the Executive Board.

5. Ensure that all documentation will be forwarded to the successor, **30 days** after assuming office.

E. **Finance Committee**

1. Shall consist of the president, treasure and a minimum of **five (5)** Executive Board members (from the nine Board Members) appointed by the President.
2. Develops and coordinates fundraising activities.
3. Ensures that all documentation will be forwarded to the successor, 30 days after assuming office.

F. **Membership Committee**

1. Shall consist of a minimum of **five (5)** members appointed by the President. One member shall be designated as Chairperson by the President. The Chairperson shall be a non-voting representative to the Executive Board, unless they are a voting member of the Board prior to appointment to this position.
2. The Membership Committee plans and implements active efforts concerning the Association's goals and plans so as to interest professionals in the field of criminal justice and lay persons in becoming members.
3. Ensures that all documentation shall be forwarded to the successor, 30 days after assuming office.

G. **Nominating Committee**

1. There shall be a minimum of five (5) members appointed by the President with the Chairperson (man) elected annually by the membership. Members of this committee shall represent different disciplines and agencies which constitute the general membership of the Association.
2. Duties and Responsibilities:
 - a. Prepare a slate of officers including their biographical sketches to be mailed to the membership **forty-five (45) days** prior to the Annual meeting.
 - b. Secure a Signed Consent to Serve Form from nominees prior to nomination and ensure that the nominees are members.
 - c. Ensure that a write-in vote is allowed and sufficient space for such will be provided on the ballot. . If a write in person should win, they would need to sign a Consent to Serve Form.

- d. All ballots shall be returned postmarked no later than **fifteen (15)** days prior to the Annual Meeting. All candidates must receive a majority of the votes of those members voting and will be installed at the Annual meeting. In case of a tie, or if no candidate receives a majority, the runoff election between the two candidates receiving the highest number of votes shall be held at the Annual meeting
- d. Conduct the election according to the Bylaws.
- f. Tabulate the results of the balloting and report the results at the Annual meeting in accordance to Robert's Rules of Order, Revised.

Note: The ballots shall be tabulated by a body not affiliated with NCCA. The results of the ballots will be mailed to the President and the Nominating Chair via certified mail.

- 3. The President will notify the new elected officers and board members of the results. Election results will be presented at the the members at the Conference Business Meeting.
Ensure that all documentation shall be forwarded to the successor, **30 days** after assuming office.

H. **Publicity Committee**

- 1. Shall be a minimum of **five (5)** members appointed by the President. The committee members shall select the chairperson.
- 2. The Publicity Committee plans and implements an active effort to inform Association members, professionals in the field of corrections, and the general public of the Association's purpose, goals, and activities.
- 3. Assist in publication and distribution of a newsletter to membership quarterly.
- 4. Ensures that all documentations shall be forwarded to the successor, **30 days** after assuming office.

I. **Women Working In Criminal Justice Committee**

- 1. The Chairperson of the Women Working in Criminal Justice shall appoint the planning committee members for the Annual WWICJ Conference.
- 2. It shall be the responsibility of the Women Working in Criminal Justice Committee to enhance the recognition, participation and utilization of women professionals in the NCCA and throughout the correctional field.

J. Scholarship Committee

1. The Chairperson of the Scholarship Committee shall be appointed by the president.
2. The Scholarship Committee shall coordinate and facilitate the Scholarship process.
3. The Committee shall review all scholarship applications.
4. The Chairperson shall notify the president, treasure and the recipient(s) in a timely manner and

ARTICLE VII. Ad Hoc Committees

Section 1: Ad Hoc Committees may be temporarily formed by the President to be utilized for specific periods of time to accomplish assigned tasks.

ARTICLE VIII. Amendment

Section 1: Procedure for Amendments

- A. The Bylaws may be amended by a majority vote (50%+1) of the members present at any regular meeting of the Association, providing notice and a copy of the proposed amendment is sent to each member of the Association at least two (2) weeks prior to action thereon
OR:
- B. The Bylaws may be amended by a majority vote of the members returning validated ballots provided that a copy of the proposed amendment and validating envelope are mailed to each member at least two (2) weeks prior to the cutoff date for the postmark of the returned ballot.
- C. A proposal to change the Bylaws be presented in writing to the Executive Board for consideration. The President shall appoint a committee of three (3) to study the proposed change and report at the next meeting. If a majority of the Executive Board approve of the change, it will be presented to the membership to the membership for a vote by either methods 1-A or 1-B depending on the urgency of the proposed change.

ARTICLE IX. Parliamentary Authority

Robert's Rule of Order, Revised shall be the authority for parliamentary procedure not included in these Bylaws.

Supersedes: May 23, 2005

Revised: August 13, 2012