

# CALIFORNIA JAIL PROGRAMS ASSOCIATION

April 2002

## CONSTITUTION

### ARTICLE II.

Section 1. This organization shall be known as the California Jail Programs Association (CJPA).

Section 2. This association was founded on September 14, 1984.

### ARTICLE II.

#### PURPOSE OF ORGANIZATION

RATIONALE: This organization is founded in the belief that humane and decent conditions of confinement are essential to and compatible with the management of safe and secure jail facilities. Jail programs are an integral part of humane conditions and serve to reduce tensions in the jails and relieve stress among custodial staff and prisoners; and, they provide constructive options to those prisoners who choose them, and, thereby minimize the negative impact imposed on the community by the otherwise inadequately prepared and recently released ex-offender.

Section 1. To promote a professional and social structure for its members and to provide resources for exchange of information and ideas as they relate to inmate programs and services.

Section 2. To collect information to publish and maintain current, a directory of jail programs throughout the state.

Section 3. To provide a regular newsletter.

Section 4. To educate legislators, press and the public that jail programs are essential to good management.

Section 5. To work with any other Association that will benefit and further the goals of this Association.

Section 6. To monitor Minimum Jail Standards to ensure they encompass the program needs of the jails, the community, and the inmates.

Section 7. To provide "in-service" training to custodial and program personnel through workshops, conferences and seminars.

Section 8. The foregoing purposes shall be constructed as objects and purposes and as powers, and it is hereby expressly provided that the foregoing enumeration of the specific objects and purposes shall not be held in any manner to limit or restrict the powers of the Association.

### ARTICLE III.

#### OFFICERS

Section 1. The officers of the Association shall be elected annually in the fall to take office in January of the following year. The Association shall have an Executive Board.

A. The Executive Board shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer

Section 2. The Executive officers and members shall govern the Association.

Section 3. All paid-up members shall be eligible for election to the offices after requesting of the President that their name be placed on the ballot. Request shall be made to the President not later

than the Fall meeting each year in order to be valid. In the event there are not sufficient requests for candidacy to fill the ballot, the President shall solicit the names of interested paid up members to complete the slate of officers needed to complete the ballot. Nominations can be made from the floor at the Fall meeting.

Section 4. All paid up members shall be eligible to vote for the candidates of their choice whose names appear on the ballot. Members unable to attend may submit their vote by mail. These must be received prior to the Fall meeting.

Section 5. The President shall appoint a "General Election Committee" of at least three (3) members in good standing. One of which he/she shall be designed as the Chairperson.

Section 6. This committee shall conduct and supervise all elections.

Section 7. The candidates receiving the largest number of votes shall be declared elected to the offices for the ensuing term.

Section 8. All Officers whose terms have expired shall hold over until their successors are elected and qualified.

Section 9. In case of a tie vote at any election for an office, the matter shall be decided by the candidates so tied, drawing lots in the presence of the President on the date of the regular meeting or between that date and the date of installation.

Section 10. When any office becomes vacant, the President shall forthwith appoint a member of the Association to fill such office for the unexpired term, from the results of the election previously held and shall take the next person receiving the next highest number of votes to fill the vacancy.

Section 11. Should any officer of the Association during his/her term of office become physically, mentally or for any other reason be unable to perform his/her duties as such officer, the President shall be empowered to appoint a member of the Association pro term to perform the duties of the disabled or sick officer, until his/her disability or sickness shall cease, or a vacancy occurs.

## **ARTICLE V.**

### **AUTHORITY**

Section 1. The President shall coordinate and manage the organization. The President shall exercise powers not specifically excluded in the Constitution and By-Laws. The President shall be spokesperson for the organization unless otherwise stated or delegated and shall seek to reflect the opinions of the members.

Section 2. The Executive Board and members shall govern the organization as to matters of policy and other specific responsibilities as provided in the Constitution and By-Laws.

Section 3. The Executive Board may direct specific actions an/or alter decision of committee members and offices except the President, for which a quorum shall be required.

## **ARTICLE VI.**

### **RECALL PROCEDURE**

Section 1. The Executive Board may temporarily suspend an officer from his/her office by a vote of a simple majority of the Board present at a meeting.

Section 2. Any Member/Associate Member may be expelled for cause provided that the individual is advised of the intent to do so at the next regular scheduled meeting. After a proper motion has been made, seconded, discussed and passed by a simple majority of the members present at such meeting the expulsion shall take place.

Section 3. Committee members appointed by the President sit at the pleasure of the President. Persons removed from committee assignment by the President may appeal to the membership.

## **ARTICLE VII.**

## **DUES**

Section 1. Dues for Members shall be one hundred (\$100.00) dollars for calendar year and shall entitle members to voting rights and all other benefits and privileges provided by the Association.

Section 2. Dues for Association Members shall be twenty-five (\$25.00) dollars per calendar year and they shall be entitled to certain benefits and privileges but not be entitled to voting rights.

Section 3. Dues for Corporate Members shall be one hundred (\$100.00) dollars per calendar year and shall entitle members to certain benefits and privileges but not be entitled to voting rights.

Section 4. Dues are payable by January 31<sup>st</sup> of each year or at the time of application for membership.

## **ARTICLE VIII.**

### **MEETINGS – BOARD AND GENERAL**

Section 1. The President shall designate the place and time of meetings.

Section 2. The President upon seventy-two (72) hours' notice to the general membership may cancel meetings of this Association. A meeting may also be cancelled by majority vote of the members present at the previous meeting.

Section 3. The President, as needed, may call special meetings.

Section 4. A quorum for transaction of business shall be three (3) Executive Officers.

### **GENERAL MEMBERSHIP MEETINGS**

Section 1. The General Membership shall meet in plenary session at least quarterly.

Section 2. The Executive Board as is deemed necessary may schedule additional meetings.

## **ARTICLE IX.**

### **RULES OR ORDER**

Section 1. Robert's Rules of Order shall be used to decide all questions of parliamentary procedure where not otherwise provided in this Constitution or By-Laws.

Section 2. The Vice President shall act as parliamentarian and settle all parliamentary questions.

## **ARTICLE X.**

### **AMENDMENT TO THIS CONSTITUTION**

Section 1. This Constitution may be amended in the following manner. Any proposed amendment shall be submitted, in writing, for discussion and vote at a meeting of the Executive Board. A simple majority vote of the Executive Board is required for the amendment to be presented to the voting membership.

Section 2. In order for any change to pass, it must receive a two-thirds (2/3rds) vote by the voting members present at a regular meeting.

## **ARTICLE XI.**

### **BENEFITS AND PRIVILEGES**

Section 1. "Members" shall be entitled to voting rights and share in all other benefits and privileges provided by the Association.

Section 2. "Associate Members" shall be entitled to certain benefits and privileges, but not voting rights.

Section 3. "Corporate Members" shall be entitled to receive an updated copy of the membership roster, and certain benefits and privileges, but not voting rights. Attendance at business meetings will be by invitation only.

## **ARTICLE XII.**

### **EFFECTIVE DATE**

Section 1. This Constitution, when adopted by a two-thirds (2/3rds) majority vote of the voting membership shall become effective immediately.

## **CALIFORNIA JAIL PROGRAMS ASSOCIATION**

### **BY-LAWS**

## **ARTICLE I.**

### **DUTIES OF OFFICERS**

Section 1. It shall be the duty of the President to preside at all meetings, and to enforce due observance of the Constitution and By-Laws of the Association; to see that officers of the Association and members of the committee perform their respective duties; to appoint all committees not otherwise provided for; to have special charge of the door, and he/she may, when he/she thinks proper, or when ordered by the Association, appoint a Sergeant at Arms to attend the door and to assist the President in maintaining order; to inspect the results of the balloting or other votes of the Association; to sign checks drawn by the Treasurer for such sums as shall have been voted by the Association with either the Vice-President, Secretary, or the Treasurer, he/she shall not make nor second any motion.

Section 2. The President shall have general supervision of the affairs of the Association; he/she shall examine and report upon all bills against the Association and then shall render a report of the business of the Association. In the case of any irregularities in the duties of any officers, the President may suspend such officer and appoint in his/her place in a manner herein provided.

Section 3. The Vice-President shall assist President in presiding and shall preside in case of the absence of the President; to sign checks with either the President, Treasurer, or Secretary, drawn by the Treasurer for such sums as shall have been by the Association.

Section 4. The Secretary shall keep accurate minutes of the proceedings of the Association; record all applications for membership; write all communications and issue all notice required. The Secretary shall turn over to his/her legally elected and/or qualified appointed person, or to such other person or persons as the Association may direct all books, papers, and other effects in his/her possession belonging to the Association; to sign checks with either the President, Vice-President, or the Treasurer.

Section 5. The Treasurer shall hold in trust all funds, bonds, and property belonging to the Association, and shall transfer, invest or deposit the same, or any part thereof, whenever required under the laws of the Association, or when so ordered by a simple majority vote, at a meeting of the members of the Association. If he/she deposits money or property in a savings bank of any other institution, he/she shall not be responsible for its loss by failure of the bank of institution.

Section 6. The Treasurer shall maintain a checking account in a bank to pay such bills of the Association. All checks drawn shall bear the signature of any two (2) of the following: President, Vice-President, Secretary, or Treasurer.

Section 7. The Treasurer shall file all appropriate reports with all necessary State and Federal agencies annually, or as necessary, in order to insure good standing of our non-profit status.

Section 8. The Treasurer shall keep a book in which dues paid by each member are recorded.

Section 9. The Executive Board shall have general supervision of the Association; they shall cause an audit of the books and affairs of the Association at least once each calendar year and the results of said audit shall be reported to the membership at large at the next regular meeting after the completion of the audit.

Section 10. The Executive Board shall draw up resolutions and changes to the Constitution and By-Laws as proposed or required.

## ARTICLE II.

### MEMBERSHIP

Section 1. "Members" of the Association are individuals who perform the duties of the Program Manager, which manages multiple programs in a correctional/detention facility. Limited to one member per county/city agency.

a. If a member is unable to attend a meeting of the Association, he/she may send a representative who may vote in their absence upon written notification to the Chair.

Section 2. "Associate Members" of this Association are individuals who perform duties in detention/correctional facilities in the following areas:

1. Vocational: Programs that focus on employment development skills.
2. After care
3. Religious
4. Social: Life skills to include Domestic Violence Education, Parenting, Anger Management, Job Preparation, and Employment Preparation.
5. Substance Abuse
6. Academic
7. Recreation/Leisure/Wellness
8. Law Library/Library
9. Pro-Per
10. Alternative Sentencing to include Work Release, Work Furlough, County (Sheriff) Parole and EMON (Electronic Monitoring, ESP).
11. Inmate program security staff
12. Any other individual/agency working with or providing Inmate Services to correctional/detention facilities not covered by Section 2, 1-9.

## ARTICLE III.

### COMMITTEES

Section 1. The President is empowered to establish standing and special purpose committees as necessary. The majority vote of the membership present at any meeting is empowered to direct the President to create special purpose committees.

## ARTICLE IV.

### MEETINGS

Section 1. Order of business shall be as follows:

- A. Call to order by the President
- B. Reading the minutes of the previous meeting by the Secretary
- C. Reports of Officers
  1. Treasurer's report
- D. Reports of Committees
- E. Old Business
- F. New Business
- G. Good of the Order
- H. Adjournment

Section 2. The President can limit debate on an issue by informing those present of his/her intent to do so prior to the debate commencing.

Section 3. All meetings are open to members and guests.

Section 4. The President or Sergeant-at-Arms has the authority to reject from any meeting of this Association anyone failing to conduct himself/herself in an orderly manner.

**ARTICLE V.**

**AMENDEMENT OF BY-LAWS**

Section 1. No part of these By-Laws shall be repealed, altered, amended, suspended, annulled unless it is done in the following manner: Any proposed change shall be submitted, in writing, for discussion and vote at a meeting of the Executive Board. A simple majority vote of the members present is required for the change to be presented to the membership.

Section 2. In order for any change to pass it must received a simple majority vote by the voting members present at a regular meeting.

**ARTICLE VI.**

**EFFECTIVE DATE**

Section 3. These By-Laws, when adopted by a simple majority vote of the voting membership, shall become effective immediately.