

CALIFORNIA JAIL PROGRAMS ASSOCIATION

BYLAWS

ARTICLE I.

DUTIES OF THE 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 Bylaws 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 another in his/her place in a manner herein provided.

Section 3. The Vice-President shall assist the President in presiding and shall preside in case of the absence of the President; to sign checks with either the President, Treasurer, or Past President drawn by the Treasurer for such sums as shall have been by the Association. In the event that an STC Certified and/or POST training is offered by the Association at a semi-annual conference, the Vice-President will oversee and direct the activities, certifications, applications, and any/all documentation required to certify the training and attendance.

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 notices 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, Treasurer or Past President.

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 band 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, Treasurer or Past President. Should obtaining a second signature not be possible then the President may, in writing, authorize the Treasurer to issue a warrant with a single signature. Purchases by and for the association shall be made pursuant to the guidelines set forth in the CJPA Purchasing Guidelines.

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

Section 8. The Treasurer shall reconcile payment records for membership dues.

Section 9. It shall be the duty of the *Member at Large* to assist and advise the President and Executive Board with the planning of meetings and conferences, the interpretation of the Constitution and Bylaws, and other matters as deemed necessary.

Section 10. 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 audits.

Section 11. The Executive Board shall draw up resolutions and changes to the Constitution and Bylaws as proposed or required.

ARTICLE II.

MEMBERSHIP AND SPONSORSHIP

Section 1. All memberships and sponsorships are based on one-year (successive period of twelve (12) calendar months) from the date of payment of dues or fees.

Section 2. Voting 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 Voting Member is unable to attend a meeting of the Association, he/she/they may send or appoint a representative who may vote in their absence upon written notification to the Executive Board or their designee.

Section 3. Associate Members of this Association are individuals who perform duties in detention/correctional facilities in the following areas, *but not limited to*:

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 & Employment Preparation.
5. Substance Abuse Education
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 Electronic Monitoring.
11. Inmate program security staff.
12. Community-Based Organizations that provide services related to the continuum of care for inmates once released from custody.
13. Any other individual/agency working with or providing inmate programs or services to correctional/detention facilities not covered by Section 3, 1-12.

Section 4. Vendor sponsors are companies that offer programs, services, materials, equipment, training, or other similar commercial or industrial enterprise with the direct nexus to jail programs and services.

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 of the President
- B. Review & approval of minutes of the previous meeting by the Secretary
- C. Reports of Officers
- D. Reports of Committees
- E. Old Business
- F. New Business
- G. Training
- H. Good of the Order
- I. 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 the members and guest.

Section 4. The President, or Vice President in the President's absence, has the authority to reject from any meeting of this Association anyone failing to conduct himself/herself in an orderly manner.

ARTICLE V.

AMENDMENT OF BYLAWS

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 receive a simple majority vote by the voting members present at a regular meeting.

ARTICLE VI.

EFFECTIVE DATE

Section 1. These Bylaws, when adopted by a simple majority vote of the voting membership, shall become effective immediately.