

# BYLAWS OF THE VIRGINIA COMMUNITY CRIMINAL JUSTICE ASSOCIATION

## **ARTICLE I-NAME AND PURPOSE**

The name of this Association shall be the Virginia Community Criminal Justice Association.

The purpose of the Association is to enhance public safety through the development and expansion of pretrial, community corrections, and other criminal justice programs in the Commonwealth of Virginia by providing a forum for the discussion and communication of ideas. All members of the Association shall be committed to the standards of excellence, integrity, and professionalism in the delivery of pretrial and community corrections services.

## **ARTICLE II-MEMBERSHIP**

The membership of this Association shall be open to all members of Community Criminal Justice Boards, all Pretrial and Community Corrections Program Directors and staff, and any individual or organization interested in the purpose of the Association.

A member of the Association in good standing shall be any person who has paid his or her dues for the year.

Each member shall have the right to one vote on all official matters which come before the Association.

## **ARTICLE III-OFFICERS**

The Officers of the Association shall consist of the President, the Vice President, Treasurer and Secretary. Each Officer shall be a member of the Association as well as (a) a director of a criminal justice program, (b) a staff member of a criminal justice program, (c) a criminal justice planner, or (d) a member of a Community Criminal Justice Board. **The term of office shall run for two years from January 01 of the first year through December 31 of the second.**

Interim vacancies among the Officers, for whatever reason, shall be filled by appointment by the President until the next regular business meeting at which time the Association shall elect new officers to fill the unexpired term.

## **ARTICLE IV-NOMINATION AND ELECTION OF OFFICERS**

Association Officers shall be nominated by a Nominating Committee. The Nominating Committee shall be appointed by the President. The Nominating Committee shall serve at the pleasure of the president.

The election of Officers shall be held during the annual general membership meeting at the Association's annual conference **in November of each year. In order to be eligible to vote in the election of officers, a member must be in good standing as of August 15 of the given year.**

The Association President shall appoint the Nominating Committee no less than 60 days prior to the annual general membership meeting. **The Nominating Committee shall solicit nominations from the general membership by mail, fax, e-mail or telephone.**

**The Nominating Committee shall ensure the willingness of all nominated parties to serve** and shall submit a **mailed or facsimile numbered ballot** of nominees to each voting member of the Association no less than 30 days prior to the annual general membership meeting.

# BYLAWS OF THE VIRGINIA COMMUNITY CRIMINAL JUSTICE ASSOCIATION

## **ARTICLE V-DUTIES OF OFFICERS**

**PRESIDENT** The President of the Association shall carry out the following duties:

1. Call and preside at all meetings of the Association and Executive Committee.
2. Perform such duties as are required to be done as the Association's chief executive office.
3. Appoint all Committees and fill any vacancies that may occur in any Committee during the term of office.
4. Keep the official records of the Association.

**VICE-PRESIDENT** The Vice-President shall:

1. Carry out the duties of the President during the absence of the President.
2. Assist the President in the performance of all Association business.

**TREASURER** The Treasurer shall:

1. Exercise all of the fiduciary responsibilities of the Association.
2. Collect and deposit dues from all members and maintain a roster of all members.

**SECRETARY** The Secretary shall:

1. Record and be responsible for all minutes of all meetings of the Association and of the Executive Committee.
2. Shall perform such other duties as the President or Executive Committee shall prescribe.
3. Convene and preside over the meetings of the Association and the Executive Committee during the absence of the President and the Vice-President until the members thereof shall elect a member present to serve as President pro tempore.

## **ARTICLE VI-EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Officers of the Association, the immediate past President, **a program staff representative**, and one member At-Large from each of the following regions: Eastern, Northern, Central, and Western. **Only members in a given region shall be eligible to vote for their members at-large in that region.** Members of the Executive Committee shall be elected to serve a term of **two years** or until the Association has held its annual election, which ever is longer. At-Large members shall be elected in the same procedure as the election of Association officers.

# BYLAWS OF THE VIRGINIA COMMUNITY CRIMINAL JUSTICE ASSOCIATION

## **ARTICLE VII-DUTIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall:

1. Conduct the business of the Association between regular and special meetings of the Association.
2. Constitute the Finance Committee to perform all of the functions required to ensure the fiscal integrity of the Association, including meeting all specific requirements of any grant funds received.
3. Be allowed to authorize and receive grants, endowments and gifts as necessary to carry out the interests of the Association.
4. Authorize the amounts and purpose for which the funds of the Association may be received and expended.
5. Authorize the creation of committees as may be necessary or advisable and delegate such authority to such Committees as it may deem necessary and expedient.

## **ARTICLE VIII- STANDING COMMITTEES**

**There shall be standing committees of (a.) directors of CCCA and PSA programs and (b.) program staff members, which shall meet at least once every three months.**

**There shall be standing working subcommittees for the following issues: legislative, public relations, membership, conference, training, awards and nominations.**

## **ARTICLE IX-ASSOCIATION MEETINGS**

The general membership of the Association shall meet at least annually at the Association's annual conference **in November**. The Executive Committee may also call Special Meetings, or other such meetings, as may be necessary to conduct the business of the Association.

Special Meetings, or such other additional meetings, shall be called upon written demand, submitted to the President of the Association, supported by one-third of the voting membership of the Association.

## **ARTICLE X-NOTICE OF MEETINGS**

The **Executive Committee** shall provide written notification to each member of the Association as to the exact time and place of all annual and Special Meetings of the Association by first-class mail or facsimile machine no less than thirty (30) days prior to the date of such meeting. At the discretion of the membership, wherein a need exists, the thirty (30) day notification may be waived.

# BYLAWS OF THE VIRGINIA COMMUNITY CRIMINAL JUSTICE ASSOCIATION

## ARTICLE XI-QUORUM AND VOTING

A quorum shall consist of at least one-third of the Association membership. All motions of the Association other than those specified elsewhere in these Bylaws shall require an affirmative vote of a majority of a quorum.

**Voting for officers shall occur by numbered mail-in or facsimile ballots, circulated one (1) to each member of the Association by the Nominating Committee at least thirty (30) days in advance of the annual general membership meeting.** Such ballots shall contain sufficient information to identify the candidates. Mailed or facsimile ballots shall be returned to the **Nominating Committee.** **After the tabulation of the ballots, the results thereof shall be announced by the Nominating Committee at the Association's annual general membership meeting** and filed as part of the permanent records of the Association.

Any Position Paper considered for adoption by the Association shall be approved by a vote of a two-thirds majority of the votes cast before such paper can be considered as a position by the Association.

## ARTICLE XII-PARLIAMENTARY AUTHORITY

The rules of parliamentary procedure comprised in the latest revision of Robert's Rules of Order shall govern procedures of Association meetings.

## ARTICLE XIII-ANNUAL DUES

Annual dues for all Association members shall be in the amount established by the Executive Committee.

Payment of the annual dues:

1. Constitutes Association membership in good standing.
2. Shall be for the **period of January 01 through December 31.**
3. Shall be payable by **January 01,**

## ARTICLE XIV-FINANCIAL TRANSACTIONS

All checks, drafts or other documents for the withdrawal of the funds of the Association shall be signed by the President, or his or her designee, and the Treasurer of the Association.

## ARTICLE XV-AMENDMENT TO THE BYLAWS

Any proposed amendment, in whole or in part, of these Bylaws shall be made by an affirmative vote of two-thirds of the members **either in person or by mailed or facsimile ballot,** provided that written notice of all proposed amendments and text thereof are disseminated to the Association members not less than thirty (30) days prior to the proposed date of amendment.

As amended this 01day of June, 2001 by an affirmative 2/3's vote of Association members in accordance with Article XV, above:

\_\_\_\_\_  
Catherine M. Heritage, President

\_\_\_\_\_  
Katie W. Green, Vice President

\_\_\_\_\_  
David T. Pastors, Treasurer

\_\_\_\_\_  
Sandra Langford , Secretary

