

NORTH CAROLINA CORRECTIONAL ASSOCIATION

BYLAWS

ARTICLE I. Membership

Section 1: Any correctional professional or individual involved in correctional 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 correctional 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 correctional professionals, interested citizens, inmates 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 officer shall be elected annually by membership: President-Elect, Secretary, Treasurer, Parliamentarian. Each officer elected shall serve a term of one year. 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.

NCCA By-Laws

2. Serve as Chairperson of the Executive Board.
3. Appoint any vacancies occurring on the Executive Board except the President-elect.
4. Appoint from time to time such other committees, councils, or positions.
5. Initiate called meetings of the Executive Board
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 will 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 vacancy. In this case, the office of the President-elect will 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 will 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. Conduct correspondence as directed by the President.
3. Notify all members of the Executive Board of all meetings.
4. Keep a list of officers and members of the Executive Board, including mailing addresses and ACA membership number of each officer and Board Members of the Association.
5. Keep an accurate and up-to-date roster of all Association members in good standing including addresses.

April 23, 1995

page 2

NCCA By-Laws

6. Be responsible for the publication of the COMPASS quarterly.
7. Prepare an annual summary which will be forwarded with records to successor.

D. The Treasurer shall:

1. Receive, expend and maintain accurate records of all association funds.
2. Prepare a Treasurer's report for each regularly scheduled meeting and Executive Board Meeting.
3. Submit the Association financial books for annual audit. 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; copies of the audit shall be provided to each officer and members of the Executive Board; the original audit shall be filed with the Secretary. In the event that the Treasurer should relinquish his/her office before completion of his/her term, there shall be an audit completed prior to the new officers acceptance of said books. If the President should vacate his/her office, then the President-elect shall approve the individual to conduct the audit. The books shall be turned over to the incoming Treasurer no later than December 20th.
4. Serve as Chair of the Finance Committee.
5. Be responsible for the development of a yearly budget for the Association.
6. Prepare an annual summary which will be forwarded with records to successor.

E. The Parliamentarian shall:

1. Serve as Parliamentarian at all Association and Executive Board Meetings.
2. Be responsible to determine quorum for all Executive Board meetings and business meetings.
3. Chair the Constitution and Bylaws Committee.
4. Be responsible for reviewing any proposed changes to Constitution and/or Bylaws.
5. Prepare an annual summary which will be forwarded with records to successor.
6. Use Roberts Rules of Order, Revised.

NCCA By-Laws

ARTICLE III. Association Annual Meeting

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

Section 2: Mailed, written notices of the Annual Meeting shall be sent to the membership 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 problems, and to gain statewide representation, the State shall be divided into no more than eight (8) regions. Compositions of each region will be determined by majority vote of association membership at its Annual Membership Meeting. Each Region shall operate according to Bylaws, adopted by the Regional membership and approved by the Executive Board.

Section 2: Regional Leadership

- A. In each region, there shall be a Regional Chairperson and Vice Chairperson elected annually by the membership of that region. They shall be active members of ACA/NCCA.
- B. The Regional Chairperson and Vice Chairperson shall be elected by majority of members of that region at a regularly scheduled membership meeting. They shall be elected to one year terms and may succeed themselves.
- C. Duties of a Regional Chairperson shall be to:
 - 1. Preside at the respective regional meetings.
 - 2. Serve on the NCCA Executive Board.
 - 3. Coordinate regional workshops and seminars.
 - 4. Fulfill all other duties and responsibilities specified in these bylaws and as assigned by the Executive Board and Regional Bylaws.
 - 5. Be responsible for developing regional programs and regional budget proposals for presentation to and approval by the Executive Board.
 - 6. Prepare an annual summary which will be forwarded with records to successor.

April 23, 1995

page 4

NCCA By-Laws

- D. Duties of the Regional Vice Chairperson shall be to:
1. Assist the Regional Chairperson in performance of his/her 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. Prepare an annual summary which will be forwarded with records to successor.

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 feasible.

ARTICLE V. Executive Board

Section 1:

- A. All officers of the Association, the Immediate Past President of the Association, Nominating Committee Chair and the Chairperson of each region shall serve as members of the Executive Board. The President of the Association shall serve as Chairperson of the Executive Board.
- B. Nine (9) other 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. In case of vacancies simultaneously in the positions of President and President-elect, the Executive Board will call a special election with sixty (60) days to elect an interim President.
- D. A Quorum of the Executive Board shall be constituted by fifty (50) percent of the total number of Board members.
- E. 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.

NCCA By-Laws

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

- A. Developing a slate of officers consisting of a President-elect, Secretary, Treasurer, Parliamentarian, Nominating Committee chairperson, and three (3) Executive Board members which 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 and/or criminal justice/correction agency proposals/issues.

NCCA By-Laws

ARTICLE VI. Standing Committees

Section 1: The following shall be standing committees of the Association: Affirmative Action, Annual Conference, Constitution/Bylaws, Correctional Policies/Issues, Finance, Membership, Nominating, Publicity, and Women Working in Corrections.

A. Affirmative Action 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 Affirmative Action Committee to review and develop actions and events promoting the employment of minority group members in correctional programs throughout the State.
3. Shall prepare an annual summary which will be forwarded with records to successor.

B. Annual Conference Committee

1. Shall be chaired by the President-elect.
2. Members will 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 will be reviewed and approved by the Executive Board.
5. The Awards sub-committee will be chaired by the immediate Past President of NCCA.
6. Shall prepare an annual summary which will 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. Shall prepare an annual summary which will be forwarded with records to successor.

NCCA By-Laws

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. Shall prepare an annual summary which will be forwarded with records to successor.

E. Finance Committee

1. Shall be chaired by the Treasurer.
2. Shall assist the Treasurer in the development of yearly budget.
3. Develop and coordinate fundraising activities.
4. Shall prepare an annual summary which will be forwarded with records to successor.

F. Membership 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 Membership Committee to plan and implement active efforts concerning the Association's goals and plans so as to interest professionals in the field of corrections and lay persons in becoming members.
3. Shall prepare an annual summary which will be forwarded with records to successor.

NCCA By-Laws

G. Nominating Committee

1. There shall be a minimum of five (5) members appointed by the President with the Chairman 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 AConsent to Serve form to all nominees prior to nomination and ensure that the nominees are active members of NCCA.
 - c. Ensure that a write-in vote is allowed and sufficient space for such will be provided on the ballot. All candidates for said offices must give their consent for their names to appear on ballot. 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.
 - e. Ensure that all nominees are in good standing.
 - f. Tabulate the results of the balloting and report the results at the Annual meeting in accordance to Robert's Rules of Order, Revised.
3. Shall prepare an annual summary which will be forwarded with records to successor.

H. Publicity Committee

1. There shall be a minimum of five (5) members appointed by the President. The Secretary of the Association shall be a member. One member shall be designated as Chairperson by the President; the chairperson shall be a non-voting representative to the Executive Board.
2. It shall be the responsibility of the Publicity Committee to plan and implement 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.

NCCA By-Laws

4. Shall prepare an annual summary which will be forwarded with records to successor.

I. Women Working In Corrections Committee

1. The Chairperson of the Women Working of Corrections shall be elected during the annual election to a one (1) year term. The Chairperson shall be a voting representative of the Executive Board.
2. It shall be the responsibility of the Women Working in Corrections Committee to enhance the recognition, participation and utilization of women professionals in the NCCA and throughout the correctional field.
3. Shall prepare an annual summary which will be forwarded with records to successor.

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 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.

NCCA By-Laws

ARTICLE IX. Parliamentary Authority

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