

**CONSTITUTION AND BY-LAWS
OF THE
PENNSYLVANIA COUNTY CORRECTIONS ASSOCIATION**

ARTICLE I: NAME

The name of this body shall be the “Pennsylvania County Corrections Association.”

ARTICLE II: OBJECTIVES

The purposes of this Association are to: secure a closer official and personal relationship among the managers of county corrections agencies and associated disciplines; work toward the improvement of the correctional system at the local level throughout the Commonwealth of Pennsylvania; provide continuing education and training for correctional managers in new and developing aspects of correctional management; develop and support proposals for legislative reform; and promote new and improved methods to rehabilitate offenders who are committed to local adult correctional custody.

ARTICLE III: MEMBERS

Section 1 **Active Membership** - Active Membership shall consist of those who, at the time of their initial membership, are serving as a Pennsylvania County “Jail Manager”. The American Jail Association defines a Jail Manager as a person (sworn or civilian) who directs, administers, and/or is in charge of the operations of a jail facility, division, bureau, department, program, and/or shift; and/or a person (sworn or civilian) who supervises the work and performance of an employee or employees in a jail facility. Application for membership shall be made directly to the association secretary.

Active Members are authorized to hold any Office or committee positions of the association and vote on all association business not otherwise restricted. Active Members leaving their governmental occupation in the field of corrections, with the exception of retirement, will be dropped from the membership.

Section 2 **Honorary Membership** - Honorary membership shall consist of former Active Members of the association who have retired from their corrections-related occupation.

Honorary Members are authorized to serve on assigned committees and vote on all association business not otherwise restricted.

Section 3 **Associate Membership** - Associate membership shall consist of officials from a corrections related governmental agency; private corporation practitioners of correctional administration or community-based activities related to the work of adult corrections; or practitioners in any professional field who, by virtue of their support for local corrections, are recognized as “friends of the association”. A “sponsoring” active member must support associate membership applications. Applications for associate membership shall be submitted to the Secretary and will be reviewed by the Executive Committee for a determination of acceptance to membership.

An Associate Member is not eligible to hold any officer position and may not vote on any association business, but may serve on assigned committees.

April 10, 2013

ARTICLE IV: GEOGRAPHIC ZONES

Section 1 The Commonwealth shall be divided into three regional zones for the purposes of the Association: Eastern Zone, Central Zone, and Western Zone.

Section 2 **Eastern Zone** shall be comprised of the following Counties: Berks, Bucks, Carbon, Chester, Columbia, Delaware, Lackawanna, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Philadelphia, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming.

Section 3 **Central Zone** shall be comprised of the following Counties: Adams, Bedford, Blair, Bradford, Cameron, Centre, Clinton, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Snyder, Sullivan, Tioga, Union, and York.

Section 4 **Western Zone** shall be comprised of the following counties: Allegheny, Armstrong, Beaver, Butler, Cambria, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington, and Westmoreland.

ARTICLE V: OFFICERS

Section 1 The Officers of the Association shall consist of the President, First Vice-President, Second Vice-President, Secretary, and Treasurer. The Secretary, Treasurer, and Second Vice-President shall be elected to office by a majority of written ballots submitted by eligible members. The First Vice-President and Second Vice-President shall automatically ascend to the President and First Vice-President offices from the preceding offices.

Section 2 All Officers must be Active Members of this association as set forth in **Article III, Section 1**. If, for any reason, they relinquish their professional position, their elected office shall be declared vacant.

Section 3 The President, First Vice-President, and Second Vice-President shall serve a term of two years in each office and shall not immediately begin a new succession to these offices upon completing a succession.

The Secretary shall serve a term of three (3) years and may succeed him/herself.

The Treasurer shall serve a term of three (3) years and may succeed him/herself.

ARTICLE VI: DUTIES OF OFFICERS

Section 1 It shall be the duty of the President to preside over all meetings of the Association, appoint the chairpersons of all standing committees, authorize the assembly of temporary committees and their composition, and perform such other duties as may be incident to his/her office. Additionally, the President will call for meetings of the Executive Board, setting their time and place, and will preside over all Executive Board meetings.

Section 2 It shall be the duty of the First Vice-President to perform all the duties of the President during his/her absence.

Section 3 It shall be the duty of the Second Vice-President to perform the duties of the President during his/her absence, when the First Vice-President is also absent. The Second Vice-President shall also insure the nominating Committee has forwarded the names of all candidates for Association elections to the Association Secretary as described in article IX.

Section 4 It shall be the duty of the Secretary to receive and answer all communications addressed to the Association, which may be submitted to him/her for such purpose, by Officers of the Association, and to perform such other duties as may be required of him/her by the Executive Committee. He/she shall keep the minutes of the proceedings of each meeting and perform all other duties consistent with the office as Secretary.

Section 5 It shall be the duty of the Treasurer to receive all monies for the Association, and keep an accurate account of them. He/she shall, at the Annual Meeting, or at any time requested by the President, make a full report of the monies received and disbursed. The Treasurer shall deposit all monies belonging to the Association in a bank designated by the Executive Committee in the name of the Association. He/she shall give such bond for the faithful performance of duties and with such security as may be required by the Executive Committee, the premium to be paid for by the Association.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1 There shall be an Executive Committee for the association, which shall consist of the immediate Past President, the Officers of the Association, and three Regional Executive Committee members of the Association, one from each Geographic zone of the Commonwealth as defined in Article IV of these By-Laws.

Section 2 The three Regional members of the Executive Committee must be Active Members, and they shall serve a term of three (3) years. One of the three Regional Executive Committee members shall be elected each year, on a rotating basis, and shall be installed at the annual spring meeting.

Section 3 An Executive Committee quorum is constituted by the presence of five (5) voting members of the Executive Committee.

Section 4 A member of the Executive Committee shall be reimbursed by the Association for expenses incurred when his/her presence is required for official business of the Association, in the event his/her respective agency does not assume the expenses.

Section 5 Executive Committee members shall not be personally liable for any action taken while acting as an Executive Committee member of this Association, with the exception of embezzlement or other form of financial fraud.

Section 6 Executive Committee members shall be indemnified by the Association to the fullest extent permitted by law. The Association shall indemnify its Executive Committee members against all expenses and liabilities incurred by or imposed on them in connection with any proceedings to which they have been or may be made parties, or any proceedings in which they may become involved by any reason of being or having been an Executive Committee member of the Association, even if no longer in the position that gave rise to the expense or liability.

ARTICLE VIII: DUTIES OF EXECUTIVE COMMITTEE

- Section 1** The Executive Committee as herein constituted shall serve as the Board of Directors of the association, and as such, shall consider and report to the Association all proposed measures for the benefit of the individual members and general welfare of the Association.
- Section 2** The Executive Committee shall be responsible for the business of the Association between the Annual Meetings by attending Executive Committee meetings called by the Association President.
- Section 3** The Executive Committee shall approve the expenditures of the Association but not beyond the amount of the finances to the credit of the Treasury. The Executive Committee shall approve guidelines for the expenditure of funds commensurate with the goals and purpose of the organization.
- Section 4** The Executive Committee shall fill all vacancies on the Executive Committee for an unexpired term, with the exception of the Offices of President, First Vice-President, or Second Vice-President.
- In the event of a vacancy in the President or First Vice-President office, the elected succeeding officer will ascend to fill the vacancy, expanding the length of their new term. The Second Vice-President office will remain vacant until the next scheduled election when the new First and Second Vice-President offices will be via election.
- Section 5** The Executive Committee shall initiate legislation which is deemed desirable for the Association, in concert with the Legislative Committee.
- Section 6** The Executive Committee shall plan a program for the Semi-Annual Meetings, in concert with the Program Committee.
- Section 7** The Executive Committee shall consider Associate Membership applications and also consider the revocation of an individual's Association membership, for just cause.
- Section 8** All Executive Committee members shall deliver all monies, books, papers, and any other property of the Association in their custody to their successors in office.

ARTICLE IX: ELECTIONS

- Section 1** Election of all Executive Committee members shall be conducted by ballot.
- Section 2** Ballots containing the list of candidates shall be forwarded to the Secretary by the Nominating Committee no later than forty-five (45) days prior to a vote deadline.
- Section 3** Active members shall only be permitted to vote for the regional Executive Committee nominees from their own respective geographic region, as defined in Article IV.
- Section 4** Election of Executive Committee members will be by secret ballot, distributed by the Secretary to every eligible Active Member and Honorary Member, whose membership dues have been paid within the prior 12 months. Ballots will be tabulated by the Nominating Committee at the Spring Meeting. The Nominating Committee will report the results to the membership before the end of the business meeting.
- Section 5** Tie votes will be determined by a coin toss.

ARTICLE X: COMMITTEES

Section 1 The Association will have both temporary and standing committees. Committee chairpersons must be either Active or Honorary members of the Association.

Section 2 Temporary committees will be formed, and their membership selected by the President, to deal with transitory issues.

Section 3 The President, after consultation with the Executive Committee, shall appoint the Chairperson of each standing committee. The following shall constitute the Standing Committees:

(a) **Program Committee:** *At least* three members whose function it shall be to recommend to the Executive Committee the training and other educational activities for the benefit of Association members.

(b) **Legislative Committee:** *At least* three members whose function it shall be to make recommendations to the body for legislative action consistent with the mission of the Association.

(c) **Financial Review Committee:** *At least* three members whose function it shall be to review the financial records of the Association during each calendar year. As deemed necessary by the committee, but no less than every three years, the committee chairperson will enter into an agreement with an independent financial firm to perform an independent "agreement of procedures" pertaining to the association's financial records. The agreement with the independent firm must be approved in advance by the Executive Committee and the final financial review documents will be made available to association members.

(d) **Nominating Committee:** *At least* five members, including the Second Vice-President whose function it will be to propose to the Association a slate of Officers for the Association as described in Article VIII.

(e) **By-Laws Committee:** *At least* five members whose function shall be to recommend changes to the By-Laws to the Executive Committee as described in Article XI.

(f) **Exhibitor Committee:** *At least* four members whose function it shall be to coordinate vendor's exhibits at conferences, and make recommendations to the Association regarding the exhibition process as well as to seek and accept sponsors for meals/breaks, prepare a vendor booklet and letters of appreciation for event sponsors.

(g) **Site Selection Committee:** *At least* three members whose function will be to review possible sites for the meetings of the Association and recommend to the Executive Committee where meetings of the Association can be held.

(h) **Membership Committee:** At least three members, one from each region, whose function is to promote the association in an effort to increase membership.

(i) **Sickness and Distress Committee:** The three elected Regional Executive Committee members will serve as the conduit to bring forward information regarding a fellow member's personal misfortune to the full Executive Committee to facilitate a mass communication to the membership and/or authorize an expenditure of association funds.

ARTICLE XI: TRAINING SESSIONS AND BUSINESS MEETINGS

- Section 1** There shall be a semi-annual (Spring and Fall) Meeting of the Association. All Association meetings will consist of a training portion as well as an Association Business meeting.
- Section 2** Association meetings will be rotated, whenever possible, between Geographic regions as follows: East, Central, West, Central, East, Central, West, Central....
- Section 3** Notice of the semi-Annual Association Meetings shall be mailed to all individual members at least thirty (30) days before the meeting.
- Section 4** “Roberts Rules of Order” shall govern the conduct of all business meetings of this Association.
- Section 5** The President or the presiding Officer shall be a Parliamentarian whose duty shall be to interpret any question of order.
- Section 6** Each member, who speaks or offers a motion, shall rise in his/her place and respectfully address the presiding Officer, giving his/her name and the name of the county, which he/she represents.
- Section 7** All motions or resolutions, if requested by the Secretary, shall be presented in writing.
- Section 8** On all questions, a voice vote may be taken, but when one-fifth of the members present demand a ye and nay vote to be taken upon an issue, the Secretary shall call the roll and the vote of each member shall be entered on the minutes of the Association.

ARTICLE XII: DUES

- Section 1** The Executive Committee shall establish the membership Dues as well as the costs associated with attendance of all training sessions.
- Section 2** Dues and Membership are calendar-year based.
- Section 3** The Association Secretary shall invoice current members for membership renewal in November of the preceding year.
- Section 4** Those members who have not submitted dues within twelve months after the date of invoice will be dropped from the membership rolls.
- Section 5** Only members who hold a paid Active or Honorary membership for the current year are entitled to attend training sessions and/or vote if otherwise eligible.

ARTICLE XIII: AMENDMENTS TO BY-LAWS

- Section 1** The within By-Laws shall constitute the Constitution and By-Laws for the Pennsylvania County Corrections Association.
- Section 2** The Executive Committee will consider recommendations provided by the By-Laws Committee for amendments to the Association By-Laws. Upon approval of the Executive Committee, the recommended By-Laws revisions will be forwarded to the full body.

Section 3 Proposed By-Laws changes shall be sent to all eligible voting members thirty (30) days prior to the vote deadline, which shall be thirty (30) days prior to the Semi-Annual Business Meeting. By-Laws changes shall only be ratified upon achieving a two-thirds majority from the responding membership.