



Bylaws
Of
Probation Officers Professional Association
Of
Indiana, Inc

Article I ***NAME***

The Name of the organization shall be PROBATION OFFICERS PROFESSIONAL ASSOCIATION, Inc of Indiana.

Article II ***STATEMENT OF PURPOSE***

To support, promote, and encourage quality probation services in the interest of the community and courts in Indiana.

Article III ***OFFICERS***

The principal of the Association in the State of Indiana shall be located in the city of Fort Wayne, County of Allen. The Association may have such other offices and/or mailing addresses as the Executive Board may designate or as the affairs of the Association may require.

Article IV ***MEMBERSHIP***

A. Qualification

Section 1. Active Membership: Active membership shall be limited to Probation Officers in the State of Indiana, which is defined as those

who are working and certified, or working and to be certified, as Probation officers in the State of Indiana, who are employed by and appointed to their position by the Court, upon payment of annual dues.

Section 2. Associate Membership: Associate membership shall be limited to individuals who are certified as Probation Officers, and did work in the field of Probation for a minimum of three (3) years, and are now working in a related correctional service, in the State of Indiana, upon payment of annual dues.

Section 3. Emeritus Membership. Emeritus membership shall be limited to former active members who served as Probation Officers in the State of Indiana for a minimum of ten (10) years, and have now retired from the field, upon payment of annual dues.

Section 4. Honorary Membership. Honorary membership shall be awarded to certain individuals who have made a significant contribution to the field of Probation in the State of Indiana, following review and selection by a nominating committee.

Section 5. Life Membership. Life membership shall be awarded for former active members, who have been members for a period of twenty (20) years.

Section 6. Contributing Membership. Contributing membership shall be awarded/limited to corporations, foundations, or individuals who wish to contribute to the Probation Officers Association of Indiana, Inc., upon payment of annual dues.

Section 7. Intern Membership. Intern membership shall be, limited to individual working as interns in Probation Departments in the State of Indiana, upon payment of dues.

Section 8. Support Staff Membership. Support staff membership shall be limited to individuals directly involved in the delivery of Probation services (ie: secretarial staff, administrative assistants, and any other administrative staff) as approved by the Treasurer, and/or Executive Board if in question, upon payment of annual dues.

Section 9 Student Membership: Student membership shall be limited to individuals enrolled in a college or university with an interest in criminal justice or a related field, upon payment of annual dues.

Section 10. Probation Departments which pay the membership for their Probation Officers, can, upon written request to the Treasurer, request that a membership be transferred to a new Probation Officer who is replacing a previous or former Probation Officer for whom

dues have been paid. An individual who pays for his/her own membership to the Association retains that membership should they transfer their position as a Probation Officer to another Department and/or county.

Section 11. Any individual can petition to the Executive Board to change the status of their membership, if they can show cause why such status should be changed, due to change of employment or job description

B. Membership year

The membership year shall run from the date of receipt of the POPAI membership application and upon payment of annual dues.

C. Voting Privileges

Each active, emeritus, and life member shall be entitled to one (1) vote.

Article V **DUES**

A. Establishment of Annual Dues

Annual dues shall be set from time to time by a two-thirds (2/3) vote of the Executive Board.

Article VI **EXECUTIVE BOARD**

A. Eligibility and Qualifications

Section 1. The Executive Board will be elected district representatives from among the active and life members of the Association.

Section 2. Any acting Executive Board member must meet the qualifications to serve as a Probation Officer as set out by the Judicial Conference of Indiana. As verifiable criminal, moral, or unethical act committed by an Executive Board member while acting in the capacity may result in the request for resignation of that Executive Board member.

B. Composition

There shall be one district representative from each district who shall serve on the Executive Board and who will be elected by the

membership of that district. The President, Vice President, Secretary, and Treasurer elected by and from that general voting membership will also sit as Executive Board members, in addition to the elected district representatives.

C. Duties

The Executive Board shall conduct the business of the Association between annual meetings\; implement the policies, practices, and programs established by the Association\; and approve the annual budget.

D. Term of Office

Section 1. District Representatives from even numbered districts will be elected on even numbered years and district representatives from odd numbered districts will be elected on odd numbered years for a two (2) year term except that district representatives from odd numbered districts shall serve an initial one (1) year term upon creation of the first Board of Directors/Executive Board.

Section 2. Members of the Executive Board shall serve until their successors take office, and/or upon acceptance of their resignation by the Executive Board.

Section 3. District Representatives shall begin their term at the first Executive Board meeting following the date of the election at the annual business meeting .

Section 4. If any district representative fails to attend three consecutive meetings without an excuse acceptable to the Executive Board, he or she may be dropped from the Executive Board by a majority vote, majority defined as one half (1/2) plus one (1), of the total eligible voting Executive Board members.

Section 5. A district representative to the Executive Board may serve up to two (2) consecutive elected terms in office.

E. Quorum

Six voting Executive Board members shall constitute a quorum. (Not to include the President or acting President who may only vote in the event of a tie).

F. Removal from Office

Any Executive Board member can be removed from office by the majority vote of the total eligible voting membership present, majority being defined as one half (1/2) plus one (1), of the total eligible voting members present. Such vote being called by a petition signed by 25% of the voting membership, and presented to the Executive Board who shall present it on the floor of the assembly. The petition should specify the Executive Board member in question, reason for the requested removal and suggested location for the special vote to take place. The petition should also include information and/or evidence as to the reason for the requested removal from the position on the Executive Board.

G. Resignation from Office

An Executive Board member may resign from office by submitting a letter of resignation to the members of the Executive Board.

H. Vacancies

Should a vacancy occur on the Executive Board, the remaining membership of the Executive Board will temporarily fill the vacancy by a simple majority [majority defined as one half (1/2) plus one (1)] , and such temporary officer shall assume the full duties and responsibilities of the position until the time that the next regular/annual or special election can be held in order to allow the membership to vote upon a replacement for the position.

Article VII OFFICERS

A. Eligibility and Qualifications

Section 1. The officers will be elected from among the active and life members of the Association.

Section 2. Any acting officer must meet the qualifications to serve as a probation officer as set out by the Judicial Conference of Indiana. Any verifiable criminal, moral, or unethical act committed by an Executive Board member while acting in that capacity may result in the request for resignation of that officer.

B. Officers

Officers of the Association shall consist of the President, Vice-President, Secretary and Treasurer. Each shall serve a two (2) year term upon election of the membership at large, except that the Vice-President and Treasurer shall initially serve a six (6) month term and

the President and Secretary shall initially serve a two (2) year and six (6) month term, under the amendments to the By-laws effective January 1, 1989, creating a Rotation of Officers. The President, Vice-President, Secretary, Treasurer, and Past President elected by and from the general voting membership will also sit as members of the Executive Board, in addition to the elected district representatives.

Section 1. Rotation of Officers. The President and Secretary shall be elected in the even number years, and the Vice-President and Treasurer shall be elected in the odd number years.

Section 2. Officer shall serve until their successors take office, and/or upon acceptance of their resignation by the Executive Board.

Section 3. No officer may serve as a district representative to the Executive Board.

C. Duties

Section 1. The President shall serve as the chairman of the Executive Board and of the membership. The President shall chair meetings of the executive board. The President shall serve as the ex-officio member of all committees and shall also perform such other duties as may be specified by the Executive Board. The President shall inform the membership at the annual business meeting of the programs and activities pursued by the Executive Board.

Section 2. The Vice-President shall be responsible for the organization of the annual association meeting and other conferences. The Vice-President shall serve in the capacity of President in the absence of the President.

Section 3. The Secretary shall keep the minutes of all Executive Board meetings which will be given to all Executive Board members with notice of the next meeting in accordance with notification requirements, keep the records of memberships, and maintain a corrected copy of the bylaws and articles of incorporation. The Secretary shall also serve in the capacity of President in absence of the President and Vice-President in a line of succession.

Section 4. The Treasurer shall be the chief financial officer of the Association and shall maintain all financial records. The Treasurer shall disburse funds upon approval of the Executive Board and submit a financial statement to the Executive Board at each regular meeting. The Treasurer shall submit a financial statement to the membership at the annual meeting. The Treasurer will provide an audited statement

within thirty (30) days after the close of the fiscal year. The Treasurer will be bonded by a bond purchased by the Association. The Treasurer shall also serve in the capacity of President in absence of the President, Vice-President and Secretary in a line of succession.

Section 5. Vacancies: Should a vacancy occur in the office of President, the Vice-President will assume the office. Should a vacancy occur in the office of Vice-President, Secretary, or Treasurer, the Executive Board will fill the office by a simple majority vote, majority being defined as one-half (1/2) plus one (1) of the total eligible voting members.

Section 6. Voting Rights: The Vice-President, Secretary, and Treasurer, along with the district representatives, shall have voting rights. The President or acting President may only vote in the event of a tie.

D. Term of Office

Section 1. Officers begin their term at the first Executive Board meeting following the date of the election at the annual business meeting.

Section 2. If any officer fails to attend three (3) consecutive meetings without an excuse acceptable to the Executive Board, he or she may be dropped from the Executive Board by a majority vote, majority defined as one half (1/2) plus one (1), of the total eligible voting Executive Board members.

E. Removal from Office

Any officer can be removed from office by the majority vote of the total eligible voting membership, majority being defined as one half (1/2) plus one (1), of the total eligible voting members. Such vote being called by a petition signed by 25% of the voting membership, and presented to the Executive Board who shall present it on the floor of the assembly. The petition should specify the Executive Board member in question, reason for the requested removal and suggested location for the special vote to take place. The petition should also include information and/or evidence as to the reason for the requested removal from the position on the Executive Board.

F. Office of the Past President

The Past President of the Association shall serve in the position of consultant to the Executive Board, and shall have a vote in the Executive Board matters.

G. Resignation from Office

An Office may resign from office by submitting a letter of resignation to the members of the Executive Board.

Article VIII COMMITTEES

A. Committee Types

There shall be such standing and special committees as may be appointed by the President with the approval of the Executive Board.

B. Composition

Each committee shall consist of at least three (3) members who may be chosen out of the active membership, the association membership, the associate membership, the emeritus membership, and the life membership, one of which shall be an Executive Board member.

C. Chairman

Each committee shall have a chairman who is chosen by the President of the Executive Board out of the active membership or life membership.

D. Approval of Activities

Each committee shall present to the Executive Board an outline of activities and programs for approval.

E. Appointment of Committees

The President shall appoint the chairman (except in accordance with Article XI, Section C, Subsection D, the election committee chairman shall be appointed by the election committee) and members of each standing committee at the first regularly scheduled Executive Board meeting following the annual business meeting.

Article IX EXECUTIVE COMMITTEE

A. Composition

The Association will have an executive committee which shall consist of the elected district representatives and officers of the Association.

B. Term of Office

New Officers shall begin their term at the first Executive Board meeting following the date of the election at the annual business meeting .

C. Vacancies

Vacancies shall be filled by newly elected or appointed district representatives and officers.

D. Absences

Any member who fails to attend three (3) successive meetings of the committee without an excuse acceptable to the Executive Board shall be dropped from that committee.

E. Duties

The Committee shall conduct necessary business of the Association between meetings of the Executive Board. It shall report its action for approval at the next Executive Board Meeting. The committee shall submit emergency action which exceeded its authority to the Executive Board for ratification.

F. Meetings

Section 1. Meetings may be called by the President or called the Secretary of the Association upon written request of three (3) members of the committee.

Section 2. At least twenty-four (24) hours notice shall be given in the case of emergency meetings and at least seven (7) days otherwise. Notice of a meeting shall state the reason for the meeting.

G. Quorum

A Quorum shall consist of three (3) members of the committee.

Article X **MEETINGS OF THE MEMBERSHIP**

A. Annual Meetings

The annual meetings of the members of the Association shall be held in conjunction with the Annual Probation Officers Fall Conference and Retreat sponsored by the Association for the purpose of electing officers and/or district representatives and for the transaction of such other business as may come before the meeting.

B. Special Meetings

Special meetings of the members, for any purpose, unless otherwise prescribed by statute, may be called by the President or by the Executive Board, and shall also be called by the President at the request of not less than 50% of the members of the Executive Board. At such special meetings, special elections can be held if necessary.

C. Notice of Meetings

Section 1. Written notice shall be sent to each member in good standing and state the place, day, hour, and purpose of the meeting.

Section 2. At least thirty (30) days written notice shall be given to the membership of an annual meeting.

Section 3. At least (10) days written notice shall be given for any special meeting.

D. Proof of Voting Eligibility

The Secretary of the Association shall maintain a complete list of the members entitled to vote which shall be arranged in alphabetical order and which shall include the address of each member. Such list shall be reproduced and kept open at the time and place of the meeting and shall be subject to the inspection of any member during that time.

E. Quorum

One-third (1/3) of the number of the active Association membership entitled to vote shall be present to constitute a quorum. If less than one-third (1/3) of the members are represented at the meeting, a majority of the members represented at any meeting may vote to conduct the business of the meeting.

Article XI ELECTIONS

A. When Elected

The election of officers of the Association and of the district representatives to the Executive Board shall be conducted at the annual business meeting of the Association.

Section 1. Officers shall be elected by the general voting membership.

Section 2. The election of the district representatives shall be conducted in district session.

B. Candidates

Letters of intent for election of office or district representatives shall be filed with the election committee sixty (60) days prior to the annual business meeting.

C. Election Committee

Section 1. Composition. The non-running district representatives to the Executive Board shall constitute and election committee.

Section 2. Duties. The Election committee should attempt to provide that at least one candidate for each office of the Association shall be provided for a slate at the annual business meeting.

D. Slated Candidates

The chairman of the election committee (who shall be appointed by the election committee) shall put forth to the membership at least thirty (30) days in advance of the annual business meeting of the Association the names of the candidates as selected by the election committee.

Section 1. There shall be no nominations from the floor, unless there are no nominees for the position at the time of the annual business meeting.

Section 2. The chairman of the election committee shall put forth to the membership at least thirty (30) days in advance of the annual business meeting of the Association the names of the candidates as selected by the election committee.

E. Voting

The president of the Association shall open the meeting for the election process. After the slate has been presented, a vote by written ballot of members in good standing shall be taken. If a member cannot be present at the Annual Business Meeting he/she may make a written request to the Executive Board to obtain an absentee ballot for the purpose of the election process. A request for an absentee ballot shall be made no later than fifteen (15) calendar days prior to the annual meeting and returned in a pre-addressed envelope postmarked at least three (3) calendar days prior to the annual meeting. Each ballot will be

authenticated and tabulated in the manner provided by the Executive Board.

F. Appeals

All appeals of the balloting and/or any questions regarding the election shall be determined by a simple majority vote of the Executive Board.

Article XII Districts

Districts shall be as follows:

District 1 – Jasper, Lake, Laporte, Newton, Pulaski, and Starke counties;

District 2 – Adams, Allen, Dekalb, Huntington, LaGrange, Noble, Stueben, Wells, and Whitley counties;

District 3 – Carroll, Cass, Clinton, Elkhart, Fulton, Howard, Kosciusko, Marshall, Miami, St. Joseph, Tipton, and Wabash counties;

District 4 – Blackford, Delaware, Fayette, Franklin, Grant, Henry, Jay, Madison, Randolph, Rush, Union, and Wayne counties;

District 5 – Boone, Hancock, Hamilton, Hendricks, Johnson, Marion, Morgan, and Shelby counties;

District 6 – Benton, Clay, Fountain, Greene, Montgomery, Owen, Parke, Putman, Sullivan, Tippecanoe, Vermillion, Vigo, Warren, and White counties;

District 7 – Bartholomew, Brown, Clark, Crawford, Dearborn, Decatur, Floyd, Harrison, Jackson, Jefferson, Jennings, Lawrence, Monroe, Ohio, Orange, Ripley, Scott, Switzerland, and Washington counties;

District 8 – Daviess, Dubois, Gibson, Knox, Martin, Perry, Pike, Posey, Spencer, Vandenburg, and Warrick counties;

Districts may be changed by majority vote of the Executive Board, majority defined as one-half (1/2) plus one (1) of the total eligible voting

members.

Article XIII AMMENDMENTS

These by-laws may be altered, amended or repealed by the membership if quorum is present at any regular or special meeting. Any proposed alteration to the bylaws shall be submitted to the President of the Executive Board at least sixty (60) days prior to the annual business meeting. That proposed change shall be submitted to the membership thirty (30) days prior to the annual business meeting for action at the annual meeting.

Article XIV DISSOLUTION

Upon dissolution of the Association, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable or criminal justice purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954, (or the corresponding provision of any future Internal Revenue Law) as the Executive Board shall determine. Any such assets not so disposed shall be disposed of by the Circuit Court of the county in which the principal office of the Association is located, exclusively for such purposes or such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XV PARLIMENTARY AUTHORITY

Roberts Rules of Order, Revised, shall govern all proceedings of the Association not provided for in these bylaws.

Article XVI EFFECTIVE DATE

These bylaws will be effective when approved by the interim Board of Directors/Executive Board.

A. Amendments

Section 1. These amendments to the Bylaws of the Probation Officers Professional Association of Indiana, Inc., shall become effective, when approved by the general membership, on January 1, 1989.

Section 2. These amendments to the Bylaws of the Probation Officers Professional Association of Indiana, Inc., shall become effective when approved by the general membership, on May 14, 1991.

Section 3. These amendments to the Bylaws of the Probation Officers Professional Association of Indiana, Inc., shall become effective per approval of the Executive Board, on January 1, 1996 (Regarding the change of Districts)

Section 4. These amendments to the Bylaws of the Probation Officers Professional Association of Indiana, Inc., shall become effective when approved by the general membership, on August 10, 2001.

Section 5. **Section 4.** These amendments to the Bylaws of the Probation Officers Professional Association of Indiana, Inc., shall become effective when approved by the general membership, on September 20 2005.