



**CALIFORNIA  
ASSOCIATION OF  
PROBATION  
INSTITUTION  
ADMINISTRATORS**

**BYLAWS**

**ARTICLE I**

**NAME**

**Section 1:** This association shall be known as the California Association of Probation Institution Administrators, a non-profit organization. The association's name can be abbreviated as CAPIA.

**ARTICLE II**

**PURPOSES**

**Section 1:** The purposes of this association shall be to enable the administrators of Probation Institutions (institutions include juvenile camps, ranches and juvenile detention facilities) throughout the state to join in mutual efforts, and in cooperation with the Chief Probation Officers of California to:

- (a) Promote a mutual understanding, interpretation, and implementation of operational standards and legislation.
- (b) Strengthen, design, and implement programs for the growth, development, and rehabilitation of those in custody.
- (c) Secure competent, educated staff and provide ongoing opportunities for their training and development.
- (d) Secure and maintain adequate facilities for the care, safety, and health of persons in custody.
- (e) Gain recognition of the importance of Probation Institutions as a dynamic force in the overall correctional process.
- (f) Form a representative body capable of developing group opinion on professional matters and to speak with authority for its members
- (g) Work with other related associations throughout the state to provide a forum for the exchange of ideas of mutual interest and development of approved administrative policies.

## ARTICLE III

### MEMBERSHIP AND DUES

**Section 1:** The active membership of the association shall consist of those persons having administrative responsibility for a Probation Institution. Any person serving on the Executive Board may be allowed to complete their term in office with approval from their Chief Probation Officer.

**Section 2:** Associate membership shall consist of those persons occupying positions not identified in Section 1 of this Article who exercise supervisory responsibility over Probation Institutions and other persons who are declared eligible for membership by a vote of the Executive Board. Associate members shall be entitled to all benefits except voting and holding elected office in this association.

**Section 3:** Honorary membership shall consist of all retired persons listed in Section 1 of this article. Other persons who, based on their outstanding services to the association, may also be considered for honorary membership. Those nominees shall be referred to the Executive Board for review and final approval. Honorary members owe no dues and are not entitled to vote.

**Section 4:** Membership dues shall be determined by the Executive Board. Dues shall be payable each calendar year and may not be carried-over between members.

**Section 5:** The State Treasurer will notify regional chairs of their region's members whose dues are not paid as of March 1. These members' voting rights shall be suspended after April 30 until payment is received.

## ARTICLE IV

### OFFICERS

**Section 1:** The officers of this association, known as the Executive Board, shall be:

State President	Northern Region Secretary
Immediate Past State President	Sacramento Region Secretary
State Secretary	Bay Area Region Chairperson
State Treasurer	Central Region Secretary
Northern Region Chairperson	Southern Region Secretary
Sacramento Region Chairperson	Legislative Chairperson
Bay Area Region Chairperson	Training Chairperson
Central Region Chairperson	Special Projects Chairperson
Southern Region Chairperson	

**Section 2:** The State President may be the chairperson of the region from which elected.

**Section 3:** The voting members of the Executive Board shall consist of the officers listed in Section 1. If the State President is also a Region Chairperson, he or she shall have only one vote.

**Section 4:** Board of State and Community Corrections (BSCC) and Chief Probation Officers of California (CPOC) representatives may attend the Executive Board meetings as non-voting members.

## ARTICLE V

### GOVERNMENT

**Section 1:** The association shall be governed by the following bodies:

- (a) The active membership of the association.
- (b) The Executive Board.

**Section 2:** All the legislative, executive, administrative, and judicial powers of the association shall be vested in the active membership of the association when in general session, which occurs at the Annual Conference.

**Section 3:** When the association is not in general session, the powers of the association shall pass to and be vested in the Executive Board.

## ARTICLE VI

### ELECTIONS

**Section 1:** The office of State President shall rotate every two years from the Northern, Sacramento, Bay Area, Central, and Southern Regions.

**Section 2:** Any region slated to elect the State President may pass the office to the next region. The region shall announce their decision to pass the office by the Summer Executive Board meeting.

**Section 3:** The election of officers in each region shall take place no later than the end of the Annual Conference, by a method and time determined by the region membership.

**Section 4:** State and region officers start their term of office following the close of the Annual Conference.

**Section 5:** State Treasurer shall be appointed by and shall remain in office until replaced by the Executive Board.

**Section 6:** The State Secretary, Legislative Chairperson, Training Chairperson and Special Project Chairperson shall be appointed by and serve at the pleasure of the State President and shall remain in office until replaced by the State President.

## ARTICLE VII

### TERMS AND DUTIES OF OFFICERS AND EXECUTIVE BOARD

**Section 1:** Officers other than the State President shall serve a term of one year, or until their successors are chosen, as outlined in Article VI of these Bylaws. With the approval of the State President's Chief Probation Officer, the term of office shall be two years.

**Section 2: State President shall:**

- (a) Attend and preside at all Annual Conferences and all Executive Board meetings.
- (b) Attend Chief Probation Officers of California meetings when invited and present CAPIA updates at those meetings.
- (c) Promote the interest and purpose of the association.
- (d) Sign all policy statements and be held responsible for the progress and work of the association.
- (e) If possible, attend at least one meeting of each of the other two regions for support purposes.
- (f) Perform other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by CAPIA.

**Section 3: State Secretary shall:**

- (a) Attend all meetings of the Executive Board and provide an agenda for each business meeting in cooperation with the State President.
- (b) Keep a careful record of the proceedings of the Annual Conference and each Executive Board meeting and convey minutes to the Executive Board.
- (c) Carry on the correspondence pertaining to the affairs of the association as directed by the President.
- (d) Mail or email ballots to the active membership when balloting is required.
- (e) Perform other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by CAPIA.

**Section 4: State Treasurer shall:**

- (a) Attend all meetings of the Executive Board.
- (b) Keep and maintain adequate and correct accounting of funds and business transactions of the association, including accounting of its assets, liabilities, receipts, disbursements, gains and/or losses.

- (c) Insure that books of accounts shall be open at all times for inspection by any member.
- (d) Disburse funds of the association as ordered by the Executive Board and render to the President and the Executive Board members at each Annual Conference and Executive Board meeting, an accounting of all transactions made as Treasurer and of the financial condition of the association.
- (e) Make deposits of monies received as soon as possible after receipt, but not less than once each calendar month.
- (f) Submit annually to the State Franchise Tax Board and/or IRS those forms required of non-profit organizations to retain non-profit status.
- (g) Maintain an accurate roster of the association membership and insert changes onto the association's web page.
- (h) Perform other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by CAPIA.

**Section 5: Immediate Past State President shall:**

- (a) Act in the capacity of advisor to the State President.
- (b) Attend all Executive Board meetings of the association and preside at the Annual Conference and Executive Board meetings in the absence of the State President.
- (c) Act as liaison officer to the Chief Probation Officers of California (CPOC) when the State President is unable to perform that duty.
- (d) Perform other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by CAPIA.

**Section 6: Region Chairperson shall:**

- (a) Be the presiding officer of the region and perform such duties as are consistent with the principles of this association.
- (b) Coordinate the efforts of the region with the State President.
- (c) Be responsible for commencing region meetings.
- (d) Appoint committees required to execute region association business and make recommendations to the State President for region appointments to state committees.
- (e) Attend all meetings of the Executive Board.
- (f) Perform other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by CAPIA.

**Section 7: Region Secretary shall:**

- (a) Keep careful record of the proceedings of each region meeting and shall prepare and convey minutes of the meetings within one month following the meeting to the State President and Region Chairpersons.
- (b) Carry on correspondence pertaining to the affairs of the region association as directed by the Region Chairperson.
- (c) Send all region matters requiring balloting by the state membership to the State Secretary following the procedures outlined in Article XIV.
- (d) Attend all meetings of the Executive Board.
- (e) Perform other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by CAPIA.

**Section 8: Training Chairperson shall:**

- (a) Attend all meetings of the Executive Board.
- (b) Develop, plan, and/or present training programs at region or annual conferences.
- (c) Perform other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by CAPIA.

**Section 9: Legislative Chairperson shall:**

- (a) Attend all meetings of the Executive Board.
- (b) Be responsible for tracking of proposed legislation/standards and disseminating information to the regions with any proposed recommendations.
- (c) Perform other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by CAPIA.

**Section 10: Special Projects Chairperson shall:**

- (a) Attend all meetings of the Executive Board.
- (b) Be responsible to undertake assignments as determined by the Executive Board which fall outside the responsibility of other chairpersons.
- (c) Maintain the CAPIA Affiliate webpage via CPOC to ensure the information is current and up to date.
- (d) Perform other duties applicable to the office as prescribed by these Bylaws and by the parliamentary authority adopted by CAPIA.

## ARTICLE VIII

### STATE ORGANIZATION

- Section 1:** The State Organization shall be composed of five regions as hereinafter described in Article IX.
- Section 2:** The officers of the State Association shall be identified in Article IV, of the Bylaws.
- Section 3:** At the end of their term of office, the State Officers shall deliver to their successors all books, records, and properties belonging to the association which have been in their possession.
- Section 4:** In the event a vacancy occurs at the State or Region level, it shall be filled by appointment by the Executive Board. The Executive Board may conduct the appointment via email voting tabulation or individual phone calls to the State President, as well as during Executive Board meetings. This appointment shall terminate at the expiration of the original term of office or until another successor is chosen.

## ARTICLE IX

### REGION ORGANIZATION

**Section 1:** The state shall be divided into five regions: the Northern Region, hereinafter known as the California Association of Probation Institution Administrators-Northern Region; the Sacramento Region, hereinafter known as the California Association of Probation Institution Administrators-Sacramento Region; the Bay Area Region, hereinafter known as the California Association of Probation Institution Administrators-Bay Area Region; the Central Region, hereinafter known as the California Association of Probation Administrators - Central Region; and the Southern Region, hereinafter known as the California Association of Probation Administrators - Southern Region.

- (a) The **Northern Region** shall consist of the following counties:

Butte	Modoc
Colusa	Plumas
Del Norte	Shasta
Glenn	Sierra
Humboldt	Siskiyou
Lassen	Tehama
Mendocino	Trinity

- (b) The **Sacramento Region** shall consist of the following counties:

Alpine	Placer
Amador	Sacramento
Calaveras	San Joaquin
El Dorado	Sutter
Lake	Yolo
Nevada	Yuba

(c) The **Bay Area Region** shall consist of the following counties:

Alameda	San Francisco
Contra Costa	San Mateo
Marin	Santa Clara
Monterey	Santa Cruz
Napa	Solano
San Benito	Sonoma

(d) The **Central Region** shall consist of the following counties:

Fresno	Merced
Inyo	Mono
Kern	San Luis Obispo
Kings	Stanislaus
Madera	Tulare
Mariposa	Tuolumne

(e) The **Southern Region** shall consist of the following counties:

Imperial	San Bernardino
Los Angeles	San Diego
Orange	Santa Barbara
Riverside	Ventura

**Section 2:** The officers of each region shall be the Region Chairperson and the Region Secretary.

**Section 3:** At the end of their term of office, the officers shall deliver to their successors all books, records, and properties belonging to the association which have been in their possession.

**Section 4:** Any member of one region shall be permitted to attend meetings in another region. They shall have no voting privileges in other regions.

## ARTICLE X

### MEETINGS

**Section 1:** The Executive Board shall meet at least four (4) times annually.

**Section 2:** The Executive Board shall establish dates for the next year's Executive Board meetings and Annual Conference following the close of the Annual Conference.

**Section 3:** Any additional Executive Board meetings shall be announced at least thirty days in advance.

**Section 4:** Region meetings shall be scheduled by the region membership and be conducted at least quarterly.



**Section 5:** Conferences of the association shall be held at least annually, barring unusual circumstances.

**Section 6:** These meeting dates are to be posted on the association's web page linked at <http://www.cpoc.org/>.

## ARTICLE XI

### QUORUM

**Section 1:** A quorum for all business meetings of the association shall consist of active, paid-up members present, provided such members are representatives of at least one-third (1/3) of the counties with institutions.

**Section 2:** A quorum for Executive Board meetings shall consist of the majority of the voting members.

## ARTICLE XII

### FINANCES

**Section 1:** All disbursements shall be approved by the Executive Board.

**Section 2:** All association checks will be signed by the State Treasurer and one other Executive Board member.

**Section 3:** The Executive Board may grant funds to regions.

**Section 4:** Any net proceeds regions generated from region-sponsored activities or educational programs shall be submitted to the State Treasurer within thirty (30) days of receipt of said funds, unless the Executive Board authorizes otherwise.

**Section 5:** There shall be no independent region depository of association funds, except as authorized by the Executive Board.

## ARTICLE XIII

### PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, 10<sup>th</sup> ed., shall be the authority on parliamentary procedure in the Annual Conferences, Executive Board meetings and region meetings of this association in which they are not inconsistent with the Bylaws and any special rules of order CAPIA may adopt.

## **ARTICLE XIV AMENDMENT OF BYLAWS**

**Section 1:** Amendments by the Annual Conference may be initiated by a majority vote of the active paid-up members at any Annual Conference. Upon such action, the State Secretary shall take action as outlined in Section 4 of this article.

**Section 2:** Amendments proposed by regions may be initiated by a majority vote of the active paid-up membership at any region meeting. Upon such region action, the Region Secretary, whose region has successfully passed a motion to consider an amendment, shall notify the State Secretary of said motion. The State Secretary shall take action as outlined in Section 4 of this article.

**Section 3:** Amendments proposed by the Executive Board may be initiated by a majority vote of their membership at their scheduled meetings. The State Secretary shall take action as outlined in Section 4 of this article.

**Section 4:** Upon receipt of a motion to amend the Bylaws, the State Secretary shall notify the Executive Board of the proposed amendment(s). The proposed amendment(s) shall be presented at the next meeting of each of those regions for discussion. Within twenty days following the last of the region meetings, the State Secretary shall convey ballots (electronically or via regular mail) containing the official proposed language of the amendment(s) to all active paid-up association members. Ballots shall be returned to the State Secretary within twenty days for counting. The State Secretary and the State President shall verify the count of the ballots.

**Section 5:** Bylaws amendments shall require a two-thirds vote of the ballots returned.