

CALIFORNIA ASSOCIATION OF PROBATION SERVICES ADMINISTRATORS

MISSION STATEMENT

The mission of the California Association of Probation Services Administrators (CAPSA) is to assist the Chief Probation Officers of California (CPOC) in developing correctional standards throughout the state; to assume a leadership role in the mobilization, coordination, and implementation of correctional programs that provide for public protection and the prevention of crime and delinquency and in providing service to the courts.

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BYLAWS

**CALIFORNIA ASSOCIATION OF PROBATION
SERVICES ADMINISTRATORS (CAPSA)**

ARTICLE I

QUORUM

- Section 1: The number of members present at a general membership meeting shall constitute a quorum.
- Section 2: For the state executive committee, a majority of the members of the committee shall constitute a quorum. For special committees, the president shall designate the number of members constituting a quorum if it is to be other than the number of members present.

ARTICLE II

MEMBERSHIP AND DUES

- Section 1: Membership: Active membership shall be open to sworn employees of a California county probation department who perform duties in a non-custodial assignment in the following classifications: assistant chief probation officer, chief deputy probation officer, deputy chief probation officer, bureau chief, division chief, probation manager, probation division director and probation assistant division director.
- In those counties in which the above mentioned classifications or their equivalent do not exist, and where other staff perform management level functions, the chief probation officer may designate departmental representatives as eligible for membership in CAPSA.
- Section 2: Prior to the close of the fiscal year, the association shall adopt a budget for the following fiscal year. The budget shall be prepared and presented by the treasurer. The document should be provided to the membership in advance of the meeting during which approval is expected. The budget shall identify all available sources of revenue and set the dues structure according to the formula approved by the general membership. Dues are due and payable on July 1 of each year following receipt of an invoice prepared by the treasurer.
- A. The president and/or treasurer may approve disbursements and issue payment for expenses falling in budget categories approved by the association in the annual budget. Transfers and augmentations are to be approved by the state executive committee.
 - B. The budget shall include sufficient detail to guide the treasurer and president in approving disbursements. Committee or project expenditures shall first be reviewed by the responsible chair or liaison prior to submission for payment.

- C. At each association and state executive committee meeting, the treasurer shall report all revenue and expenditure transactions to date, note any changes in revenue, and summarize the budget status to date, including meeting/training accounting, outstanding bills and outstanding accounts. The association shall take note of these budget reports and shall take any action that may be necessary to balance income and expenditures.
- D. The treasurer shall submit the association books to a Certified Public Accountant once per year prior to the filing of the association's tax return for the purpose of review. The treasurer may also request financial consultation from the CPA regarding the financial affairs of the association, to include preparation of a tax return.

Section 3: At a meeting of the general membership and state executive committee, any member in good standing may call for a vote on any issue on the floor.

ARTICLE III

REGIONAL STRUCTURE

Section 1: The CAPSA regional structure will reflect the regional structure of CPOC.

Region I (Northern) shall consist of the following counties:

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

Region II (Sacramento) shall consist of the following counties:

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

Region III (Bay Area) shall consist of the following counties:

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

Region IV (Central) shall consist of the following counties:

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

Region V (Southern) shall consist of the following counties:

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

Section 2: The members of each region shall elect a chairperson, vice-chairperson, secretary and up to two (2) additional regional liaisons. The regional officers will comprise the regional board and shall be the regional liaisons on the state executive committee.

Section 3: Regional officers will serve a term of office of one (1) year with the option for re-election of an additional one (1) year term ending after the annual conference of the second year.

ARTICLE IV

STATE STRUCTURE

Section 1: The state executive committee as outlined in Article VI, Section 1, Subsection A, shall elect state officers of the association. The state officers shall consist of a

president, vice president, treasurer, state secretary and state liaison(s) and will comprise the state board.

Section 2: The state officers shall assume office on the first day following the annual conference following their election by the membership. The state officer shall serve a term of one (1) year with the option for re-election an additional one (1) year term ending after the annual conference of the second year.

Section 3: In the event a state officer is transferred assignments and is no longer involved in a CAPSA eligible assignment as defined in Article II, Section 1, provided the Chief Probation Officer of the department in which the officer is assigned agrees, that person may serve the remainder of their office term.

ARTICLE V

DUTIES OF OFFICERS

Section 1: The duties of the officers of the association and regions shall be those that usually pertain to their respective offices.

Section 2: The president will act as the association's primary liaison to CPOC and make reports to or coordinate projects with CPOC as necessary. The president will, in addition to the treasurer, sign the association bylaws and any subsequent revisions thereof.

Section 3: The vice-president will act in the place of the president, should the president be unable to conduct association business. The vice-president will be a secondary signor to the association account and conduct association business in the event the treasurer is unable to do so.

Section 4: In addition to the duties as outlined in Article II: Membership and Dues, the treasurer shall maintain all financial records of the association for a period of no less than five (5) years. The treasurer shall maintain an account for the association funds, and shall establish the vice president as a secondary signor to the account. In addition to the president, the treasurer will sign the association bylaws and any subsequent revisions thereof.

Section 5: The state secretary will keep a careful record of the proceedings of each general membership meeting and executive committee meeting and shall distribute minutes to the membership through the authorized membership distribution mechanism. The state secretary is responsible for maintaining the records of the association, including the original, signed copies of the bylaws and any subsequent revisions thereof. Routine records of association business, such as meeting notices, agendas and minutes, shall be maintained for a period of five (5) years.

Section 6: The state liaison will consist of an active state executive committee member whose primary responsibility is to provide the state board with mentoring specific to state board positions, organizational knowledge and association continuity. Up to two (2) state liaisons may serve on the board at any given time. The term is for one (1) year and may be filled as determined needed by the state executive committee.

Section 7: Elected officers are expected to serve their entire term. However, it is also understood that because of the nature of the organization, there may be some occasions (such as transfers, promotions, etc.) when the elected official will not be able to complete the term. When such an event occurs, the following rules of succession should be followed whenever possible:

- A. President - If the president is unable to complete the elected term, the vice-president will complete the president's term whenever possible. If the vice-president is unable to assume the duties of president, for whatever reason, the members of the state executive committee will appoint one of the members of the state executive committee to serve as the new president to complete the elected term. This selection shall be made by majority vote.
- B. Other State Officers – Whenever there is a vacancy in any of the state offices (vice-president, secretary or treasurer), a replacement officer will be selected. The state liaison officer may be filled as determined needed by the state executive committee. The state executive committee will recommend a suitable candidate from among the active state executive committee members to the president to be selected. The president shall have the authority to appoint the candidate(s) recommended by the state executive committee or request the nomination of another candidate to complete the elected term of the open position.
- C. Regional Chairperson – If the chairperson is unable to complete the elected term, the vice-chairperson will complete the chairperson's term wherever possible. If the vice-chairperson is unable to assume the duties of chairperson, for whatever reason, the remaining regional board members will appoint one of the members of their regional board to serve as chairperson. This selection shall be made by majority vote.
- D. Other Regional Offices – Whenever there is a vacancy in any of the regional offices (vice-chairperson, secretary, regional liaisons), a replacement officer will be selected. The other regional officers will nominate and recommend a suitable candidate from among the active regional membership to the chairperson to be selected. The chairperson shall have the authority to appoint the candidate(s) recommended by the regional board, or request the

nomination of another candidate to complete the elected term of the open position.

ARTICLE VI

COMMITTEES AND DUTIES

Section 1: Standing Committees.

A. State Executive Committee:

1. The committee shall consist of the state and regional officers. The president shall act as the chairperson for the state executive committee.
2. There shall be a minimum of four (4) meetings of the state executive committee annually.
3. The state executive committee shall have full authority during the intervals between regular general membership meetings of the association to do all acts and to perform all functions which the association might do or perform except it shall have no power to amend the articles of association or bylaws.
4. The state executive committee shall establish the meeting schedule for all meetings of the state executive committee and the association for the following fiscal year.
5. The state executive committee shall review the agenda for the association general membership meeting and by virtue of its authority accomplish all actions possible on behalf of the association and identify these agenda items as, "consent items" to be accepted by the membership, or said actions may be called to the floor by any member present at the next general membership meeting.
6. The state executive committee shall have the authority to enter into contractual services within the limitation of the budget as adopted by the association.

B. Other Committees:

1. The association may have such other committees as appointed by the president.
2. The state executive committee will recommend suitable candidates from among the state executive committee or general membership to the president for selection of a chairperson for each committee. The president shall have the authority to appoint the candidate(s) recommended by the state executive committee or request the nomination of another candidate.
3. For each committee, the executive committee shall create a governance document and shall be approved by executive committee by majority vote. The committee governance document shall address the following elements:

- a. Name
- b. Background
- c. Purpose
- d. Members
- e. Duties
- f. Reporting
- g. Timeline

Section 2: The president shall be an ex officio member of all committees and shall act as liaison with CPOC.

Section 3: A representative of CPOC shall be an ex officio member of the state executive committee.

ARTICLE VII

PARLIMENTARY PROCEDURES

The rules contained in Roberts Rules of Order shall govern the association in all cases to which they are applicable and in which they are not inconsistent with the Articles of Association or Bylaws of the association.

Section 1: These Bylaws may be amended at any general membership meeting of the association by a majority vote of the members present.

Section 2: Proposed amendments to the Bylaws must be submitted to the state executive committee prior to consideration by the membership.

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**ARTICLES OF ASSOCIATION
CALIFORNIA ASSOCIATION
OF
PROBATION SERVICES ADMINISTRATORS**

ARTICLE I

NAME AND OBJECTIVES

Section 1: Name: this association shall be known as the **California Association of Probation Services Administrators (CAPSA)**, a non-profit organization.

Section 2: Objectives: The objectives of CAPSA shall be as follows:

- A. Information Exchange and Interpretation:
Provide a forum for the development of mutual understanding, interpretation and implementation of standard, legislation and operational practices related to probation services.
- B. Professional Development:
Develop opportunities for association members to participate in an annual program of high quality, professional level training for administrators and managers.
- C. Inter-Departmental Coordination:
Assist the Chief Probation Officers of California (CPOC) in the implementation of agreements and programs requiring inter-county and statewide coordination and cooperation.
- D. Standards:
Support CPOC in establishing and maintaining standards in the practice and delivery of probation services.
- E. Coordination with related associations/organizations:
Provide a forum for the exchange of information and the enhancement of cooperation between the association and related associations/organizations.
- F. Technical Assistance:
Provide technical assistance and expertise to CPOC and to others in the field.

ARTICLE II

ORGANIZATION

The association shall be composed of five (5) regions. These regions are identified as Northern Region, Sacramento Region, Bay Area Region, Central Region and Southern Region. The association is an affiliate organization of CPOC and will reflect the regional structure of CPOC.

ARTICLE III

MEMBERSHIP AND DUES

Section 1: Membership: Active membership shall be open to sworn employees of a California county probation department who perform duties in a non-custodial assignment in the following classifications: assistant chief probation officer, chief deputy probation officer, deputy chief probation officer, bureau chief, division chief, probation manager, probation division director and probation assistance division director.

In those counties in which the above-mentioned classifications or their equivalent do not exist, and where other staff perform management level functions, the chief probation officer may designate departmental representatives as eligible for membership in the association.

Section 2: Dues: The association will support achievement of its objectives and the attainment of the necessary services and supplies through annual association membership dues as established according to the formula approved by the state executive committee. Annual dues will cover a 12-month membership period.

The annual association membership dues may be applied to all eligible managers within the department as outlined in Article III, Section 1. After payment of the dues, departments may update eligible members anytime throughout the membership period as a result of new hires or transfers without additional cost to the department.

Association dues and membership rosters shall be submitted to the treasurer.

The state secretary or his/her designee shall maintain the official membership roster and provide each member with proof of membership.

ARTICLE IV

REGIONAL REPRESENTATION AND OFFICERS

Section 1: Each region shall be responsible for the coordination of the regional membership and activities. Regional chairpersons for CAPSA shall be elected by the regional membership.

The chairperson is responsible for facilitation of communication across regional and statewide membership, the chief probation officers in their region and CPOC.

- Section 2: Other regional officers will include a vice-chairperson, secretary and up to two (2) additional regional liaisons. The regional officers will comprise the regional board and liaison to the state executive committee. Additional regional officers may be appointed by the chairperson or elected by the membership based upon the need for said officers.
- Section 3: The regional chairperson shall maintain a list of regional officers. A copy of the list will be sent to the state secretary, who will forward a consolidated list of all regional officers to CPOC within 30 days of the seating of new officers following each year's annual conference, or upon change in any officers.
- Section 4: The term of office for regional officers will be one (1) year with the option of re-election of an additional one (1) year term, with the official change of officers occurring on the first day following the annual conference following their election by the membership.

ARTICLE V

STATE EXECUTIVE COMMITTEE, OFFICERS AND PURPOSE

- Section 1: Composition: Regional officers and regional liaisons shall serve on the association's state executive committee along with the liaison from CPOC.
- Section 2: Purpose: The state executive committee will coordinate the activities of the regional committees and facilitate statewide events, projects and information sharing.
- The state executive committee will report regional and statewide activities to CPOC through the president or his/her designee.
- The state executive committee may appoint individual members to create task groups to carry out specific projects/objectives to further the purpose of the association and CPOC.
- Section 3: Candidates for the state offices of president, vice-president, secretary and treasurer shall come from nominations by the executive committee. State office candidates shall be in good standing with the association and should, whenever possible, have held previous state or regional office positions. State officers are elected by majority vote of the state executive committee and ratified by the general membership. The state executive committee will conduct regular meetings, report to CPOC, coordinate the activities and interests of the association with affiliated groups and stakeholders, maintain a statewide membership roster, and manage the association's budget.

- Section 4: The term of office for state officers will be one (1) year with the option of re-election of an additional one (1) year term, with the official change of officers occurring on the first day following the annual conference following their election by the membership.
- Section 5: In the event a state officer is transferred assignments and is no longer involved in a CAPSA eligible assignment as defined in Article II, Section 1, provided the Chief Probation Officer of the department in which the officer is assigned agrees, that person may serve the remainder of their office term.

ARTICLE VI

MEETINGS AND ANNUAL TRAINING CONFERENCE

- Section 1: Regional meetings: Regional meetings will be scheduled at least quarterly by the regional chairperson. Meeting schedules will be published for the calendar year by December 1 of the preceding year and will be distributed to the region membership. Scheduling of meetings will provide for the timely communication on region projects, emergency issues, matters of mutual concern and training opportunities.
- Section 2: State Executive Committee: The state executive committee and CPOC liaison will meet at least quarterly for the purpose of reporting and review of state and regional activities, project reports, planning, assignments and continued communication between the association and CPOC.
- Section 3: Statewide training conferences: A statewide training will be offered annually to accomplish training relevant to the administration/management of probation services and enhance individual knowledge and skills. Planning for the training conference will be facilitated through the state executive committee. Conference training will meet all requirements of Standards and Training for Corrections (STC).

ARTICLE VII

AMENDMENTS

Proposed amendments to the Articles of the Association will be proposed in writing. Amendments require a majority vote of the members present at the annual general membership meeting held in conjunction with the annual training conference and shall be reviewed by the CPOC liaison prior to a change in the Articles.

ARTICLE VIII

PARLIAMENTARY PROCEDURES

Robert's Rules of Order, revised, shall be the authority on parliamentary procedure at the annual meeting.

A consensus decision-making model may be utilized at regional and state executive committee meetings if the membership so selects.

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The Articles and Bylaws of CAPSA have been approved by the general membership of the Organization and signed by two (2) officers of the state board.

Jennifer Villa, San Bernardino County
CAPSA President

Date

Amy Asher, Butte County
CAPSA Treasurer

Date