

ARTICLES OF ASSOCIATION AND
BYLAWS

of the

Colorado Association of Community Corrections Boards

Approved April 28, 1990

Amendments

1. Amendment to Article V, Section 1(b)
Approved February 23, 1996
Line 95-100
2. Amendment to Article V, Section 2
Approved May 16, 1998
Line 111
3. Amendment to Article IV, Section 3; Article VI,
Section 3; Article XI, Section 1
Approved May 11, 2002
Line 85; 164; 253
4. Amendment to Article IV, Section 1
Approved June 27, 2003
Line 90-92
5. Amendment to Article IV, Section 3, line 107, line 110;
Article V, Section 3, lines 151-152; Article V, Section
5, section moved to Bylaws addendum, lines 165-167;
Article VI, Section 4, lines 231-233, Article VI,
Section 5, lines 242-255; Article X, Section 2, lines
359-360.
Approved May 22, 2004
6. Amendment to Article VI, Section 5, lines 252-254;
Amendment to Article VII, Section 3, lines 332-341.
Approved May 19, 2006
7. Amendment to Article VI, Section 8
Approved November 15, 2008
8. Amendment to Article V, Section 5, lines 179-180
Amendment to Article VI, Section 3 lines 232-233
Amendment to Article VI, Section 4 lines 250-251
Amendment to Article VII, Section 2, lines 306
Amendment to Article IX, Section 1, lines 367
Approved November 13, 2010

PREAMBLE

Community Corrections Boards established pursuant to the Constitution and statutes of Colorado, and as members of an Association organized for the purpose of promoting the interests and welfare of Community Corrections through evaluations, discussion and cooperative efforts, adopt the following bylaws for the Colorado Association of Community Corrections Boards.

ARTICLE I. PURPOSE

Section 1. Purpose. The purpose of the Association shall be to improve the efficiency and effectiveness of the Community Corrections Programs in Colorado by providing services to programs, governing entities and the local Boards, and to assist them in matters of governance, evaluation and operation. The Association shall represent the interests of its members at state and national levels on issues of importance to Community Corrections Programs and local Community Corrections Boards.

ARTICLE II. ASSOCIATION OFFICES

Section 1. Offices. The office or offices of the Association shall be established and maintained at such locations as may be deemed appropriate by the Executive Committee.

ARTICLE III. MEMBERSHIP

Section 1. Active Members. Members of the Association shall be any local Community Corrections Board as established by statute. Any such board may become a member upon written application to the Association and the payment of the annual service participation fee. This membership shall continue as long as the service participation fee is paid annually. The payment of the annual service participation fee by a board entitles its current board members to the rights (so long as they remain a member of the local community corrections board) of individual participation for that year and gives them all of the privileges of membership in the Association and the privilege of floor discussion at the Association's conventions and meetings but does not permit voting as individuals.

Section 2. Honorary Membership. All Past Presidents of the Association shall automatically become honorary members of the Association with the right to take part in all proceedings. A majority of the members of the Executive Committee may, from time to time, select worthy persons who have contributed outstanding service to community corrections to be honorary members of the Association. Honorary members shall have no voting privileges.

ARTICLE IV. ANNUAL SERVICE PARTICIPATION FEE

Section 1. Fees for Boards. The annual service participation fee to be paid by each board for active membership in the Association shall be based on a schedule approved at a regularly scheduled meeting or special meeting of the House of Delegates. If no schedule is approved, the prior year's method of computation shall apply.

Section 2. Billing of Fees. Annual services participation fees shall be payable during the month of September each year. Notice for payment of annual services fees shall be issued by the Association no later than July 30th of each year to all members of the Association.

Section 3. Authorized Expenditures. Funds collected under this article shall be used for the following: purchases of information and legislative liaison services; costs associated with providing services for each meeting; general administrative costs, such as postage, telephone, etc., to be determined by the Executive Committee; other purposes as determined by the Executive Committee, or any other purpose approved by a majority of the House of Delegates.

ARTICLE V. HOUSE OF DELEGATES

Section 1. Membership in the House of Delegates.

a. The House of Delegates shall be comprised of one board member-delegate selected by each member board.

b. A member board shall specify who their official delegate is for each meeting. The term of office for each delegate is only for such meeting as she or he is appointed.

c. Notwithstanding, any member board may make a written request of the Executive Committee that it be authorized to appoint a non-board member to be its official delegate at any meeting of the House of Delegates. If such request is approved by a majority of the members of the Executive Committee, the member board may designate such non-board member as its delegate as provided for in these bylaws.

Section 2. Meetings.

a. The House of Delegates shall meet at each convention or other meeting of the Association, unless there is no business to come before the House.

b. The annual meeting of the Association shall commence on a date between April 15th and May 30th of each year and the

specific dates shall be selected before the end of January of each year.

c. Special meetings of the House may be called by the President, by any two other officers or members of the Executive Committee, or by the written request of any four member boards. Notice shall be given at least ten days prior to any special meeting. Such notice may be waived by any member at anytime and attendance at a meeting shall constitute a waiver of notice.

Section 3. Quorum. Ten delegates shall constitute a quorum and the act of a majority of the delegates, constituting a quorum, present at any meeting shall constitute action of the Association.

Section 4. Powers of the House of Delegates. The House of Delegates shall have general supervision of the affairs of the Association. It shall also possess such particular powers as necessary to act in circumstances not specifically covered in these bylaws.

Section 5. Executive Committee. The Executive Committee of the House shall consist of the President, Vice President, immediate Past President, Secretary, Treasurer and two At-Large Members. The Executive Committee shall be authorized to act on behalf of the House when matters arise which warrant attention prior to a meeting of the House. Any action taken by the Executive Committee in this interim period shall be reported at the next meeting of the House.

a. Meetings of the Executive Committee shall be held at times and locations determined by the President.

b. The Executive Committee and other duly appointed Association committees may conduct business permitted by these bylaws electronically via the Internet.

c. These procedures shall ensure that all committee members meeting electronically have actual notice of issues being considered, an adequate opportunity to discuss the issues and an opportunity to vote on the issues, if required.

Section 6. Contact Person. Each member board shall designate a contact person who is authorized to receive correspondence and notices from the Association required by these bylaws. All such correspondence and notices shall be deemed to have been received if sent to the last contact person designated by the member board.

ARTICLE VI. OFFICERS

Section 1. President. The President of the Association shall be elected at the annual meeting/convention by the House of Delegates from among members of local boards who belong to this Association. The President shall preside over meetings of the House of Delegates, appoint such standing and special committees as the House of Delegates may authorize and have such other powers as these bylaws of the House of Delegates shall delegate to him.

Section 2. Vice-President. The Vice-President of the Association shall be elected at the annual meeting/convention by the House of Delegates from among members of local boards who belong to this Association. In the absence or inability of the President, the Vice-President shall perform all duties of that office.

Section 3. Secretary. The Secretary of the Association shall be elected by the House of Delegates at the annual meeting/convention. The Secretary shall be responsible for: recording and maintaining the minutes of all general and special meetings of the House of Delegates and the Executive Committee; submitting such minutes to either the House of Delegates or the Executive Committee for ratification at the next meeting of the appropriate group; mailing or causing to be mailed the minutes of the previous meeting; no later than one week prior to the next meeting; preparing and distributing an agenda for the next meeting at least one week prior to any meeting of either the House of Delegates or the Executive Committee; the performance of any other duties deemed necessary by the House of Delegates. The Secretary may be the same person as the Treasurer.

Section 4. Treasurer. The Treasurer of the Association shall be elected by the House of Delegates at the annual meeting/convention. The Treasurer shall be responsible for: maintaining financial records which identify all funds received by the Association, and all expenditures made by the Association; preparation of a financial report to be distributed at the general meetings of the House of Delegates, listing all deposits and expenditures; participating with the Executive Committee in preparation of an annual budget, to be presented to the House of Delegates for adoption at the annual convention each year; opening and/or maintaining an Association checking account and the performance of any other duties deemed necessary by the House of Delegates. The Treasurer may be the same person as the Secretary.

Section 5. Members at Large. Two At-Large Members shall be elected by the House of Delegates at the Annual Meeting from

among members of the local Community Corrections Boards who belong to the Association. The At-Large Members shall serve a term of one year, beginning the date of the election at the annual meeting. The At-Large Members may succeed themselves for two additional terms. It is recommended that At-Large Members be from a judicial district that is not represented on the Executive Committee. Any vacancy shall be filled for the balance of the term at the next House of Delegates meeting. Any term of less than one year shall not be considered a term for purposes of term limitation. All At-Large Members shall assume their duties at the end of the annual meeting. At-Large Members will be voting members of the CACCB Executive Committee and may be asked to chair Association Committees, or other duties as assigned, at the pleasure of the President.

Section 6. Chief Executive Officer. The Chief Executive Officer of the Association shall be the President.

Section 7. Administrative Coordinator. The Executive Committee may hire an Administrative Coordinator to assist it with the implementation of the goals and responsibilities outlined in these bylaws. The term of service, duties and compensation of such Administrative Coordinator shall be prescribed by the Executive Committee.

Section 8. Term. The terms of all officers shall be for one year beginning with the date of their election at the annual meeting. Any vacancy shall be filled for the balance of the term at the next House of Delegates meeting. All officers will assume their duties at the end of the annual meeting.

Section 9. Nominating Committee. A nominating committee of three members of local boards who belong to this Association or non-board members designated by local boards pursuant to Article V, section 1 (c.) shall be appointed by the President-Elect at the annual meeting to secure and nominate candidates for office for all elections during the ensuing year.

ARTICLE VII. CONVENTIONS AND MEETINGS

Section 1. Annual Convention. The Association shall hold a regular annual meeting of the members of the Association to be known as the annual convention. The time and place shall be fixed by the preceding annual convention or, if such action has not been taken, by the Executive Committee.

Section 2. Proposal of Resolutions. Resolutions to be proposed at the annual meeting or at a special meeting may be submitted by any member board or by an official committee of the Association. Such resolutions must be transmitted in writing to the President of the Association, or his designated

representative, at least 30 days prior to the date of the opening business session of the annual convention or 10 days prior to the date of the opening business session of a special meeting. The foregoing requirements may be waived at the annual or special meeting provided a majority of the delegates present approve such a waiver.

Section 3. Voting.

a. Each local board holding active membership shall be entitled to one vote on any question at the annual convention or any other official meeting of the Association. It shall be the responsibility of each member board to designate one of its board members or a non-board member who has been approved by the Executive Committee pursuant to Article V, section 1(c.) of these bylaws as a voting delegate, and the name of such person shall be filed with the Secretary or Secretary-Treasurer (or his designated representative) prior to the casting of any vote.

b. If a delegate is absent or if such person has not been designated prior to the annual convention or official meeting of the Association, the representatives of each board attending such convention or meeting shall determine the method of reaching a decision on the casting of such vote by their board. Only designated delegates in attendance who are members of a member board or non-board members who have been approved by the Executive Committee and who are registered at the convention may cast a vote of their board at the annual convention or other meeting of the Association.

c. If a quorum is not present at a regular or annual meeting, or if the Executive Committee determines it is necessary between meetings, documentable electronic voting by qualified members of the House of Delegates will be allowed to conduct the business of the Association. Proposals should be submitted in writing to the Board Delegates or contact persons at least 10 days prior to receiving internet votes. The intent of this procedure is to allow for urgent situations, and is not intended to diminish the responsibility of member boards to provide delegates for regular and annual meetings.

ARTICLE VIII. ASSOCIATION ACTIVITIES

Section 1. Services and Activities. The House of Delegates shall have general authority, subject to such direction as may be prescribed by the membership, to provide such services and engage in such activities as are within the general purpose for which the Association was created.

ARTICLE IX. EXECUTION OF INSTRUMENTS

Section 1. Checks. All checks, drafts and orders for the payment of money shall be signed in the name of the Association by such officers and agents as the House of Delegates shall designate at each annual convention.

Section 2. Conveyances and Contracts. The House of Delegates shall have the power to enter into contracts and agreements to further the purposes of the Association. It shall designate the officers and agents who shall have the authority to execute any such instruments on behalf of the Association.

ARTICLE X. AMENDMENTS

Section 1. Method. The bylaws may be amended at any annual convention or special meeting of the Association by a two-thirds vote of the board delegates present and voting, provided the proposed amendment shall have been submitted in writing and presented to the delegates or board contact persons at least 10 days prior to the commencement of the convention or meeting.

Section 2. Review of Bylaws. In order that the bylaws are kept current, a committee appointed by the President shall review the bylaws in even numbered years. Such committee shall report suggestions for amendment of the bylaws, if any, at the general meeting prior to annual meeting in order that changes, if any, may be considered at the annual meeting of that year.

ARTICLE XI. CONDUCT OF MEETINGS

Section 1. Procedure. Meetings of the Association shall be conducted according to "Roberts Rules of Order."

Approved the 28th day of April, 1990
/S/ Keith A. McIntyre
President

Amendment Approved 23rd day of February, 1996
/S/ Jim Dumas
President

Amendment Approved 11th day of May, 2002
/S/ Cris Arellano
President

Amendment Approved 27th day of June, 2003
/S/ Cris Arellano
President

Amendment Approved 22nd day of May, 2004
/S/ Cris Arellano
President

Amendment Approved 19th day of June, 2006
/S/ Dianne Tramutola-Lawson
President

Amendment Approved 14th day of November, 2008
/S/ Janelle Shaver
President

Amendment Approved 13th day of November, 2010
/S/ Janelle Shaver
President