

**CONSTITUTION AND BY-LAWS
OF
THE ARKANSAS JUVENILE OFFICERS ASSOCIATION**

ARTICLE I. NAME

The Arkansas Juvenile Officers Association

ARTICLE II. OBJECTIVE

The objectives of this association are: To bring the mutual exchange of points of view and information between and among juvenile officers, and juvenile judges in Arkansas.

1. To promote and recommend legislation for the continuing improvement of probation services for juveniles.
2. To cooperate with all agencies and movements which are interested in the advancement of probation services and delinquency prevention.
3. To provide a professional association in the State of Arkansas for juvenile probation and intake officers.
4. To provide a source for the professional improvement of its members through hearing and talking with experts in other related fields at training sessions.
5. To provide a professional organization through which those in the profession may become certified as professional juvenile court workers.
6. To provide a forum where other professionals who work with the troubled youth may come together with the juvenile officers, where they may exchange viewpoints and information.

ARTICLE III. MEMBERSHIP

Membership in the Arkansas Juvenile Officer Association shall be in two classes.

- Full Membership
- Associate Membership

ARTICLE III. MEMBERSHIP

Full, paid membership members ONLY will be allowed to attend and participate in the business meetings. Full membership members who cease to be employed as juvenile officers but remain in good moral and legal standing shall retain their current membership, if dues are current, throughout the end of the fiscal year.

Other interested parties, such as judges of the Circuit or District Courts in Arkansas, probation officers who are part-time, retired, or volunteer probation and intake officers are eligible for associate membership

Associate membership eligibility shall be automatically granted to said members with non-voting status.

Associate membership eligibility shall be granted to any interested person with paid membership dues with non-voting status in the organization. (Proposed 3-2003)

ARTICLE IV. OFFICERS

The officers of the association shall be a president, vice-president, secretary, and treasurer who shall be elected bi-annually at the regular March business meeting of the association in even calendar years. Elections shall be by a majority of the members present, and terms of office shall expire when their successors are elected. The sergeant-at-arms will be a non-voting appointed member of the executive board (passed 11-96).

When an officer resigns nominations are taken and voted on at the next meeting (passed 11-96).

ARTICLE V. AMENDMENTS

~~This constitution may be amended by two-thirds vote of the active members present at any regular or special meeting, provided that written notice of the proposed amendment or amendments has been mailed to the last known address of each member at least ten (10) days prior to the date of such meeting.~~

ARTICLE VI. VOTING

Full members who are present and whose membership dues are current shall be entitled to one (1) vote on all policy and organization matters.

ARTICLE VII. EXECUTIVE COMMITTEE

There shall be an executive committee composed of the elected officers, the immediate past president, and six members elected from the membership, three of the six elected members shall be appointed to a one-year term, with the other three serving a two-year term. Thereafter, all terms shall run for two (2) years.

ARTICLE VII. EXECUTIVE COMMITTEE

The government of this organization shall be vested in the executive committee composed of the above members, subject to the will of the membership. The executive committee shall meet at least annually at such time and place as may be determined by the president. The president shall make appointments to fill unexpired terms of members of the executive committee.

In order to hold an office or executive board position one must be a full paid member in good standing (passed 6-2000).

ARTICLE VIII. RATIFICATION

The constitution shall be in full force and effect after it has been ratified by two-thirds of the active members present and voting on the ratification of said constitution.

BY-LAWS

- ARTICLE I. There shall be three meetings of the full membership each year. Such meetings beginning in June and occurring approximately every four months thereafter.
- ARTICLE II. The order of business at each stated meeting shall be such as determined by the executive committee.
- ARTICLE III. The executive committee shall meet at such times and places as the needs of the organization may require; upon call of the president or of the majority of the executive committee.
- ARTICLE IV. The president shall appoint such committees as may be necessary for the proper discharge of the business of the organization.

BY-LAWS

ARTICLE V. The president shall decide questions of order, subject to approval, and the rules of order shall be those in Robert's Rules of Order Revised.

ARTICLE VI. These by-laws may be amended at any business session of the association by a two-thirds vote of the active members present. Notice of a proposed amendment must be submitted to the secretary at least ten (10) days before the business meeting convenes. The by-laws shall be in full force and effect after these have been ratified by two-thirds of the active members present and voting on the ratification of said by-laws.

ARTICLE VII. Each active member present shall be entitled to one vote on all matters of policy and organization.

ARTICLE VIII. Executive Board members who have three (3) unexcused absences from the meetings, will be given the following sanctions:

- A). An excused absence must be in writing to the president one (1) week prior to the meeting date.
- B). Board member will resign and president will appoint replacement
 - 1). 1st unexcused absence will result in Oral Warning
 - 2). 2nd unexcused absence will result in Written Notice
 - 3). 3rd unexcused absence will result in Volunteer Resignation

(Amended April 1998)

ARTICLE XI. A copy of the constitution and by-laws shall be furnished to each member in good standing.

ARTICLE X. Annual dues of \$20.00 shall be payable at the annual meeting in June only of each year.

QUALIFICATIONS OF OFFICERS

President: Should be a good member and know the structure and purpose of the organization; have the ability to get along well with people; be able to preside with dignity.

Vice-President: Should have all qualities of the President since the Vice-President acts in the absence of the President.

- Secretary:** Should be prompt and dependable, accurate in work; possess skills in the use of words.
- Treasurer:** Should have an understanding of good business procedure, capacity for handling money, bookkeeping skills, and unquestioned honesty. Also, must be eligible to be bonded.
- Sergeant-at-Arms:** Should be diplomatic in maintaining the order within the organization.

DUTIES OF OFFICERS

The general duties of the officers are stated in recognized parliamentary authority; general and specific duties are included in the by-laws and standing rules of the organization. The following list includes those duties generally considered important for good performance.

President

1. Prepare a detailed order of business and agenda for each meeting.
2. Open meetings on time as designated.
3. Conduct the meeting but not dominate it; be firm, but courteous.
4. Know the rules of correct procedure and use these skillfully.
5. Exact obedience to by-laws and other rules and policies.
6. Conduct business in a manner that insures the right of every member.
7. Meet the demands of the office unselfishly.
8. Select chairmen, committees, and appoint officers for qualification for the particular assignment.
9. Leave the chair to debate.
10. Vote as other members in ballot voting; may vote to break a tie in voice vote only.
11. Observe and supervise the basic program of work of the local organization.
12. Serve as ex-officio member of committees.
13. Sign all necessary orders, reports, or financial transactions as defined in the rules of the organization.
14. Acquire and use all tools necessary to conduct the office. (By-laws and other rules of the group, a copy of recognized parliamentary authority; appropriate handbooks, year books, publications; list of officers, chairmen, and members).

Vice President:

1. Preside in the absence of the president.
2. Assume such other positions of responsibility as may be designated in the by-laws or otherwise prescribed.
3. Fill a vacancy in the office of president.

Secretary:

1. Keep precise permanent record of the proceedings called minutes.
2. Keep a file of reports.
3. Prepare a list of unfinished business for the president.
4. Have ready for reference in meetings; minutes, by-laws and policy reference, roll of members, other pertinent list.
5. Take accurate notes of proceedings and transcribe these into permanent form immediately following the meeting. Request that complicated motions be provided in writing, signed by the maker of the motion.

Secretary:

6. Sign minutes with the name used in the membership roster. When approved or corrected, initial or sign with the date of approval. Write corrections in the margins.
7. Send a copy of the minutes to the president within a reasonable time.
8. Present recommendations of the board or executive committee. The secretary may make motions, debate, and vote.
9. Sign with other officers official papers and documents as prescribed.
10. Call a meeting to order in the absence of the presiding officers and preside over the election of a temporary chairman.

Treasurer:

1. Be custodian of all funds.
2. Receive funds systematically and according to the rules.
3. Deposit all monies in such financial institutions as may be approved by the organization or its board.
4. Disburse funds as designated and keep a schedule of payment obligations.
5. Expend only on proper authority.
6. Keep an accurate account and make such reports as may be desirable. Be prepared to have books audited and deliver to successor on time.
7. Include in the report the balance at the beginning of the period, receipts, disbursements, and balance on hand at the close of period. The treasurer's report is never adopted; it is referred for audit or placed on file.
8. Provide copies of the report to the president and the secretary.
9. Where large amounts of money are involved, the treasurer should be bonded for protection of the officer and the security of the organization.

Sergeant-at-arms

1. Will be a non-voting appointed member of the executive board. (Passed 11-96)
2. Be tactful in dealing with people
3. Keep order within the organization

Revised draft August 4, 2002

**** Constitution and By-Laws were ratified on November 29, 2000.