

AMENDED 3-8-17  
CONSTITUTION AND BY-LAWS  
OF  
THE ARKANSAS JUVENILE OFFICERS ASSOCIATION

**ARTICLE I. NAME**

The Arkansas Juvenile Officers Association

**ARTICLE II. PURPOSE**

The purpose of the Arkansas Juvenile Officers Association is education and charitable, as described below:

1. To provide a professional association in the State of Arkansas for juvenile probation and intake officers.
2. To provide a source for the professional improvement of its members through education of its members via experts in other related fields at training sessions to advance probation/intake services to combat juvenile delinquency.
3. To provide a professional organization through which those in the profession may become certified as professional juvenile officers.
4. 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.
5. To lessen the burden of government by using a non-profit status to obtain grants to assist less fortunate counties in Arkansas obtain needed services to combat juvenile delinquency.
6. To provide relief through scholarships to post-secondary education to the poor, distressed or underprivileged and scholarships that further educate its members in matters of juvenile delinquency.
7. Notwithstanding other language (or provisions) in the creating document, the purposes will be limited exclusively to exempt purposes within the meaning of IRC 501(c)(3).

**ARTICLE III. MEMBERSHIP**

- Full Membership
- Associate Membership

Those eligible for full membership is defined as juvenile officers that have or will have completed juvenile officer certification within the first year of employment. 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 fiscal year.

Other interested parties, such as Judges of the Circuit or District Courts in Arkansas, probation officers who are part-time, retired, and volunteer probation 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 Spring 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 11-1996).

#### **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 and/or by electronic methods 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.

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 the members of the executive committee. When an officer severs employment, he/she shall immediately resign from the Executive Board while maintaining membership throughout the fiscal year. If the officer resigning is the President, the Vice President shall fill the vacancy of the President and appoint a Vice President.

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.

#### **ARTICLE IX. DISSOLUTION**

Upon dissolution of The Arkansas Juvenile Officers Association, remaining assets will be used exclusively for 501(c)(3) purposes. (Adopted by Board resolution 11-17-16)

#### **BY-LAWS**

- ARTICLE I. There shall be three meetings of the full membership each year. Such meetings shall occur approximately once per quarter.
- ARTICLE II. The order of business at each state 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.
- ARTICLE V. The president shall decide questions of order, subject to approval, and the rules of the 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 absences must be in writing to the president one (1) week prior to the meeting date.
  - B) Board member will resident and president will appoint replacement
    - 1) 1<sup>st</sup> unexcused absence will result in oral warning.
    - 2) 2<sup>nd</sup> unexcused absence will result in written notice.
    - 3) 3<sup>rd</sup> unexcused absence will result in volunteer resignation  
(Amended 4-1998)

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 summer meeting 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 the 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 are standing rules of the organization. The following list includes those duties generally 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. Meets the demands of the office unselfishly.
8. Select chairmen, committees, and appoint officers of 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 temporary 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 permanent vacancy in the office of the 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 lists.
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.
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 that balance at the beginning of the period, receipts, disbursements, and balance on hand at the close of the 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.


Proposed Amendments March 8, 2017. Accepted by membership March 8, 2017.

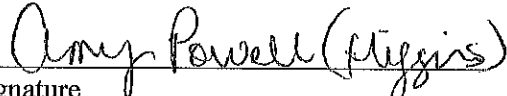
Revised draft May 1, 2015, Final draft accepted by membership July 29, 2015


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


  
 \_\_\_\_\_  
 Signature

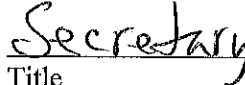
  
 \_\_\_\_\_  
 Signature

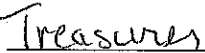
  
 \_\_\_\_\_  
 Signature


  
 \_\_\_\_\_  
 Signature

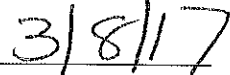
  
 \_\_\_\_\_  
 Title

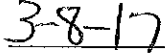
  
 \_\_\_\_\_  
 Title

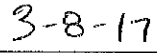
  
 \_\_\_\_\_  
 Title

  
 \_\_\_\_\_  
 Title

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Date