

MINNESOTA ASSOCIATION OF COUNTY PROBATION OFFICERS

Constitution and By-Laws

- I. NAME** The official name of this association shall be Minnesota Association of County Probation Officers or the abbreviated form, MACPO.
- II. PURPOSE** The general purposes of the association shall be:
- to support the preservation and expansion of professional probation and adjunctive services to the Courts of Minnesota consistent with the provisions of M.S. 244.19; and
 - to provide a vehicle for the sharing of solutions to common problems in providing those services to the Courts of Minnesota, and
 - to afford to its members opportunities for increased professional competence through educational programs, and
 - to aid in the development of correctional programs and services in Minnesota, and
 - to adopt such other purposes as are consistent with the scope of this association and which the members may determine and approve.
- III. MEMBERSHIP** The membership of this association shall be composed of all personnel employed in probation or corrections as the membership may accept. No person shall be a member in good standing until he or she has paid annual dues for the year in which the person claims membership and provided, that there shall be two classes of membership, as follows:
- 1) Regular Voting Members: This class of membership shall be composed exclusively of probation officers appointed under Minnesota Statutes. This is the only class of membership which shall have the right to vote in determining policy or purposes, or in amending this Constitution and By-Laws, or in electing or serving as officers of this association.
 - 2) Associate Members: This class shall be composed of all other members of this association interested in corrections. This class shall have all rights and privileges of membership except voting, as set out herein.
- IV. OFFICERS & DUTIES** This association shall have the following officers, hereinafter designated as the Executive Committee, elected from among the voting members in good standing, and whose terms shall be set forth in this section. Duties of the officers shall be those herein set out in addition to those duties normally performed by such officers in similar associations or as are established by vote of the two-thirds (2/3) of the members entitled to vote at any regularly called meeting.
- a) **President** - whose duties shall include; serving as chair of the Executive Committee; presiding at all meetings of this association; appointing a chair of all committees; developing written agendas for all meetings; insuring that the annual meeting and other meetings are set and publicized among the membership; serving at will on all committees of the association and such other duties common to presidents of such associations or as are established by action of the membership. Term shall be the second year of a three year total term (President-elect, President, Past President).
 - b) **President-elect** - whose duties shall include: serving as vice-chair of the Executive Committee; serving a President in the absence or inability of the President; serving a parliamentarian for the association; and serving at will, on all committees of the association and such other duties as are common on Vice Presidents of such associations and such other duties as are established by action of the membership. Term shall be the first year of a three year total term (President-elect, President, Past President).

- c) Secretary - whose duties shall include: serving as a member of the Executive Committee; keeping minutes of all meetings and furnishing copies of these minutes to all executive board members within 30 days and to any other party upon request. The secretary shall notify all members of meeting dates and places not less than 21 days in advance of meetings and may use mail, internet, or quarterly publications to complete this task.

As to the annual meeting in the Spring, the Secretary shall publish a list of candidates for the various offices, provided to them by the nominating committee, which shall be mailed to the members not less than 21 days in advance of such meeting.

This person shall keep the membership informed of events and information pertinent to the scope and purpose of this association and such other duties as may be established by action of the President or Executive Board. Shall be elected to a two-year term.

- d) Treasurer - whose duties shall include: serving as a member of the Executive Committee; keeping an adequate record of the financial condition and transactions of this association; handling banking of and expending of, as necessary, all monies held to the credit of the association; reporting at all meetings the financial status of the association; collecting all dues from members; receiving all other monies payable to this association; serving, at will, on all committees of this association and such duties as established by the action of the membership. Shall be elected to a two-year term.

In addition to the elected officers of this association, the immediate Past President, shall serve as advisor and consultant to the President and Executive Committee and shall assume such other duties as the President may direct, except the President may not assign him or her any of the prescribed duties of the President or any other officer of this association. Term shall be the third year of a three year total term (President-elect, President, Past President).

All term lengths will begin on July 1 of the year elected and end on June 30th of the year each officer's term ends. President-elect, President, and Past President shall also follow this format.

V. REMOVAL & REPLACEMENT

Any officer may be removed at any regular meeting at which a quorum of the voting membership is present, upon motion of any member and approval of three-fourths (3/4) of the assembled quorum of the voting members. In the event of such removal, an election shall immediately be held at the same meeting to replace the removed officer. No other business shall be allowed to intervene between the removal and replacement of an officer.

In the event that an officer is unable to fulfill his or her duties, or resigns, the President shall appoint a regular member in good standing to fill said vacancy until the next regular election.

V. ANNUAL MEETING

The President shall cause to be held in May of each year an annual meeting of the association. Officers shall be elected or re-elected at this annual meeting and such other business or program, as determined by the nomination committee consisting of the Past President, President, President Elect and any other member as determined by the current President

VII. ELECTION

Election of all officers shall be held at the annual meeting. Officers shall be elected by a simple majority at such meeting when a quorum of the voting members in good standing is present at the time of balloting. Absentee ballots will be accepted or counted in any election and will be distributed by the Secretary at least 21 days in advance of election, ballots to be returned three (3) days before the annual meeting to the Nominating Committee Chair.

The President of the Executive Committee shall appoint a nominating committee at least 60 days in advance of the annual meeting. The nominating committee shall contact candidates and potential candidates from among the voting membership of the association and shall prepare a list of such candidates and the offices for which they are candidates.

VIII. MEETINGS

Regular meetings of the entire membership shall be publicized and held at intervals throughout the year. The President shall insure that a minimum of two such meetings are publicized and held per term. The President shall prepare an agenda for each meeting he or she presides over. All meetings shall be conducted under the format prescribed by Roberts Rules of Order. A quorum shall be constituted when not less than one-third (1/3 or four members) of the Executive Board, which consist of: President, Past President, President Elect, Secretary, Treasurer and Committee Chairs (1 per committee) of the Legislative, Communication, Membership and Training and Education) are present.

IX. COMMITTEES

There shall be Standing Committees on Legislation, Membership, Education and Training, Communication, Steering and CPO Directors.

The standing committees of Legislation, Membership, and Education and Training shall be Chaired by an appointee of the President. Participation in the activities of these committees shall be open to all members of the Association.

The Standing Committee of Steering shall be chaired by the immediate Past President. This committee shall be comprised of the out-going Executive Committee, Executive Committee, immediate past Standing Committee Chairs, Standing Committee Chairs, and two other members to be appointed by the immediate Past President.

The CPO Director's committee shall be comprised of all CPO Directors in Minnesota, or their designee. This committee shall appoint a chair who will also be an active voting Board member, on or before July 1 of each year.

The activities of all Standing Committees, and such other committees as the President shall determine and approve, shall be carried out as directed by the President and the committee Chair. In the event of malfeasance of any committee member or committee Chair, the President may appoint a substitute. The committee Chair and the President may appoint new members to committees. Appointment lengths of committee Chairs will begin on July 1 of the year appointed and shall continue until June 30 of the following year.

X. DUES

No person shall be a member in good standing of this association until he/she has paid their dues. All dues are due and payable at the annual meetings. Dues shall be set by the Executive Board.

XI. RESOLUTIONS

Resolutions will be presented to and voted upon the membership at any regular meeting in which the quorum requirements are met at the time of balloting.

No resolution contrary to the purposes of the organization shall be entertained by the membership.

XII. AMENDMENT

With consent of three-fourths (3/4) of members present who have been appointed under the authority of M.S. 244.19, this Constitution and By-Laws may be amended by vote of three-fourths (3/4) of voting members present at any regular meeting in which the quorum requirements are met at the time of balloting.

Adopted: May 23, 2003