

# ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS

## *BYLAWS*

---

---

### *ARTICLE I*

#### **Name**

The name of this organization shall be the Association of Juvenile Compact Administrators, a nonprofit entity, hereinafter referred to as the Association. Authority for the Association is derived from Article XII of the Interstate Compact on Juveniles. The Association is organized for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Service Code.

### *ARTICLE II*

#### **Purpose**

The purpose of the Association shall be to facilitate training, cooperation, consultation, and exchange of information among and between the officials designated as Compact Administrators pursuant to Article XII of the Interstate Compact on Juveniles, by the governors of the respective states and jurisdictions, hereinafter referred to as parties, party to said Compact; to implement the formulation and adoption of necessary rules, regulations and forms used under the Compact; and, to foster in all possible ways the effective administration of said Compact.

The Association is dedicated to promoting the provision of services to juveniles through charitable contributions and technical support and education to community service providers. The Association promotes the effective collection and dissemination of data and research regarding the movement of juveniles between party jurisdictions.

### *ARTICLE III*

#### **Membership**

Membership in the Association shall be comprised of the Compact Administrator, Deputy Compact Administrators, or Assistants of each party state or jurisdiction.

# ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS

## ***BYLAWS***

---

---

### **ARTICLE IV**

#### **Meetings**

Meetings of the Association shall be conducted in accordance with the current edition of Robert's Rules of Order. There shall be an annual meeting held during the month of August for the purpose of conducting the business of the Association. There shall be a mid-year meeting during the month of February or in conjunction with the annual Juvenile Justice Conference. Special meetings may be called by the President with the advice and consent of the majority of the Executive Board. A special meeting shall be held upon the written request of the majority of the Association's membership. Such written request shall be submitted to the President of the Association. The Secretary shall cause at least eight weeks written notice of all meetings to be sent to the membership.

### **ARTICLE V**

#### **Quorum and Voting**

Each party state and jurisdiction whose dues are current shall be entitled to one vote on all matters before the Association. In those states where probation and parole are administered by two separate offices, each Administrator shall be entitled to one-half vote.

For the transaction of business at the annual meeting of the Association, a quorum shall consist of at least one-fourth of the voting membership of the Association.

All matters to be voted on by the Association shall be determined by a simple majority of those present and voting unless otherwise specified in these Bylaws.

### **ARTICLE VI**

#### **Dues**

The dues shall be reviewed and set by the Association at the annual meeting. Dues shall be payable upon receipt of invoice.

# ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS

## *BYLAWS*

---

---

No part of the net earnings of the Association shall inure to the benefit of, or be distributed to its member, trustees, officers, or other private persons, except the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the non-profit organization's principal office is then located. Any distribution by the court shall be made in such manner as, in the judgment of the court, will best accomplish the general purposes for which the Association was organized.

### ARTICLE VII

#### Governing Body

The governing body of the Association shall be the Executive Board hereinafter referred to as the Board. The President of the Association shall serve as chairperson of the Board. The Board shall be composed of four officers: a President, a Vice-President, a Secretary, and a Treasurer. The officers shall be elected by written ballot at the annual meeting. The immediate Past President shall serve one year on the Board for the ensuing year. Ten members shall be elected by written ballot to the Board from the Association's membership. The ten members shall serve two-year terms with five of the ten members being elected at each annual meeting.

Persons eligible to be nominated to serve as an officer or Executive Board member must have attended at least two Association meetings and be the voting member of their state or have written permission to have voting proxy from their state's compact administrator. The nominated person's state must also be in good standing as to payment of Association dues. The nominated person must also agree to attend future Association meetings and participate in Association business throughout their term because of their personal commitment and have the support of their state.

# ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS

## *BYLAWS*

---

The Board shall meet at least on a quarterly basis, with the quarters beginning in the month of January. The Board shall meet at the call of the chairperson or the majority of the members of the Board. Meetings may be held via teleconference.

The Board shall have charge of the general administration of the Association between annual meetings and shall constitute a consulting and advisory body for the direction of its activities. Except so far as it may be limited by the express vote of the Association, the Board shall have full authority to manage the business and properties of the Association and to appropriate funds from the net balance in the treasury for payment of expenses properly incurred.

### ARTICLE VIII

#### Officers

The officers of the Association shall be a President, a Vice-President, a Secretary and a Treasurer. The officers shall be elected by written ballot by the members voting at the annual meeting of the association.

The terms of each officer shall commence with adjournment of the annual meeting and shall continue for one year or until a successor is appointed to fill an unexpired term. With the exception of the office of Treasurer, no elected officer shall serve more than two consecutive one-year terms in the same office.

The President shall preside at all meetings of the Association and shall serve as chairperson of the Board. The President shall also serve as a non-voting, ex-officio member of all committees, and unless otherwise stated in the Bylaws, shall appoint the chairperson of all committees.

The Vice-President shall preside at any meeting when the President is not in attendance, shall act as an advisor with other officers and shall succeed to the position of President in the event of a vacancy in that office.

The Secretary shall record, or cause to be recorded, the attendance, resolutions, votes and minutes of the Association and of the Board. The Secretary shall also keep, or cause to be kept, in a proper and safe manner, all documents and records of the Association. The Secretary shall be responsible for collecting data and providing annual statistical reports to the membership, as required by the Board.

# ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS

## *BYLAWS*

---

The Treasurer shall be the chief financial officer of the Association. The Treasurer shall oversee the custody of all monies of the Association and be responsible for the collection of dues. The Treasurer shall also keep, or cause to be kept, full and accurate account of all receipts and disbursements and furnish the membership with a financial report at each annual meeting. All disbursements shall have the approval the Board prior to incurring the expense and making the disbursement. Neither the Association nor any officer, Board member, or committee thereof may contract any indebtedness exceeding the net balance then remaining in the treasury. The Treasurer shall be bonded.

### ARTICLE IX

#### Mediation Panel

The Mediation Panel is empowered to mediate any conflicts arising as a result of the administration of Interstate Compact matters between and among the party states and jurisdictions. The panel membership shall be composed of the President, Vice-President, Secretary, and immediate Past President of the Association. The Vice-President shall serve as chairperson. Any member of the Board may serve as an alternate on the panel by appointment of the President of the Association when a required panel member requests to be relieved of that responsibility.

### ARTICLE X

#### Secretariat

The Board may contract with an individual or organization to provide Secretariat services. The Secretariat services shall be contracted on an annual basis. The contract shall specify the duties and responsibilities of the Secretariat. The contract shall also include the salary or fees to be paid for the services as well as the methods and conditions covering reimbursement of expenses allowed for the Secretariat. The Secretariat shall be supervised by the Secretary.

# ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS

## *BYLAWS*

---

---

### ARTICLE XI

#### Committees

The President shall appoint chairpersons of all standing committees. Such chairpersons shall be members of the Board. Such committees shall have the powers, duties and obligations as delegated by the Board unless otherwise described in the Bylaws. Committees shall consist of a minimum of three members.

The actions of all committees shall be duly reported to the Vice-President of the Association and a record made thereof.

The standing committees of the Association shall be the Budget and Finance Committee, Nominations Committee, and the Rules and Regulations Committee.

The Budget and Finance Committee shall prepare for adoption by the Association such fiscal policies as may be required to carry out the purpose of the Association. This committee shall oversee the preparation of the budget, revenue and disbursements, fund raising and grant preparation, and preparation of the annual financial report. The Treasurer of the Association shall not serve as the committee chairperson.

The Nominations Committee shall make every effort to prepare a slate of a minimum of two candidates for each office of the Association. The committee shall also prepare a slate of candidates for membership to the Board. The slate of candidates shall meet the minimum criteria for selection as established pursuant to Article VII of the Bylaws. The slate of nominations shall be distributed at least 30 days prior to the commencement of the annual meeting. A vita for each nominee may be distributed prior to the commencement of the annual meeting. The majority of the committee shall not be comprised solely of members of the Board.

The Rules and Regulations Committee shall be responsible for reviewing the Association's Rules and Regulations on an annual basis to determine relevancy in promoting the effective implementation of the Interstate Compact on Juveniles.

The Association may appoint or otherwise enable the establishment of ad hoc committees in order to accomplish specific purposes which are deemed beyond the scope of the standing committees.

# ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS

## *BYLAWS*

---

### ARTICLE XII

#### Promulgation and Voting on Rules and Regulations

The Rules and Regulations promulgated pursuant to Article XII of the Interstate Compact on Juveniles shall govern the operation of the Interstate Compact on Juveniles. The Rules and Regulations shall be promulgated and approved by the Association by a two-thirds majority of the members present and voting at an annual meeting. Any proposed revisions to the Rules and Regulations shall be distributed to the membership at least 30 days prior to the commencement of the annual meeting.

### ARTICLE XIII

#### Resignations and Vacancies

Any officer or other member of the Board may resign at any time by giving written notice to the Board, the President, or the Secretary. Any such resignation shall take effect at the time specified therein.

The Board, at any meeting called for that purpose may, by a two-thirds majority of those present and voting, remove from office any officer or other Board member when such action is deemed in the best interest of the Association.

If the office of any officer or other Board member becomes vacant for any reason, the Board may, at the next regular meeting or at a special meeting called for that purpose and by a vote of a majority of those present and voting, appoint a successor who shall complete the unexpired term.

### ARTICLE XIV

#### Amendments

These Bylaws or any portion thereof may be altered, amended, or repealed or new Bylaws adopted by a two-thirds majority of the members present and voting at any annual meeting. The proposed changes shall be distributed to the membership at least 30 days prior to the commencement of the annual meeting.

# ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS

## BYLAWS

---

---

*As approved:* August, 1957  
*Amended:* July 1962, August 1976, August 1984, August 1986, August 1988, August 1989, and August 1991.  
*Amended and renamed Bylaws:* August 26, 1994.  
*Amended:* August 15, 1997, August 12, 1998, August 19, 2005.

<u>Donna Bonner</u> President	Date	<u>Cindy Pittman</u> Treasurer	Date	<b>Deleted:</b> Fred McDonald
				<b>Deleted:</b> Sandra J. Davis
<u>Ryan Pinto</u> Vice President	Date	<u>Pamela Helbling</u> Secretary	Date	<b>Deleted:</b> Michael Reddish
				<b>Deleted:</b> Linda Bombaci