**ARTICLE I - NAME, VISION, AND MISSION**

The name of this Association shall be the Virginia Community Criminal Justice Association.

■**Mission Statement**

The mission of the VCCJA is to enhance individual and community safety by advancing local pretrial, probation and community corrections practices to promote accountability and change through innovative education, training, and professional development opportunities.

■**Vision Statement**

The Virginia Community Criminal Justice Association envisions a safer Virginia where every community has access to comprehensive pretrial, probation, and criminal justice initiatives which are evidence based and ensure accountability.

**ARTICLE II- MEMBERSHIP**

The membership of the Association shall be open to members of Community Criminal Justice Boards, Pretrial and Community Corrections AgencyDirectors and Staff, and any individual or organization interested insupporting the purpose of the Association.

A member of the Association shall remain in good standing, which is defined as having paid his or her dues in full, having conducted himself/herself as an individual of good character and has acted in good faith in making reliable ethical judgments, and who has not engaged in negligent or willful behavior that may cause damage to the Association.

All members of the Association shall be committed to the standards of excellence, integrity, and professionalism in the delivery of pretrial and community corrections services, in accordance with the VCCJA Code of Ethics.

**ARTICLE III-OFFICERS**

The Officers of the Association shall consist of the President, President-Elect, Vice-President, Treasurer and Secretary. Each Officer shall be a member of the Association as well as (a) a director of a criminal justice program, or (b) a staff member of a criminal justice program, or (c) a criminal justice planner, or (d) a member of a Community Criminal Justice Board. The term of office shall run for two years from January 1 of the first year through December 31 of the second with the exception of the President-Elect who will serve a term of one year and then will assume the role of the President. Officers will be elected on staggered terms as outlined in Article IV of these By-Laws.

Interim vacancies among the Officers, for whatever reason, shallbe filled by appointment by the President until the next general election, unless circumstances preceding the next scheduled election make it impracticable or unfeasible to do so.

**ARTICLE IV-EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Officers of the Association, the immediate Past President, Membership Representative, and one Regional Representative from each of the following regions: Eastern, Northern, Central and Western. The Immediate Past President will remain on the Executive Committee for one year after his/her term as President to assist in the transition of duties to the new President and serve in the same capacity as all other members of the Executive Committee.

Membership and Regional Representatives are defined as follows:

Membership Representative – Anyone other than a director, who is a sworn local probation or pretrial officer, serves as a liaison to line staff and provides updates to the membership periodically on behalf of the Executive Committee.

Regional Representative – Serves as a liaison between the members in their respective region and the Executive Committee, and assures information is relayed to and from the Executive Committee. Serves as the facilitator of regional events/meetings.

Members of the ExecutiveCommittee are all voting members and shall beelected to serve a term of two (2) years or until the Association has held its annual election whichever is longer. No member of the Executive Committee shall be eligible to serve more than two consecutive terms in the same position. The President-Elect shall serve a term of one year.

**ARTICLE V – NOMINATION AND ELECTION OF OFFICERS AND BOARD MEMBERS**

Association Officers shall be nominated by the Membership and Nominations Committee. Elections shall be completed in a manner such that newly elected officers and other VCCJA Executive Committee members will take office on staggered terms. Elections in one year will be held for the offices of President-Elect, Vice**-**President, Northern Regional Representative, Eastern Regional Representative, and Membership Representative. Elections in the next year will be held for the offices of Treasurer, Secretary, Central Regional Representative, and Western Regional Representative.

The Membership and Nominations Committee shall solicit nominations from the general membership by mail, fax, e-mail, or telephone no less than sixty (60) days prior to the annual general membership meeting. Only members in a given region shall be eligible to nominate or vote for their regional representative in that region.

The Membership and Nominations Committee shall ensure the willingness of all nominated parties to serve and shall provide a ballot of nominees to each voting member of the Association no less than thirty (30) days prior to the annual general membership meeting. Such ballots shall contain sufficient information to identify the candidates. In order to be eligible to vote in the election of officers, a member must be in good standing as of August 15 of the given year.

Privacy of voting for the officers shall be secure and anonymous. After the tabulation of the ballots, the results thereof shall be announced by the Membership and Nominations Committee at the Association’s annual general membership meeting and filed as part of the permanent records of the Association.

**ARTICLES VI - DUTIES OF OFFICERS**

**PRESIDENT**

The President of the Association shall carry out the following duties:

1. Call and preside at all meetings of the Association and Executive Committee.
2. Perform such duties as are required to be done as the Association’s chief executive officer.
3. Appoint all Committees, including ad hoc committees, and fill any vacancies that may occur in any Committee during the term of office.
4. Make appointments to fill any vacancies that may occur on the Executive Committee until the next general election.
5. Keep the official records of the Association.

**PRESIDENT-ELECT**

The President-Elect of the Association shall carry out the following duties:

1. Carry out all duties of the President during the absence of the President.
2. Fill the role of President in the event the President is no longer able to serve in this capacity.
3. Assist the President in the performance of all Association business.
4. Audit and participate to the extent feasible in such VCCJA committees and planning activities as appropriate to become familiar with the responsibilities of the association and to establish and strengthen partnerships with stakeholders as required to assume the role of president at the end of the one-year term.

**VICE – PRESIDENT**

The Vice-President shall:

1. The Vice-President shall assume the responsibilities of the President in the absence of the President and President –Elect.
2. Assist the President and President –Elect in the performance of all Association business.
3. Coordinate the process of recognizing eligible retiring directors and outgoing committee chairs and others in accordance with the VCCJA Retirement Recognition Procedures.

**TREASURER**

The Treasurer shall:

1. Exercise all the fiduciary responsibilities of the Association.
2. Collect and deposit dues from all members, maintain a roster of all members, and reconcile the membership role with the payment of dues.

**SECRETARY**

 The Secretary shall:

1. Record and be responsible for all Executive Committee meeting minutes to include Director’s Meetings and any ad-hoc meetings the secretary is assigned to attend.
2. Perform such other duties as the President or Executive Committee shall prescribe.
3. Convene and preside over the meetings of the Association and the Executive Committee during the absence of the President, Vice-President and President-Elect until the members thereof shall elect a member present to serve as President pro tempore.

If the President-Elect, Vice-President, or Immediate Past President is unable to assume the role of President in the event of a vacancy, then the Executive Committee members will convene to elect a President from among them to fill the remainder of the term or until the next annual election.

**ARTICLE VII-DUTIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall:

1. Conduct the business of the Association between regular and special meetings of the Association.
2. Perform all the functions required to ensure the fiscal integrity of the Association, including meeting all specific requirements of any grant funds received.
3. Authorize and receive grants, endowments, and gifts as necessary to carry out the interests of the Association.
4. Authorize the amounts and purpose for which the funds of the Association may be received and expanded.
5. Authorize the creation of committees as may be necessary or advisable and delegate such authority to such committees as it may deem necessary and expedient.
6. Approve/adopt any position paper to be considered the position of the Association.
7. Be authorized to investigate, or delegate to a committee to investigate, any complaint against the character or actions of a member of the Association in accordance with Article XIII, Section 75 of Robert’s Rules of Order.
8. Be authorized to review, or delegate to a committee, to review the reinstatement of any member removed from the Association and report the findings to the membership for a vote on reinstatement.
9. Consider any proposed changes to the By-Laws by any member of the Association.
10. Shall review and approve all work completed by the standing and ad hoc committees.

**ARTICLE VIII- STANDING COMMITTEES**

There shall be a standing committee of directors of community corrections and pretrial agencies, or their designee, which shall meet at least four times a year.

There shall be standing working committees for the following issues: legislative, public relations, membership and nominations, conference, fundraising, training, awards, probation advancement, pretrial advancement, and cultural awareness.

**ARTICLES IX- ASSOCIATION MEETINGS**

The general membership of the Association shall meet at least annually at the Association’s annual conference. The Executive Committee may also call Special Meetings, or other such meetings, as may be necessary to conduct the business of the Association.

Special Meetings, or such other additional meetings, shall be called by the President of the Association, with no less than thirty (30) days’ notice to the membership, unless deemed an emergency.

**ARTICLE X- NOTICE OF MEETINGS**

The Executive Committee shall provide written notification, by mail, e-mail, or posting on the website, to each member of the Association as to the exact time and place of all annual and Special Meetings of the Association no less than thirty (30) days prior to the date of such meetings. At the discretion of the membership, wherein a need exists, the thirty (30) day notification may be waived.

**ARTICLE XI-QUORUM AND VOTING**

A quorum shall consist of at least one-third of the Association membership. All motions of the Association, other than those specified elsewhere in these By-Laws, shall require an affirmative vote of a majority of a quorum.

Each member shall have the right to one vote on all official matters which come before the Association.

**ARTICLE XII- PARLIAMENTARY AUTHORITY**

The rules of parliamentary procedure comprised in the latest revision of Robert’s Rules of Order shall govern procedures of Association meetings.

**ARTICLE XIII- ANNUAL DUES**

Annual dues for all Association members shall be established by the Executive Committee.

Payment of the annual dues:

1. Constitutes criteria for Association membership in good standing.
2. Shall be for the period of January 31 through January 31 of the following year.
3. Shall be payable by January 31.

**ARTICLE XIV-FINANCIAL TRANSACTIONS**

All checks, drafts, or other documents for the withdrawal of the funds of the Association in excess of $500.00shall be signed by the President, or his or her designee, who can only be a member of the Executive Committee, and the Treasurer of the Association. Checks under $500.00 only require the signature of the Treasurer.

**ARTICLE XV-AMENDMENT TO THE BY-LAWS**

Any proposed amendments, in whole or in part, of the By-Laws shall be submitted by any member in writing to the President or Secretary of VCCJA. The proposal will be distributed to the entire Executive Committee and placed on the agenda for review at the next scheduled meeting of the Executive Committee with at least thirty days prior notice. Proposed amendments must be approved by a two-thirds majority of the Executive Committee to move forward. Once approved, the President may appoint an ad-hoc By-laws committee to further review the impact of the amendment and draft changes to the By-laws. The revised proposed By-laws must be approved by the Executive Committee before being submitted to the membership for voting.

Voting shall be conducted in such manner as prescribed by the Executive Committee, primarily by electronic means. Voting on By-laws changes requires 30 days written notice to the membership. A minimum of one third of the membership shall be required to cast votes for any changes to the by-laws. A majority of the votes cast shall be necessary to pass proposed change(s). Proposals which do not receive sufficient votes may be resubmitted at a later date upon approval of the Executive Committee. If necessary, the Executive Committee may approve an extension to the voting period.

As amended on the 3rd day of November 2023.

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Tomaudrie Thomas, President Shelby Johnson, Vice-President

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Maureen Anderson, Treasurer Anna Heffron, Secretary