

# **Ohio Correctional and Court Services Association CONSTITUTION**

## **Article I - Name**

The name of the Association is the Ohio Correctional and Court Services Association (OCCSA). OCCSA is the Ohio dual-membership chapter of the American Correctional Association (ACA).

## **Article II – Organization**

The OCCSA shall be incorporated as a non-profit organization under the laws of the State of Ohio.

## **Article III – Purposes and Objectives**

The purposes and objectives of the OCCSA are as follows:

1. To provide a professional association of persons, agencies and organizations, both public and private, who hold in common the goal of bettering the professions of corrections and court services and enhancing their contribution to those professions.
2. To encourage enrollment of persons, agencies and organizations, whose areas of interest, expertise and concern have commonality with the field of corrections and court services and whose goals and principles are consistent with the OCCSA.
3. To establish a Mission and promulgate and promote policies consistent with this Constitution and its Bylaws.
4. To publish and distribute a newsletter and other information such as a website.
5. To conduct or sponsor training conferences and meetings.
6. To promote recognition of corrections and court services as professions and those who work in these professions.
7. To promulgate and promote a code of ethics applicable to its members.
8. To recognize universities and other educational institutions by awarding scholarships for students in the correctional and court services curricula.

9. To develop and maintain liaisons with national associations for mutual assistance and the interchange of ideas and information.
10. To promote a program of compliance with ACA standards relating to services, facilities and management within the correctional and court services fields.
11. To review legislative and statutory matters being considered before the state legislature and courts respectively, relating to the fields of corrections, court services and youth services.

#### **Article IV - Non-Discrimination**

The business affairs and the programs of the OCCSA shall be conducted on a non-discriminatory basis. Membership shall be available to anyone regardless of age, race, religion, color, national origin, marital status, disability, sex, sexual orientation or Vietnam-era veteran status. The OCCSA shall require non-discriminatory activities and programs by its membership.

#### **Article V - Membership**

Individuals and organizations shall be admitted to membership in the OCCSA as provided in the Bylaws.

#### **Article VI – Benefits and Dissolution**

The OCCSA is not organized for profit and no part of its net earnings shall inure to the benefit of any officer, employee or individual, and no officer, employee or individual of the OCCSA shall receive or be entitled to receive any income of any kind therefrom, except for reasonable compensation for services rendered to or for the OCCSA in effecting one or more of its purposes. No officer or employee of the OCCSA or private individual shall receive or be entitled to receive any income of any kind therefrom, except for reasonable compensation for services rendered to or for the OCCSA in effecting one or more of its purposes.

No officer or employee of the OCCSA or private individual shall be entitled to share in the distribution of OCCSA property or assets in the event of liquidation or dissolution of the OCCSA, whether voluntary or involuntary, and in such event all of the remaining property and assets of the OCCSA shall, after deducting all necessary expenses of liquidation or dissolution, as the case may be, be distributed to such organizations as shall qualify under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Any such property and asset not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

## **Article VII – Amendments**

This Constitution may be amended by the action of the membership. An amendment may be suggested by the recommendation of the OCCSA Board or by petition to the President signed by fifty members in good standing of the OCCSA.

Notice containing the full text of any proposed amendment shall be given to the membership, in writing, at least 15 days and not more than 45 days prior to the conference at which the amendment is to be submitted for vote.

The proposed amendment shall be presented, by written ballot, to the membership at the annual or winter conferences, and upon two-thirds affirmative vote of those voting, the amendment shall be approved and effective.

## **Article VIII - Headquarters**

The principal office of the OCCSA is in the State of Ohio. The OCCSA shall designate a registered office in accordance with the Not-for-Profit Corporation Law of the State of Ohio and shall maintain it continuously.

# **Ohio Correctional and Court Services Association BYLAWS**

## **Article I – MISSION STATEMENT**

The Mission of the Ohio Correctional Court Services Association (OCCSA) is to provide opportunities for professional development to its membership.

## **Article II – MEMBERSHIP**

- A. Membership shall be open to all persons who are interested in and supportive of the OCCSA, subscribe to its Constitution and Bylaws, and pay annual dues.
- B. Membership in the OCCSA shall be of three types:
  - 1. Dual: Person employed in the fields of corrections or court services in Ohio with joint membership in the American Correctional Association (ACA) and privileges of ACA, depending on the level of membership as designated by ACA Professional I, Professional II, or Executive Gold.
  - 2. Associate: Person not employed in the fields of corrections or court services in Ohio, but who is interested in OCCSA (e.g. student, volunteer, retired professional) and has limited membership privileges in ACA membership designated as an Associate.
  - 3. Other Considerations: As established by ACA (e.g. supporting patrons, organizations, library, affiliates).
- C. Application must be upon the form accepted, prescribed, and furnished by ACA or OCCSA Executive Board.
- D. OCCSA membership rights for those members whose dues are paid-in-full for the current membership year are as follows:
  - 1. Dual: Eligible to hold certain elective offices; vote at conferences; receive publications; and attend conferences at a reduced registration fee. Additional membership privileges accrue with ACA depending on the level of membership.
  - 2. Associate: Same membership rights as an OCCSA Dual member and those rights accruing with ACA Associate membership.

Additional OCCSA membership rights may accrue if the OCCSA Executive Board approves.

- E. Membership dues shall be for the current membership year as determined by ACA requirements or options.
- F. The OCCSA Executive Board shall have the power and responsibility to terminate the membership of any OCCSA member for non-payment of dues or for behavior that conflicts with either the ACA Code of Ethics or OCCSA's Constitution or Bylaws.

### Article III – **EXECUTIVE BOARD**

- A. The OCCSA Executive Board (Board) shall consist of the following:
  - 1. Elected Officers as established in Article V of these Bylaws;
  - 2. Past Presidents in attendance at the Board meeting;
  - 3. Four Cabinets: Adult Institutional, Adult Community-Based, Juvenile Institutional, and Juvenile Community-Based as established in Article VII of these Bylaws.
  - 4. Standing Committee Chairpersons as established in Article VIII of these Bylaws; and
  - 5. Liaisons as established in Article IX of these Bylaws.

Members of the OCCSA shall be in good standing in order to fill one of the above positions.

- B. The Board shall provide oversight of the President.
- C. The Board shall assign additional duties to the Cabinets.
- D. The Board may declare a vacancy when a member of the Board who is not a Past President does not attend at least two (2) of the four (4) scheduled meetings in a 12 month period.
  - 1. In the event a Cabinet member does not attend the requisite meetings, the Vice President of that Cabinet will notify, in writing, that member of the Board's right, at the next scheduled meeting, to declare a vacancy of that member's Board position.
  - 2. If the Vice President of a Cabinet does not attend the requisite meetings, the Secretary shall provide such notice.

3. If an Elected Officer does not attend the requisite meetings, the President shall provide such notice.
4. If the President does not attend the requisite meetings, the Vice President shall provide such notice.
5. If a Committee Chairperson or Liaison does not attend the requisite meetings, the President shall provide such notice.

If any member provides such notice then he/she shall report that action at the next Board meeting. The member receiving notice shall have the opportunity to explain his/her lack of attendance. A Board member may then move to declare such vacancy and a vote may follow. If a vacancy is declared, then it is filled according to these Bylaws.

- E. The Board shall serve as a governing board with the power to transact business and determine programs and policies of the OCCSA between annual meetings. The Board may authorize the President to enter into or execute any contract or any other instrument in the name of and on behalf of the OCCSA.
- F. At the third quarterly meeting the Board shall approve, by vote, the OCCSA annual budget. The fiscal year of the OCCSA shall be from December 1 through November 31.
- G. Quarterly Board meetings shall be scheduled by the President as established in Article V of these Bylaws, and such other meetings may be scheduled by the President. One of the quarterly meetings shall be an annual meeting and take place during the second quarter of the calendar year in conjunction with the annual conference.
- H. *Robert's Rules of Order Newly Revised* shall be the rules of order for the orderly transaction of business in meetings and to the duties of Officers in that connection. A majority of the Board shall constitute a quorum. The votes of a majority of the quorum shall be the act of the Board. In the absence of a quorum, votes of the Board shall not be taken.
- I. The Board shall act upon the recommendations of the Committee of Elected Officers as established in Article IV of these Bylaws.

#### Article IV- **COMMITTEE OF ELECTED OFFICERS**

- A. The Committee of Elected Officers (CEO) of the Board shall consist of the five (5) elected officers: President, President Elect, Vice President, Secretary, and Treasurer; and the Immediate Past President.

- B. The President shall be the Chairperson of the CEO. Meetings of the CEO may be called at any time by the President and may be conducted by conference telephone or other conferencing methods. The President shall report CEO proceedings to the Board at the next meeting.
- C. The duties of the CEO are:
  - 1. Meet after the annual meeting to prepare an annual budget for review and approval during the next Board meeting.
  - 2. Determine the financial investments of the OCCSA pursuant to the following guidelines:
    - a. OCCSA funds reserved for investment shall be set in the range of 33 percent to 40 percent of the OCCSA's monetary assets unless otherwise approved by the Board.
    - b. The investments shall be categorized by a recognized investing authority as having not greater than a moderate risk for loss of funds. OCCSA funds shall not be in high-risk investments.
  - 3. Consider, create, and recommend administrative policy issues to the Board.
  - 4. Monitor and assist the four (4) Cabinets to comply with their duties as established in Article VII of these Bylaws.
  - 5. Establish an agenda for Board meetings and OCCSA conferences.
  - 6. Perform all other duties assigned by the President and the Board.

In fulfilling these duties, the CEO shall make recommendations to the Board for action.

#### Article V - **ELECTED OFFICERS**

- A. The OCCSA officers shall be: President, President Elect, Vice President, Treasurer, and Secretary.
- B. To be a candidate for President Elect or Vice President, a member shall currently serve or have served on the Board and shall be in good standing.
- C. The President shall have the following duties:

1. Schedule the first and third quarterly Board meeting dates and direct the Secretary to send notice to the Board. The second and fourth quarterly Board meetings shall be scheduled in conjunction with the scheduling of conference dates.
  2. Preside at OCCSA conferences and Board meetings, including the meeting at which the President Elect succeeds the President.
  3. Meet after the annual meeting with the CEO to prepare an annual budget for review and approval at the next Board meeting.
  4. With Board approval, appoint Special Committees and their members. Also, appoint Chairpersons and members of the Standing Committees and Liaisons as established in Article VIII and IX, respectively, of these Bylaws.
  5. Represent the Board between its meetings and report to the Board all important interim actions.
  6. Be the official spokesperson for the OCCSA.
  7. Ensure proper management of the OCCSA budget and investments.
  8. Ensure that the OCCSA is represented by its full allocation of Delegates at all meetings/conferences of the ACA. The order of Delegate representation shall be President, Vice President, President Elect, Treasurer, Secretary, ACA Liaison, Cabinet VPs and other Board members until delegate positions are filled. The President, in consultation with the CEO, shall designate such Delegates and other alternates as may from time to time be necessary. The Delegates' expenses shall be defrayed, in whole or in part, by the OCCSA.
  9. Perform other duties as may be assigned by the Board.
- D. The President Elect shall have the following duties:
1. Assume the office of President at the end of the term of the President.
  2. OCCSA liaison to other professional associations in the fields of corrections, court services and youth services.
  3. Monitor compliance with the Constitution and its Bylaws.



4. Perform other duties as may be assigned by the President or Board.
- E. The Vice President shall have the following duties:
1. Preside at the OCCSA meetings and conferences in the absence of the President.
  2. Assume the duties of President if that office is vacated for any reason.
  3. Edit the OCCSA newsletter and Chair the Publications Committee.
  4. Perform other duties as may be assigned by the President or Board.
- F. The Secretary shall have the following duties:
1. Take minutes of the Board and CEO meetings and, within 30 days of that meeting, distribute them to the Board.
  2. Maintain a current list of Board members to include their terms of office, if applicable, Board positions and contact information, and distribute it to the Board at least two (2) times a year.
  3. Send at least 45 days advance notice, in writing, to the Board of the time and place of a Board meeting.
  4. Be custodian of the OCCSA records and see that the books, reports, statements, certifications and all other documents and records required by law are properly kept and filed such as the Statement of Continued Existence as a non-profit corporation with the Secretary of State.
  5. Perform other duties as may be assigned by the President or Board.
- G. The Treasurer shall have the following duties:
1. Be bonded for the faithful discharge of his/her duties as the Board may require, at the expense of the OCCSA.
  2. Custody and disbursement of OCCSA funds, investments and other assets. All the OCCSA funds not otherwise employed shall be deposited to the credit of the OCCSA in such banks or other

depositories as the CEO may designate. Disbursement of the OCCSA funds shall only be for those purposes as established by the approved budget of the OCCSA unless other non investment disbursements are authorized by the Board. He/she shall sign or endorse all checks, drafts, or other evidence of indebtedness issued in the name of the OCCSA. Financial records, including but not limited to all receipts and expenditures, shall be kept in a permanent file.

3. Manage all funds related to conferences of the OCCSA.
  4. Engage a financial auditor to perform an annual compilation report or audit of the OCCSA financial records. The CEO shall decide which level of review is necessary. He/she shall make recommendations regarding the OCCSA's fiscal policies and practices as may be recommended by the financial auditors employed by the OCCSA, or that may otherwise be indicated.
  5. Prepare, in writing, and present a quarterly financial report to the Board. Report semi-annually, in writing, the state of the investments to the Board. Submit an annual financial report for publication in the OCCSA newsletter.
  6. In close coordination with the President, shall manage the investments. To allow for the prompt payment of the OCCSA's obligations, he/she must efficiently manage the invested funds.
  7. Prepare and submit all required and pertinent financial reports and returns to the proper agencies in a timely manner consistent with the non-profit status of the OCCSA. Register with the Ohio Attorney General as a charitable trust as established in Section 109.26 of the Ohio Revised Code.
  8. Timely pay renewal dues for web hosting and the OCCSA's domain name, [www.occsa.org](http://www.occsa.org), to maintain that property of OCCSA.
  9. Transition to his/her successor, no later than 15 days after vacating office, all books, records and papers, as well as a transition report to include, but not be limited to, accounts, account balances, receivables, payables and any pertinent contracts or other correspondence.
  10. Perform other duties as may be assigned by the President or Board.
- H. Each Cabinet Vice President shall have the following duties:

1. Schedule and preside at Cabinet meetings including maintaining and distributing meeting minutes.
2. Report, if needed, Cabinet decisions and recommendations to the Board for final action;
3. Submit an article for each OCCSA newsletter.
4. Manage the Cabinet budget.
5. Perform other duties as may be assigned by the President or Board.

#### Article VI - **ELECTIONS**

- A. The Immediate Past President shall serve as the Election Coordinator. If he/she is unavailable, the President shall appoint an Elections Committee member to serve as the Election Coordinator. The Election Coordinator and Elections Committee members shall not be seeking office.

The Elections Coordinator shall have the following duties:

1. Submit an article in the February OCCSA newsletter describing the nomination and election process, including a format for biographical statements and mailing information.
2. Verify that the nominating and consenting nominated parties are in good standing as established in Article II A of these Bylaws. In regard to Cabinet seats, the nominated party shall be professionally affiliated with the Cabinet for which he or she is seeking nomination.
3. Submit an article about the election process and candidates in both the May OCCSA newsletter and annual conference brochure including the nominees' biographical statements.
4. Prepare secret ballots and preside over elections during the first day of the annual conference. All members in attendance that day are eligible to vote.
5. Count the votes and announce results, during the annual conference, and prepare a written record identifying the newly elected officers and their terms of office. A plurality of the votes cast

shall elect a candidate. The Elections Committee shall verify the vote count.

- B. A member, in good standing, may make nomination of a member, in good standing, for elective office, to include; President Elect, Vice President, Treasurer, Secretary, and Cabinet members. The nomination shall be sent along with the nominee's biographical statement, and nominee's consent to the Election Coordinator, postmarked by March 31. A member may accept the nomination for only one elected office.
- C. The terms of President, President Elect, Vice President, Treasurer, and Secretary shall be limited to two (2) years. The Treasurer and Secretary are elected for two (2) year terms and may serve two (2) consecutive terms, or four (4) consecutive years.

In the event that an elected position is not filled through the election process, then the President with approval of the Board shall appoint a qualified member to serve the term of that elected position.

However, if that unfilled elected position is President-elect then a special election shall be held to elect that officer pursuant to Article VI of these Bylaws.

Cabinet members shall serve a three (3) year term, and may serve consecutive terms, but not to exceed two (2) terms. Each Cabinet shall consist of six (6) elected positions.

- D. Any elected officer may resign at any time by giving written notice to the President. Such resignation shall take effect at the time specified therein.

If a vacancy occurs for President Elect, a special election shall be held to elect that officer for the un-expired term of that office.

If a vacancy occurs for Vice President, the President, with approval of the Board, may appoint an OCCSA member, currently serving or who has served on the Board, to fulfill the duties for the un-expired term of that office.

If a vacancy occurs for Treasurer or Secretary, the President, with approval of the Board, may appoint an OCCSA member, to fulfill the duties for the un-expired term of that office.

If one or more Cabinet positions are vacant, then the Cabinet Vice President, with approval of the Board, may appoint an OCCSA member to serve that position until the next election. The person filling the vacancy must represent the same Cabinet as the seat that was vacated.

## Article VII - **CABINET DUTIES**

A. There shall be the following Cabinets to fulfill the OCCSA constitutional purposes and objectives:

1. Adult Institutional;
2. Adult Community-Based;
3. Juvenile Institutional; and
4. Juvenile Community-Based.

Each of the Cabinets shall consist of six (6) elected members.

B. The duties of the Cabinets are:

1. The Cabinet shall elect a Cabinet Vice President with the duties as established in Article V of these Bylaws.
2. As needed, meet before or between Board meetings to discuss the issues and innovations of the correctional and court services fields the Cabinet represents.
3. The Cabinet shall plan a conference, within a Board established rotation, which includes, but is not limited to, the following:
  - a. Assess training needs;
  - b. Select themes/coordinate topics;
  - c. Schedule presenters and speakers;
  - d. Prepare details of the conference and submit the information to the Publication Committee for distribution;
  - e. Communicate with the Conference Coordinator;
  - f. Organize and manage the registration process.
  - g. Assign facilitators to introduce presenters, secure continuing education unit (CEU) information and conduct session evaluations;

h. Compile a summary of the conference evaluations, ratings and comments and make recommendations for distribution to the Board including the need for follow-up presentations;

i. Solicit support, as needed, for these functions from the Board;  
and

Perform other duties as may be assigned by the President or Board.

## Article VIII – **COMMITTEES**

A. There shall be the following Standing Committees and duties to fulfill the OCCSA constitutional purposes and objectives:

1. Elections

Coordinates the nominating and election processes elected offices. The Immediate Past President shall serve as the Elections Coordinator. If he/she is unavailable, the President, with Board approval, shall appoint that Coordinator from the Committee membership.

2. Publications

Promotes, through various media, the OCCSA. Publishes and distributes an OCCSA newsletter and website for the membership and public including dates, locations, registration, and details of each conference. Maintains and manages a budget.

3. Memberships

Promotes membership in the OCCSA by arranging a continual recruitment drive that reaches out to all the state and local correctional and court services facilities and agencies in Ohio.

4. Scholarships and Awards

Recommends to the Board the creation of awards and scholarships and establishes the criteria for receiving such an award or scholarship. Publishes the criteria for applying for the award and scholarship in the OCCSA newsletter and/or website. Recommends, for Board approval, the most qualified candidate according to that criteria.

5. Exhibits

Recruits private and public businesses to advertise their goods and services at the OCCSA conferences and coordinates their activities with the Cabinet responsible for planning the conference.

- B. The President shall appoint and Board approve, a Chairperson from the Board and necessary Standing Committee members from the membership. To ensure continuity in the work of such Committees, the President shall consider for re-appointment, members who have previously participated actively in Committee work. The Chairperson shall preside at Committee meetings, present Committee reports at Board meetings and take on other duties and responsibilities as assigned by the President with Board approval. At least one (1) time per year, each Committee shall submit an article for publication in the OCCSA newsletter.
- C. A Special Committee and its members may be appointed and charged by the President with Board approval, in order to consider a special issue, the completion of which shall be reported to the Board.

Article IX – **LIAISONS**

- A. There shall be the following OCCSA Liaisons with respective duties to fulfill the OCCSA constitutional purposes and objectives:
  - 1. **ACA LIAISON**  
Attends relevant ACA committee meetings and keeps membership informed of ACA business and activities.
  - 2. **HISTORIAN**  
Maintains a chronological, written and pictorial history of the OCCSA (e.g. newsletter, articles, photos).
  - 3. **LEGISLATIVE LIAISON**  
Advise the Board of developments in legislation and relevant case law relating to corrections and court services.
  - 4. **FISCAL LIAISON**  
Assist the Treasurer in fulfilling financial duties.
  - 5. **CONFERENCE SITE LIAISON**  
Recommends to the Board a location, date and host site for the conference and works with the conference location/host.
  - 6. **CONFERENCE COORDINATOR**  
Coordinates the Exhibit Committee, Conference Site Liaison and assigned Cabinet.
- B. The President shall appoint and Board approve the OCCSA Liaisons from the OCCSA membership. To ensure continuity in the work of such Liaisons, the President shall consider for re-appointment members who have previously participated actively in Liaison work. Each Liaison shall

present reports at Board meetings and take on other duties and responsibilities as assigned by the President with Board approval. The ACA Liaison and Legislative Liaison shall submit at least two (2) articles per year for publication in the OCCSA newsletter. The other liaisons shall submit at least one (1) such article.

#### Article X – **CONFERENCES**

The OCCSA shall hold an annual conference in conjunction with the annual meeting of the Board and a winter conference in conjunction with the fourth quarterly Board meeting.

#### Article XI – **AMENDMENTS**

- A. The Bylaws may be amended by the action of the membership. An amendment may be suggested by the recommendation of the Board or by petition to the President signed by fifty members in good standing of the OCCSA.
- B. Notice containing the full text of any proposed amendment shall be given to the membership, in writing, at least 15 days and not more than 45 days prior to the conference at which the amendment is to be submitted for vote.
- C. The proposed amendment shall be presented, by written ballot, to the membership at the annual or winter conferences, and upon two-thirds affirmative vote of those voting, the amendment shall be approved and effective.

Adopted December 17, 2001