

APAI Bylaws

ARTICLE I – REGISTERED OFFICER AND AGENT

Section 1.1 Registered Office and Agent

The corporation shall have and continuously maintain a Registered Agent in the State of Illinois, or in an alternate state as the Executive Committee may from time to time determine.

Article II – GOALS AND OBJECTIVES

Section 2.1 Goals

Section 2.1.a The Association will serve as a national and international discussion network for the exchange of information within all areas impacting parole.

Section 2.1.b The Association will serve as the Vanguard promoting parole as an essential element of the Criminal Justice System for the enhancement of public safety and the recognition of victim rights by being involved in the development of national and international research-based parole policy.

Section 2.2 Objectives

Section 2.2.a The Association shall sponsor events that bring together the Head Officers/Chairs of United States Federal, State, Military, and International Paroling/Releasing Authorities to exchange information and ideas on topics of shared relevance, and to collaborate on strategies for implementing research-based parole policy world-wide.

Section 2.2.b The Association shall sponsor an Annual Training Conference where Association members and other criminal justice professionals and interested parties can share information on topics related to parole including emerging public safety concerns and be informed relative to research-based parole practice and innovative programs that model such practice.

Section 2.2.c The Association shall create and sponsor formal training experiences for the professional development of Association members and other interested Criminal Justice stakeholders.

Section 2.2.d The Association shall sponsor and support research regarding parole practices and the development of evaluative measures for programs delivering parole services.

Section 2.2.e The Association shall facilitate an ongoing exchange of information between Association members-

Section 2.2.f The Association shall assist Association members to engage local, national, and international policy makers to educate, discuss and promote parole as an effective and essential tool for managing offender risk in the community.

Section 2.2.g The Association shall encourage and assist Association members to be participants in local, national, and international forums, committees, and work-groups tasked with the development of policy impacting public safety.

ARTICLE III – ASSOCIATION MEETINGS

Section 3.1 Annual Meeting

A business meeting shall be held annually.

Section 3.2 Special Meeting

Special meetings of the membership may be called either by the President, the Executive Committee, or by not less than one-half of the members having voting rights. Special meetings called by the membership shall be submitted to an elected officer of the

Executive Committee in writing with the purpose of the special meeting documented by those petitioning the meeting.

Section 3.3 Notice of Meetings

Written or printed notice stating the place, day and hour of any meeting of members shall be delivered by email to each member entitled to vote at such meeting not less than 30 days before the date of such meeting, or at the direction of the President or Executive Committee member receiving the petition. The announcement shall include the purpose, location, date and time for which the meeting is called.

ARTICLE IV – REGIONS

Association members are organized by country and by geographic world region. United States Association members are organized within geographic regions according to the states in which they conduct their business. In North America, a Vice President will be appointed for each region of the United States and one Vice President will be appointed for Canada. A Vice President will be appointed for every other world region when there are members in good standing from three or more countries within that geographical region. World regions with members from fewer than three countries will be represented by a Vice President from another world region, as determined by the Executive Committee.

North America:

Northeastern United States

Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New York, New Jersey, Pennsylvania, Vermont, Rhode Island, United States Parole Commission, and the Military Clemency/Parole Boards.

Southern United States

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, Virgin Islands and US Territories, and West Virginia.

Central United States

Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

Western United States

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming.

Canada

Europe

Africa

Asia

Oceania

Caribbean

Latin America

ARTICLE V - DUTIES OF OFFICERS

Section 5.1 Duties of Executive Committee

5.1.a The Executive Committee will set policy and have general oversight and final approval authority over all business matters of the Association.

5.1.b Each officer position shall hold one vote on the Executive Committee.

5.1.c The Executive Committee shall review member applications for final approval when membership classification is in question.

5.1.d Membership dues shall be established by the Executive Committee on an annual basis.

5.1.e The Executive Committee shall determine the countries represented by each world region not less than annually.

Section 5.2 Duties of the President

The President shall be the Chief Executive Officer of the Association, speak on the behalf of the Association, and preside over all meeting of the Association. The President shall appoint Regional Vice Presidents, and serve on, the Executive and Finance Committees. The President shall oversee the activities of all officers, function as the liaison between the Executive Director and the Executive Committee, and be responsible for the coordination of communications between the Association membership and other criminal justice professionals and organizations.

Section 5.3 Duties of the Vice President

The Vice President shall, as directed by the President, be responsible for coordinating the activities of the Regional Vice Presidents and shall perform such other tasks as the President may assign.

Section 5.4 Duties of the Treasurer

The Treasurer shall oversee all financial affairs of the Association and provide information and support to the Finance Committee. The Treasurer and Director shall submit an annual budget containing personnel, operating and related fiscal information to the Executive Committee for approval a minimum of sixty days prior to consideration. The Treasurer shall present the Executive Committee approved Association budget to the membership at the Annual Business Meeting. The spending of funds not approved in the current budget shall require the authorization of the Treasurer, President, Vice President and Executive Director. The Treasurer shall perform such other tasks as the President may assign.

Section 5.5 Duties of the Secretary

The Secretary shall be responsible for taking and distributing all minutes from meetings of the Executive Committee, and the Annual Business meeting. The Secretary shall report all vote tabulations to the Executive Committee and Membership, unless otherwise noted in official Association documents. The Secretary shall serve as Executive Committee liaison to the Membership Committee and shall perform such other tasks as the President may assign.

Section 5.6 Duties of Regional Vice Presidents

Regional Vice Presidents shall maintain ongoing communications with members in their regions for the purpose of promoting membership and representing the interests of paroling/releasing authorities in their respective regions to the Executive Committee. Regional Vice Presidents shall also be responsible for designating regional committee members for each of the standing committees of the Association subject to the approval of the President. Regional Vice Presidents shall provide for one regional meeting at the Annual Training Conference and shall convene additional meetings, if practicable. The Regional Vice Presidents shall perform such other tasks as the President may assign.

Section 5.7 Duties of Immediate Past President

The Immediate Past President shall serve as counsel to the President and Executive Committee, shall chair the Nominating Committee and shall perform such other task as the President may assign.

Section 5.8 Duties of Executive Director

Executive Director shall be responsible to the Executive Committee for leadership, centralization and day-to-day operations of the administration and business affairs of the Association. Duties shall be determined as outlined in the Administrative Manual and reviewed annually by the Executive Committee. The Executive Director shall report directly to the President.

ARTICLE VI – COMMITTEES

Section 6.1 Standing Committees

The following shall be Association Standing Committees: Nominating, Finance, Membership, Awards, Professional Development, Public Relations/Communications, and Standards/Resolution.

6.1.a Nominating Committee

The Nominating Committee shall consist of the Immediate Past President, who shall serve as the Chairperson, and who shall appoint members in good standing from each region as recommended by the Regional Vice Presidents. The current President and elected officers shall be excluded from service on this committee. In a case in which the Immediate Past President is unable to serve as Chair, the Nominating Committee Chair shall be selected by a majority vote of the committee members. The Nominating Committee will receive and review all nominations for offices, and shall bring forward qualified candidates to the Executive Director not less than 45 days prior to the Annual Business Meeting for election as articulated in the Association’s Constitution, Article III, Section 3.5 (Election of Officers).

6.1.b Finance Committee

The Finance Committee shall consist of the President, Vice President, and Immediate Past President and shall be supported by the Association’s Treasurer and Chief-Executive Director with financial documents and general financial information. The Finance Committee shall be responsible for monitoring the ongoing financial transactions of the Association.

6.1.c Membership Committee

The Membership Committee shall consist of the Regional Vice Presidents or their designee and the Association Secretary who will serve as Chair. The Committee shall seek the renewal and expansion of all Association membership categories.

6.1.d Awards Committee

The Awards Committee shall consist of the Regional Vice Presidents who shall be responsible for seeking nominees for Association awards and recommending candidates to the President, Vice President and Secretary for final selection based on the individual award criteria as published. The Annual Training Conference Host Committee shall choose the Community Services Award Winner, and the President shall select the President’s Award Winner.

6.1.e Professional Development Committee

The Professional Development Committee shall consist of members in good standing who are interested in issues of education and training. The Chair shall be appointed by and serve at the pleasure of the President. The Committee shall review and recommend to the Executive Committee proposed curricula of various trainings, education programs, the annual Chair’s Meeting and the Annual Training Conference to ensure that regional, national and international interests are represented. The Committee shall review feedback

and evaluations of all educational programs and reports to the Executive Committee on whether the goals of the programs were met.

6.1.f Public Relations/Communications Committee

The Public Relations/Communications Committee shall consist of members in good standing who are interested in issues of public relations and communications. The Chair shall be appointed by and serve at the pleasure of the President. The Committee shall review all official publications, shall seek and report to the Executive Committee opportunities for positive media exposure and shall review website expansion opportunities.

6.1.g Standards/Resolution Committee

The Standards/Resolution Committee shall consist of members in good standing who are knowledgeable of contemporary best practices in parole and interested in educating and providing such information to APAI membership. The Committee shall be responsible for reviewing and proposing revisions to APAI's Essential Elements of Parole for consideration by the Executive Committee. The Committee shall also be responsible for drafting resolutions consistent with APAI's Essential Elements of Parole for consideration by the Executive Committee as well as making recommendations for rescinding prior resolutions as necessary. The Chair shall be appointed by and serve at the pleasure of the President and Committee may seek and invite participation from non-member experts and partners.

ARTICLE VII – AMENDMENTS

Section 7.1 Revisions

Proposed Amendments to the Bylaws must be submitted in writing to or by the Executive Committee. Copies along with the Executive Committee's recommendation and supporting rationale shall be distributed to all Association members in good standing within at least 60 days of receipt. Voting on proposed amendments shall take place within 30 days under procedures adopted by the Executive Committee in any medium permitted by applicable law in the state of incorporation.

Section 7.2 Revision Vote Requirements

The Bylaws may be amended by a majority vote of Association members voting on the proposed amendment provided that at least a quorum of members cast votes.

Section 7.3 Effective Date of Change

Amendments so approved shall become effective immediately unless otherwise stipulated.