

December 2, 2010

May, 1974 version  
January, 1976 amendments  
April, 1977 amendments  
December, 1979 amendments  
April, 1980 amendments  
January, 1981 amendments  
May, 1981 amendments  
March, 1982 amendments  
May, 1985 amendments  
May, 1986 amendments  
December, 1988 amendments  
March, 1990 amendments  
July, 1992 amendments  
September, 1993 amendments  
December, 2001 amendments  
March, 2002 amendments  
September, 2004 amendments  
September, 2006 amendments  
December, 2008 amendments  
July, 2010 amendments  
December, 2010 amendments

**BY-LAWS**

**OF THE**

**CHIEF PROBATION OFFICERS OF CALIFORNIA**

**ARTICLE I**

**QUORUM**

SECTION 1. The number of members present at a business meeting shall constitute a quorum.

SECTION 2. For the Executive Committee, a majority of the members of the committee shall constitute a quorum. For all other standing committees, the number of members present shall constitute a quorum. For special committees, the President shall designate the number of members constituting a quorum if it is to be other than the number of members present.

**ARTICLE II**

**GENERAL MEMBERSHIP**

SECTION 1. Membership shall consist of the Chief Probation Officers of California.

SECTION 2. Prior to the close of the calendar year, the association shall adopt a budget for the fiscal year. The budget shall be prepared and presented by the Treasurer. The document shall be provided to the association members in advance of the meeting during which approval is expected. The budget shall identify all available sources of revenue and establish the dues structure according to the formula approved by the general membership. Dues are due and payable on July 1 of each year.

- A. The association President and/or Treasurer may approve disbursements and issue payment for expenses falling in budget categories approved by the association in the annual budget. Transfers and augmentations are to be approved by the Executive Committee.
- B. The budget shall include sufficient detail to guide the Treasurer and President in approving disbursements. Committee or project expenditures shall first be reviewed by the responsible Chair or liaison prior to submission for payment.
- C. At each association meeting, the Treasurer shall report all revenue and expenditure transactions to date, note any changes in revenue, and summarize the budget status to date. The association shall take note of these budget reports and shall take any action which may be necessary to balance income and expenditures.

SECTION 3. Each member may designate an alternate, one level below the Chief Probation Officer, who shall, in the absence of the member, have full voting rights and privileges. The association shall assess no dues for alternates.

SECTION 4. In the event that any Chief Probation Officer is unable to pay the full amount of dues because of fiscal restraints, the Executive Committee of the association may adjust that member's dues.

SECTION 5. In the month of December, the general membership shall adopt, by a two-thirds vote of the membership, a legislative platform that shall be utilized by the Legislative Committee when acting in behalf of the Chief Probation Officers of California during the following legislative year.

SECTION 6. At a meeting of the general membership any member in good standing may call for a vote on any issue on the floor.

## ARTICLE III

### REGIONS

SECTION 1. The association will be composed of five regions as follows:

#### Region I (Northern)

Butte	Modoc
Colusa	Plumas
Del Norte	Shasta
Glenn	Sierra
Humboldt	Siskiyou
Lassen	Tehama
Mendocino	Trinity

#### Region II (Sacramento)

Alpine	Sacramento
Amador	San Joaquin
Calaveras	Sutter
El Dorado	Yolo
Lake	Yuba
Nevada	
Placer	

#### Region III (Bay Area)

Alameda	San Francisco
Contra Costa	San Mateo
Marin	Santa Clara
Monterey	Santa Cruz
Napa	Solano
San Benito	Sonoma

#### Region IV (Central)

Fresno	Merced
Inyo	Mono
Kern	San Luis Obispo
Kings	Stanislaus
Madera	Tulare
Mariposa	Tuolumne

#### Region V (Southern)

Imperial	San Diego
Los Angeles	Santa Barbara
Orange	Ventura
Riverside	

San Bernardino

SECTION 2. The members of each region shall elect a Chairperson and may select a Vice-Chairperson. Each region shall have a member represented at the CPOC Legislative Committee.

SECTION 3. The officers shall assume office on January 1 following their election and shall serve a term of one year, ending December 31 of the same calendar year.

**ARTICLE IV**

**DUTIES OF OFFICERS**

The duties of the officers of the association and regions shall be those which usually pertain to their respective offices.

**ARTICLE V**

**Committees, Liaisons, Representatives and Duties**

SECTION 1. Standing Committees.

A. Executive Committee

1. The membership shall consist of the association President, President-Elect, Secretary, Treasurer, Legislative Committee Chairperson, the immediate Past President, the Chairpersons of the respective regions, and the Executive Director of the association.
2. There shall be a minimum of four meetings annually which will precede the regularly scheduled business meetings of the association.
3. The Executive Committee shall have full authority during the intervals between regular business meetings of the association to perform all acts and functions which the association requires; however it shall have no power to amend the Articles of Incorporation, Constitution, or By-Laws.
4. The *President* shall, establish the meeting schedule for all meetings of the association for the calendar year to include the date and site of all meeting locations.

5. The President shall review the agenda for the business meeting and by virtue of his/her authority accomplish all actions possible on behalf of the association and identify these agenda items as “consent items,” to be accepted by the association, or said actions may be called to the floor by any member present at the next business meeting.
6. The Executive Committee shall have the authority to employ staff and/or contractual services within the limitation of the budget as adopted by the association; including, but not limited to, the appointment of the Executive Director, Administrative Manager, the Funding Coordinator, and any other contracted staff.

B. Other Committees

1. The association shall have such other committees as appointed by the President to include, but not limited to, Legislative, Nominating, Program-Fiscal Coordinating, Adult Services, Juvenile Services, Awards and Training.
2. Each committee shall provide a description of its function for inclusion in the New Chiefs’ Orientation, CPOC Manual, and/or Web site posting.
3. Each committee, except Legislative, will ideally consist of a minimum of five members and maximum of ten members to include one member from each CPOC region.
4. Each committee, except Legislative, will establish a Chair, to be selected by the members of the committee in a manner determined by the committee. The Legislative Committee Chair will be selected by the Executive Committee.
5. In addition to the regular Legislative Committee membership process, all new Chiefs will be assigned to this committee for a period of a year. At the end of the first year, a Chief may remain on the Legislative Committee or notify the Chair they would like to resign. The Legislative Committee may take recommended actions between business meetings. Official positions on legislation will be voted on by the general membership upon the Legislative Committee’s recommendations.
6. The term of the Chair and other members will be indefinite.
7. Any resignation from a committee will be reported by the Chair to the Executive Director.

8. A member of any committee, except Legislative, who misses three consecutive meetings will be presumed to have resigned.
9. Each month the Executive Director will notify the full membership of any committee vacancies. Any member desiring to join a committee will notify the Executive Director of that interest no later than two weeks from the date of the vacancy announcement. The Executive Director will provide the affected committee Chair with the name of the Chief(s) interested in joining.
10. The Chair has discretion to allow a committee to have more than 10 members. If the committee is limited to 10 members and there are multiple requests to join, preference will be given to ensuring representation by each CPOC region.

#### SECTION 2. Ad Hoc Committees.

1. The association shall form Ad Hoc committees to address specific time limited topics that do not fall under the scope of a standing committee.
2. Each Ad Hoc Committee shall provide a written report to the membership at the conclusion of the committee's work.
3. An Ad Hoc committee will be discontinued after the report is received and the membership agrees the task is completed.

#### SECTION 3. The President shall be an ex-officio member of all committees.

#### SECTION 4. Affiliate Organizations.

1. The following organizations are recognized as affiliates of CPOC: CAPIA, CAPSA, PBMA, PITMA.
2. There shall be two liaisons for each affiliate organization; one Chief from a County in the Northern part of the State and one Chief from a County in the Southern part of the State if possible.
3. The term of each liaison will be indefinite.
4. Any liaison resignation will be reported to the Executive Director.
5. Each month the Executive Director will notify the full membership of any liaison vacancies. Any member desiring to become a liaison will notify the Executive Director of that interest no later than two weeks from the date of the vacancy announcement.
6. If more than one Chief wishes to fill the same vacancy, the Executive Director will notify the Chiefs interested who will decide which Chief will fill the vacancy. If the affected Chiefs are unable to make a choice, the matter will be decided by the Executive Committee.

## SECTION 5. Other Liaisons.

1. The association shall have other liaisons to professional organizations, committees and agencies.
2. The term of other liaisons is indefinite.
3. If a liaison resigns, the Executive Director will notify the full membership of the vacancy. Any member desiring to fill the position will notify the Executive Director of that interest no later than two weeks from the date of the vacancy announcement. If more than one Chief wishes to fill the position, the Executive Director will notify the Chiefs interested who will decide which Chief will fill the position. If the affected Chiefs are unable to make a choice, the matter will be decided by the Executive Committee.
4. The President is the liaison and the President-Elect is the alternate to the following professional organizations and any others added at the discretion of the Executive Committee: District Attorney's Association, California Sheriff's Association, State Police Chiefs Association, California State Association of Counties, California Welfare Directors Association and California Alcohol and Drug Administrators.
5. The Executive Director's Office is the liaison to the following Professional Organizations and any others added at the discretion of the Executive Committee:
  - Department of Alcohol and Drug Programs
  - National Association of Probation Executives (NAPE)
  - National Council on Crime and Delinquency (NCCD)
  - Western Correctional Association (WCA)
  - California Judges Association
  - Juvenile Court Judges Association
  - California Peace Officers Association (CPOA)
  - Board of Control- Restitution Committee
  - Drug Alcohol & Drug Programs (DADP)
  - American Probation and Parole Association (APPA)

## SECTION 6. Representatives on Boards and Commissions.

1. When there is an opening on a Board or Commission, the Executive Director will send an announcement to the full membership providing instructions on the process for applying or for indicating interest. If no one responds, the Executive Director will contact the Executive Committee to identify candidates and solicit applications. If more than one Chief responds to the initial announcement, the Executive Committee will determine the best candidate to assign, nominate or endorse.

## **ARTICLE VI**

## **MINUTES**

Minutes of all Executive Committee and Business meetings will be recorded and maintained by staff.

## **ARTICLE VII**

The rules contained in Roberts Rules of Order shall govern the association in all cases to which they are applicable and not inconsistent with the Constitution or By-Laws of the association.

## **ARTICLE VIII**

SECTION 1. These By-Laws may be amended at any business meeting of the association by a two-thirds vote of the members present.

SECTION 2. Proposed amendments to the By-Laws must be submitted to the membership to coincide with the Constitution.