



**CONSTITUTION**  
of the  
**ASSOCIATION OF PAROLING AUTHORITIES**  
**INTERNATIONAL (the Association)**  
*approved December 23, 2009*

**ARTICLE I – NAME**

The name of the organization shall be the Association of Paroling Authorities International (APAI). The Association shall be incorporated as a 501(c)(3) association.

**ARTICLE II – PURPOSE**

The Association of Paroling Authorities International will strive to promote the highest professional standards of parole practices as they relate to release decision-making, methods of re-entry and reintegration, community supervision standards, and revocation procedures through training, education, information exchange, and public policy partnerships, which endorse these standards.

**ARTICLE III – GOVERNANCE**

**Section 3.1 - Governing Body**

The Association will be governed by a body of elected and appointed officers.

**Section 3.2 - Executive Committee**

The Executive Committee shall conduct the business of the Association. The Executive Committee shall be comprised of the President, Vice-President, Immediate Past President, Treasurer and Secretary as elected officers. The Chair of the Council of Paroling/Releasing Authorities (COPRA) and Regional Vice Presidents shall serve as appointed officers.

**Section 3.3 - Executive Administration**

The Association shall be served by a Chief Administrative Officer.

**Section 3.4 - Qualifications for Office**

Candidates for elected office must be individual or organizational members in good standing who are willing and able to fulfill the duties of said office, as defined in the Bylaws.

**Section 3.5 - Election of Officers**

**3.5.a** The election of officers shall take place at the Annual Business Meeting or by any medium permitted by applicable law in the state of incorporation. Successful candidates must receive an affirmative vote of a majority of the members in good standing and voting. The office of President and Treasurer shall become vacant on even numbered years, while the office of Vice President and Secretary shall become vacant on odd numbered years.

**3.5.b** The Chief Administrative Officer shall appoint a three member Vote Validation Committee, none of whom has served on the Nominating Committee for that election. The Vote Validation Committee shall verify the authenticity, tabulate the election ballots of the vote, and subsequently report the results for a timely installation of officers. In the case of a tie vote, a run-off election shall be held promptly by those members in good standing present and voting at the Annual Business Meeting. The incumbent shall remain in office until a successor is determined.

**Section 3.6 - Terms of Office**

Elected officers shall serve two-year terms and may not serve for more than two elected consecutive terms in the same office. Elected officers shall assume the duties of office effective July 1<sup>st</sup> of the year in which they are elected. Officers holding office in 2011

shall serve until the new officers assume their duties on July 1, 2011.

**Section 3.7 - Vacancy of Office**

If any elected office with the exception of the Presidency becomes vacant during the two year term, the President will appoint a replacement from organizational members or individual members in good standing with the confirmation of a majority of the Executive Committee until the next scheduled election. If the President cannot serve, the Vice President will serve until the President can return to office or the next election, which ever comes first. In the event that the provisions of this section fail to fill a vacancy of office, a majority of the Executive Committee may either directly appoint or call a special Association meeting to elect a replacement from organizational members or individual members in good standing.

**Section 3.8 - Discredit by Officers**

Any elected Executive Committee member who brings discredit upon the Association or fails to perform stated responsibilities as set forth in the Bylaws may be removed upon recommendation of the Executive Committee by an affirmative vote of a majority of the Executive Committee. Appointed members of the Executive Committee serve at the pleasure of the President and may be removed for good cause by the President.

**Section 3.9 Conflict of Interest**

Each Executive Committee member shall sign a *Conflict of Interest Disclosure Statement* when installed. Once in office, Executive Committee members are required to disclose any possible or potential conflict of interest to the Executive Committee at the time that the conflict occurs. The Executive Committee shall have the power to suspend or remove its members whose actions are inconsistent with the requirements of this section.

**ARTICLE IV – ORGANIZATIONAL STRUCTURE AND STATUS**

**Section 4.1 - Fiscal Year**

The Association's fiscal year shall commence on July 1 and conclude on June 30.

**Section 4.2- Geographical Regions**

The Association shall be organized within Regions/Sections as defined in the Bylaws, Article IV.

**Section 4.3- Council of Paroling/Releasing Authorities (COPRA)**

**4.3.a** The Council of Paroling/Releasing Authorities shall advise the Executive Committee on matters affecting the Association and they shall serve to promote the development of resolutions from Association members, which further the purpose of the Association.

**4.3.b** Each Paroling/Releasing Authority member of the Association shall be represented on a Council of Paroling/Releasing Authorities by the Chief Officer or Chair of the Paroling/Releasing Authority or the second in charge of the Authority if the Chief Officer or Chair can not represent that entity on the Council at any given time.

**4.3.c.** Each US National, State, Military or US Territory Paroling/Releasing Authority shall be represented by one of two individuals as stated in Section 4.3.b.

**4.3.d** Each International Authority shall be represented by the Chief Officer or Chair or the second in charge of their National Paroling/Releasing Authority and the Chief Officer or Chair or the second in charge of any Regional Paroling/Releasing Authority, from a state, province, or other geographic division of the country.

**4.3.e** The Council of Paroling/Releasing Authorities shall meet at least annually at the Annual Training Conference.

**ARTICLE V – MEMBERSHIP**

**Section 5.1 Overview**

Members in good standing shall be defined as those members within any of the membership categories listed in this Article who have paid dues in the current fiscal year.

## **Section 5.2. Organizational Memberships**

Members and staff of boards, commissions, and agencies who are responsible for parole practices as they relate to release decision-making, reentry, supervision following release and revocation of release may apply as a group through the organizations they serve.

Organizational members are entitled to all member benefits, and are eligible to vote, serve on standing or ad hoc committees and serve on the Executive Committee.

## **Section 5.3 Individual Memberships**

All members and staff of boards, commissions, and agencies who are responsible for parole practices as they relate to release decision-making, reentry, supervision following release and revocation of release, may apply for individual membership. Individual members are entitled to all member benefits, and are eligible to vote, serve on standing or ad hoc committees and serve on the Executive Committee.

## **Section 5.4 Associate Memberships**

All organizations, academicians, researchers and individuals who have an interest in parole practices as they relate to release decision-making, reentry, supervision following release and revocation of release may apply for associate membership. Association members will be entitled to all benefits of the Association, and may serve on standing or ad hoc committees, however they shall not be eligible to vote or serve on the Executive Committee.

## **Section 5.5 Corporate Memberships**

All business entities wishing to support the mission of the Association may apply for Corporate membership, and will be entitled to all benefits of the Association, and may serve on standing or ad hoc committees, however they shall not be eligible to vote or serve on the Executive Committee.

## **Section 5.6 Student Memberships**

All students who have an interest in parole practices as they relate to release decision-making, reentry, supervision following release and revocation of release may apply for student membership. Student members will be entitled to all benefits of the Association, and may serve on standing or ad hoc committees, however they shall not be eligible to vote or serve on the Executive Committee.

## **Section 5.7 Presidential Membership**

Any individual who has previously held the office of President of the Association shall become a lifetime member.

## **Section 5.8 Discredit By Members**

Any member who brings discredit upon the Association may be removed upon an affirmative vote of the Executive Committee.

## **ARTICLE VI – ASSOCIATION MEETINGS**

### **Section 6.1 Annual Business Meeting**

The Annual Business Meeting of the membership shall normally be held during the Annual Training Conference.

### **Section 6.2 Special Meetings**

Special meetings of the members 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 documentation of those petitioning the meeting.

### **Section 6.3 Notice of Meetings**

Each member in good standing shall be provided notice stating the place, date and hour of any special meeting as prescribed in the Bylaws.

### **Section 6.4 Quorum of Membership**

A Quorum shall be constituted by the vote of 10% of the membership eligible to vote. An

affirmative vote shall constitute a majority of those members present and voting at a meeting at which a quorum is present.

## **ARTICLE VII – COMMITTEES**

### **Section 7.1 Standing Committees**

The President shall appoint standing committee chairpersons, unless otherwise noted. Members of the committees shall be members in good standing of the Association, representative of the Association membership and their respective regions or sections if practicable, and are subject to the approval of and serve at the pleasure of the President. Each Standing Committee shall be charged with responsibilities by the Executive Committee and report their activities at the Annual Business Meeting.

### **Section 7.2 Ad Hoc committees**

The President and Executive Committee may authorize ad hoc committees to fulfill the vision and mission of the Association. The President shall appoint the chairperson and members of each committee. Members of the ad hoc committees shall be representative of the Association's membership and their respective regions or sections if practicable, and are subject to the approval of and serve at the pleasure of the President. Members of ad hoc committees may be appointed from a field of expertise and do not need to be members in good standing of the Association. Each Ad Hoc Committee shall be charged with responsibilities by the President and/or the Executive Committee.

## **ARTICLE VIII – AMENDMENTS**

### **Section 8.1 Revisions**

Proposed amendments to the Constitution 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 8.2 Revision Vote Requirements**

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

### **Section 8.3 Effective Date of Change**

Amendments so approved shall become effective immediately unless otherwise stipulated.

## **ARTICLE IX – INTERPRETATION OF THE CONSTITUTION**

The Executive Committee shall have power to interpret the Constitution and Bylaws.

## **ARTICLE X – RULE of ORDER**

Executive Committee and Membership meetings shall generally be conducted in accordance with Robert's Rules of Order.

## **ARTICLE XI – EMOLUMENTS**

The Association shall not pay a salary to any member of the Executive Committee or to a member of any committee for his or her services as such. Any stipends or expense reimbursements may be made upon approval of the President or Executive Committee.