

# **Missouri Probation and Parole Officers Association**

## **Preamble**

The preamble of this organization shall be in corporate unity pursuant to the right and liberty of free association under natural law of the Constitution of the United States of America and the State of Missouri.

We, the members of the Missouri Probation and Parole Officers Association do declare and pledge that we shall not engage or participate in a strike or in any concerted job action or cessation of work. Further, we declare and pledge that this association will not affiliate with any union. However, association members may choose to belong and participate in the activities of union organizations they are eligible to join.

We endeavor to adhere and abide by the Constitution and Statutes of the State of Missouri, and maintain the full force and virtue of good will in matters affecting the worth and dignity of our members.

Above all, we declare and pledge to remain consistent with the law in our inherent duty to a community partnership through effective offender management.

## **Constitution and By-Laws**

### **Article I**

#### **Title**

The name of the is organization shall be “Missouri Probation and Parole Officers Association”.

### **Article II**

#### **Mission and Goals**

The Missouri Probation and Parole Officers Association is a non-profit, benevolent, professional, and fraternal organization established to preserve or improve the overall well-being of its members.

In order to achieve our mission, members of this Association will make every effort to:

- ÿ promote and protect the welfare and safety of our members and our families, through legislation, education, and financial assistance.
- ÿ improve working conditions of employment.
- ÿ promote the interest and welfare of the Criminal Justice System and its employees by exchange of information, appropriate legislation and professional assistance.

ÿ make every effort to adhere to our promise to protect the community by supervision and treatment of offenders.

ÿ maintain allegiance to Professional standards and the laws of this State and the United States.

## **Article III**

### **Membership**

**Section 1.** Any Missouri Probation and Parole Officer may become a member of this Association and shall make application for membership to its Treasurer. A Missouri Probation and Parole Officer shall be defined as a paid employee of the Division of Probation and Parole, holding the title of Probation and Parole Officer I, Probation and Parole Officer II, Probation and Parole Officer III, Unit Supervisor, District Supervisor I, District Supervisor II, Regional Administrator, Chief State Supervisor, Parole Analyst, Probation and Parole Assistant I, and Probation and Parole Assistant II.

**Section 2.** There shall be two classes of membership: Active and Associate.

**Section 3.** “Active” membership shall be any regularly appointed member of Missouri Division of Probation and Parole defined in Section 1. Supervisory staff shall have no special privilege. No member shall be discriminated against on account of race, creed, or sex.

**Section 4.** “Associate” memberships shall consist of all other employees of the Missouri Department of Corrections, members of the criminal justice system, attorneys, treatment providers, and other persons or organizations whose goals are consistent with that of the Missouri Probation and Parole Officers Association.

**Section 5.** The dues for active and associate membership shall be determined by the Executive Board.

**Section 6.** “Member in good standing” is hereby defined to be a member who has paid all dues to the Association and has otherwise complied with the By-laws of the Association. Any active or associate member who by act or omission prejudicial to the best interest of the Association, and on complaint made in writing by an active member, and upon presentation of proof of such an act or omission, after a hearing of the Executive Board, and in the event found guilty of such act or omission shall forfeit their membership and all rights and benefits of this organization. Said member shall have the right to be present at the Executive Board hearing on the complaint against them, the right to confront witnesses against them, and present their defense to said complaint. The Executive Board’s findings of guilty or not guilty will be by a 2/3 vote. The President will serve at the pleasure of the Executive Board and could be removed by a 2/3 vote of said board for due cause.

**Section 7.** Dues shall be due and payable as determined by the Executive Board. Dues shall be paid on an annual basis. Members who are 30 days delinquent after the membership period ends

will be terminated from the Association. Members terminated as the result of non-payment of dues will be reinstated upon full payment of dues.

## **Article IV**

### **Officers**

**Section 1.** The officers of this Association shall be: President, Vice-President, Secretary, and Treasurer. There shall be an Executive Board comprised of three Representatives elected from each Region in the state. A region for the purpose of the association is defined as the field service region of Missouri Probation and Parole. Institutional Parole Officers and other active members will be represented by the region they are housed in . The Executive Board members will be responsible for carrying out the goals and mission of the Association as set in Article II.

**Section 2.** Each district office, within their region, shall elect a Representative to the Regional Board. The Regional Board shall be responsible for determining the needs of members and make said needs known to the Executive Board. The Regional Board shall elect three members from their group to be Regional Representatives. The Regional Representatives will then become members of the Executive Board. The Executive Board members will then elect a President and Vice President from their membership. The President with approval of the Board will appoint a Secretary and Treasurer. When each President leaves office they will remain on the Board for a period of one year to insure and maintain continuity. District Representatives and Regional Representatives will be elected each year during the month of June. The officers shall be elected at the next regular Executive Board meeting.

**Section 3.** All active members in good standing shall be eligible to vote and hold office in the Association.

**Section 4.** Any officer or member of the Executive Board, may be recalled from their office, or may be expelled from membership in the Association, by following the guidelines provided in Article III, Section 6.

## **Article V**

### **Duties of Officers**

**Section 1.** It shall be the duty of the President to preside at all meetings of the Association, to preserve order during its deliberations, to appoint all committees, and decide all questions of order. The President shall execute on behalf of this organization all official documents requiring the signature of the President. The President may hold special meetings and generally exercise supervision of the affairs of the Association.

**Section 2.** The Vice-president shall, in the absence of the President, perform the duties of that office and shall preside at all meetings when the President is absent.

**Section 3.** The Secretary shall keep the records of the Association, including the minutes of the meetings, and shall, in general, perform all duties incident to the office of Secretary.

**Section 4.** It shall be the duties of the Treasurer to keep a full and accurate account of each members standing in this organization, and all dues, fees and other funds received by this

organization. The treasurer shall cause a financial statement to be prepared and deposit all funds in the name of the Association in a banking institution determined by the Executive Board. A petty cash fund in the amount designated by the Executive Board shall be allowed the Treasurer for the purpose of paying nominal, routine bills and emergency expenses.

**Section 5.** Duties of the Executive Board. The Executive Board shall be comprised of members as defined in Article IV. Section 1. The Executive Board shall be the governing body of the Association to insure the intent of the Constitution and By-laws and proper conduct of this Association. It shall have supervision over all of the operations of the Association. The Executive Board will also have the Duty and responsibility of hiring and firing any contract employee deemed necessary by the Association. Each Executive Board member shall inform their respective District Representatives of current board activities.

## **Article VI**

### **Meetings**

**Section 1.** The size and nature of this organization is such that it is impractical, if not impossible, for enough of the members to be away from their duties at the same time to hold a regular meeting of the entire association. State meetings comprised of the Executive Board and officers shall be held three times per year. The President shall determine the date, time, place etc.

**Section 2.** All meetings shall be conducted in accordance with the order of business described below:

1. Call meeting to order.
2. Reading of minutes.
3. Reports of the Officers.
4. Reports of the Committees.
5. Legislative Discussion.
6. Unfinished Business.
7. New Business.
8. Good and welfare of the organization.
9. Adjournment of the meeting.

**Section 3.** All rules of order not herein mentioned or provided shall be in accordance to Robert's Rules of Order, revised.

## **Article VII**

### Activities

**Section 1.** Any Activities sponsored by the Association shall be of a nature so as not to shame or discredit the Missouri Probation and Parole Officers Association.

## **Article VIII**

### Amendments

**Section 1.** This Constitution and its By-laws may be amended by a (2/3) vote of the active members casting ballots. Notice of the proposed amendments shall be filed in writing with the Executive Board or by petition of the majority of active members in any Regional Chapter.