

CONSTITUTION

Article I

Name

The name of this organization shall be the Indiana Juvenile Detention Association (IJDA).

Article II

Purpose

The IJDA is formed exclusively for charitable, scientific, and educational purposes, including but not without limiting the generality of the foregoing, the promotion of adequate detention services to children and in connection therewith, to:

- Interpret and promote the concepts of juvenile detention services at the national, state, and local levels;
- Define the mission of and interpret the detention process;
- Stimulate the development and operation of training programs for detention staff;
- Review and recommend detention standards and practices;
- Keep abreast of legislation, pending and enacted, pertaining to juvenile detention;
- Stimulate research in the area of juvenile detention;
- Serve as a forum group for persons and organizations interested in juvenile detention;
- Provide liaison with other organizations and professional groups interested in the field of juvenile detention;
- Promote professionalism in the field of juvenile detention by advancing the standards of education, experience and compensation for workers on all levels;

The IJDA may receive and disburse funds or other property incident to or necessary for the accomplishment of the aforesaid purposes and do any and all acts incidental to the transaction of the business of this corporation or expedient for the attainment of the purposes stated herein.

Within the framework of these purposes and not otherwise, the IJDA shall have only such powers as are required by and are consistent with the foregoing purposes, including the power to acquire and receive funds and property of every kind and nature whatsoever, whether by purchase, conveyance, lease, gift, grant, bequest, legacy, devise, or otherwise, and to own, hold, expend, make gifts, grants and contributions of, and to convey, transfer, and dispose of any funds hereinabove set forth, or any of them, and to lease, mortgage, encumber, and use the same, and such other powers which are consistent with the foregoing purposes.

No substantial part of IJDA's activities shall consist of carrying on propaganda, or otherwise attempting to influence legislation. The IJDA shall not participate in, or intervene in (including publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

Article III *Membership and Dues*

Section 1: Categories

Membership categories shall be determined by the Executive Board. Membership shall be open to any individual, association, or organization interested in the juvenile justice and detention services profession.

Section 2: Dues

The dues structure shall be determined by the Executive Board. Dues are payable at time of application and annually on the renewal date.

Section 3: Benefits

The benefits of each membership category shall be determined by the Executive Board.

Section 4: Life Membership

Life membership may be gratuitously granted by the Executive Board to individuals for meritorious service and contributions to the profession.

All Presidents of the IJDA, upon conclusion of their term in office, are automatically granted life membership status.

Section 5: Voting

Individuals in certain membership categories identified by the Executive Board are entitled to one (1) vote in the Association.

Section 6: Elective Offices

Individuals in certain membership categories, as determined by the Executive Board, may hold elective office.

Article IV *Officers*

The four (4) elected officers of the Association shall be: President, Vice President, Secretary, and Treasurer.

Article V *Government*

Section 1: General

The Association shall be governed by: the membership of the Association and the Executive Board.

Section 2: Executive Board

All the legislative, executive, administrative, and judicial powers of the Association shall be vested in the Executive Board of the Association when in session, except as otherwise provided by this Constitution and By-Laws.

Article VI
Meetings

Regular meetings of the Association membership and Executive Board shall be held as provided in the By-Laws.

Article VII
Quorum

A Quorum for all Executive Board meetings, which are held in accordance with this Constitution and By-Laws, shall consist of a majority of those authorized persons present as stated in the By-Laws.

Article VIII
Amendments

This Constitution may be amended by a two-thirds (2/3) vote of all active members present at any regular meeting, provided notice in writing of a proposed amendment shall have been filed with the Secretary and notice presented to the membership at least thirty (30) days preceding the meeting to which it is to be voted on.

BY-LAWS

Article I
Name

The name, purpose, membership, officers, government, etc., of the Indiana Juvenile Detention Association (IJDA) are as set forth in the Constitution.

Article II
Governance of the Association

Section I: Officers

Association Officers shall be elected for a term of two (2) years. They shall assume the duties of their respective offices following their election at the Annual Meeting.

a. President

The President shall preside at all Association Membership Meetings and all Executive Board Meetings. The President shall in every way endeavor to promote the interest and purposes of the Association. The President shall approve all Standing and Special Committee Chairpersons. The President shall be the principle liaison officer with all other related professional organizations. The President shall sign all necessary documents relating to the business of the Association.

b. Vice President

The Vice President shall be the deputy to the President and shall at in his/her behalf on any occasion due to the absence or incapacitation of the President. The Vice President shall automatically rise to the position of President upon resignation or expiration of the term of the President. The Vice President shall be appointed an ex-officio member of any committee deemed

appropriate by the President and shall have liaison responsibility between these Committees and the Executive Board.

c. Secretary

The Secretary shall carry on the correspondence of the Association as directed by the President. The Secretary shall keep an accurate record of the proceedings of all meetings and shall make a copy of the minutes available to each member of the Association. The Secretary shall maintain an accurate roster of the membership and an accurate list of all committees and committee members.

d. Treasurer

The Treasurer shall receive all funds belonging to the Association, pay out same as approved and signed by the President and/or Vice President, keep an itemized account of all receipts and expenditures, and submit a written report of same to the membership at each regular meeting and each Executive Board meeting.

Expiration of Office:

At the end of their term of office, the Association Officers deliver to their successors all books, records, and properties belonging to the Association that have been in their possession.

Section 2: Executive Board

The Executive Board shall be comprised of the President, Vice-President, Secretary, Treasurer, Immediate Past President, Summit Committee Chairperson, IJDA-Educators Chairperson and four (4) members at-large elected by the general membership to a two (2) year term.

The Executive Board shall also meet at least quarterly to decide on matters relating to the fiscal management; policy and procedure direction; organizational goals of the Association; perform functions as defined in the Constitution and By-Laws; and conduct other business pertinent to Association interests.

Article III
Committees

To assist in carrying out the business and purpose of the Association there shall exist two (2) types of Committees: Standing Committees and Special Committees.

All Standing Committees and Special Committee chairpersons shall be appointed by the President and must be a member of the Association. Committee chairpersons shall appoint committee members to their committees and conduct committee meetings as deemed appropriate. They shall submit reports and /or recommendations to the general membership meeting.

Committees may be assigned additional duties by the President or Executive Board.

Section 1: Standing Committees

a. Standards Committee

This committee shall act as liaison with organizations that have developed or are developing standards for secure and non-secure juvenile detention; ensure established juvenile detention standards enhance juvenile detention services in the state of Indiana; and recommend changes to the general membership to said standards.

b. Nominations and Awards Committee

This committee, chaired by the Immediate Past President, shall 1.) work to build leaders within the Association to ensure ongoing sustainability; 2.) promote opportunities for involvement within the Association; 3.) monitor the criteria for nomination and election procedures; 4.) develop a slate of nominees for elected offices; 5.) monitor the voting procedure for these offices as elicited from the membership; 6.) certify as accurate the voting procedures and voting outcomes for the Association offices; 7.) develop and maintain criteria for all awards presented by the Association.

c. Membership and Marketing Committee

This committee shall 1.) monitor dues structure; 2.) monitor all membership category requirements; 3.) develop and monitor all membership benefit packages; 4.) assist with marketing plan development and implementation; 5.) monitor the general format and design of regular IJDA member publications; 6.) monitor the Association's website.

d. Detention Educators Committee

This committee shall develop educational standards for juvenile detention and enhance education in juvenile detention in the state of Indiana.

Section 2: Special Committees

Special Committees may be created by the President.

Article IV

Elections

Section 1: Term of Office

Any member may hold office however that member may only hold one (1) elected office during any given term. Terms of office may be continuous, without limitation, for the same elected offices of Secretary and Treasurer. Terms of office may be continuous for the same elected offices of President and Vice-President, not to exceed two consecutive terms.

Section 2: Nominations

Nominations for elected officers will be elicited in accordance with guidelines established by the Executive Board.

Section 3: Balloting

The Secretary will provide notice of the ballot officers to the membership no later than thirty (30) days prior to the scheduled Annual Membership Meeting. The ballots will be provided at the Annual Meeting and will be counted and turned over to the Nominations and Awards Committee for verification.

Section 4: Vacancy of Office

In the event a vacancy occurs prior to the expiration of the term of office, the position will be appointed by the President until the next regular election.

Article V
Meetings

Section 1: Executive Board

The Executive Board shall meet immediately prior to or during the Annual Membership Meeting and as often as the business of the Association demands, but at least quarterly.

Section 2: Association Membership Meetings

The Annual General Membership Meeting of the Association shall be held on a date and at a location to be determined by the Executive Board.

Article VI
Fiscal

Section 1: Fiscal Year

The fiscal year of the Association shall be on a calendar year from January 1st to December 31st.

Section 2: Fiscal Records

The Treasurer shall maintain a certified copy of the fiscal records. The Treasurer shall present to the General Membership during the Annual Membership Meeting the fiscal records. Any Association member, upon demand, may be furnished a copy of the fiscal records.

Section 3: Expenditures

Committee Chairpersons shall review and make recommendations to the Executive Board which shall approve guidelines for the expenditures for all Association funds. Under no circumstances shall more funds be expended than the Association has assets on hand.

Section 4: Executive Audit

An official audit of the Association's fiscal records shall be conducted annually and in accordance with internal funding mandates.

Article VII
Affiliation with Similar Associations

The Association may, with the approval of the Executive Board, join with any other Association having similar or related ideas and objectives in the promotion of the purposes of the Association.

Article VIII
Incorporation

The Association may, with the approval of the Executive Board, join with any other Association having similar or related ideas and objectives in the promotion of the purposes of the Association.

Article IX
Amendments

Amendments to these By-Laws may be made in the manner prescribed by the Constitution.

Article X
Parliamentary Procedure

Robert's Rule of Order, revised, shall be the authority on parliamentary procedure in both the General Meetings and those of the Executive Board.

Article XI
Dissolution

The Executive Board may elicit from the Association membership a decision to dissolve the IJDA. Three-fourths (3/4) of the Association members returning a mail vote in favor of dissolving the Association shall cause all portions of this constitution and By-Laws to be nullified ninety (90) days after certification by the Secretary of said vote. The assets of the Association shall be given to a charitable organization as determined by the Executive Board. Association members may not receive assets of the Association for personal gain upon dissolution of the Association.