

**CONSTITUTION AND BY-LAWS
OF THE
NEW YORK STATE COUNCIL OF
PROBATION ADMINISTRATORS**

ARTICLE I

**The name of this Organization shall be, THE NEW YORK STATE COUNCIL OF
PROBATION ADMINISTRATORS (COPA)**

ARTICLE II

The purpose and objectives of the Council are:

- (a) To promote the extension, development and adoption of professional standards of Probation throughout the State.
- (b) To promote more effective cooperation between probation officers and other public and private agencies.
- (c) To study the causes of crime and delinquency and suggest plans and remedies for its control and elimination or prevention.
- (d) To encourage informed publicity regarding the fundamental principals and advantages of Probation as a rehabilitative agency and thereby gain the support of public opinion.
- (e) To offer consultant and advisory service regarding probation matters to cities, counties, all public and private agencies thereof, and other groups and organizations interested herein.
- (f) To propose and support legislation that will tend to improve the scope and effectiveness of Probation throughout the State.
- (g) To promote and advance the mutual interest of its membership.

- (h) To promote cooperation between the State Division of Probation and local probation administrators and units in understanding and meeting problems of mutual concern and responsibility.

ARTICLE III

MEMBERSHIP

Section 1 - The membership shall be limited to the Chief Probation Administrators, their deputies, any Probation Officer in charge of a Probation Department, and high level administrative titles that in the view of the Chief Probation Administrator, act in a capacity similar to a Deputy Director. This is not to be construed as including Probation Officers in charge of a Division of a Probation Department. Membership applications of high level titles other than the Chief Probation Administrator and the Deputy Director shall be approved by the majority of the membership present at any regular meeting of the Council on a case by case basis. The dues assessed these other titles will be the same as those assessed to the Deputy Director title. However, each Department shall be limited to one (1) vote.

Any member may select a Proxy from his department to represent him at any meeting which he is unable to attend, such designees to have full power of a member at such meeting only.

Section 2 - Membership in the Council of Probation Administrators shall be composed of dues paying Probation Administrators within the State of New York.

Section 3 - Any member of the Council who retires from the profession shall become a Life Member and shall be able to participate in meetings, but shall not be eligible to hold office or to vote on any matter.

ARTICLE IV

OFFICERS

The following officers shall be elected at the annual meeting for a two year term and must be duly qualified members at that time:

- A President
- A President-Elect
- A Vice President
- A Secretary
- A Treasurer

An Immediate Past President

Four members to be known as Area Chairmen shall be nominated and elected by members of their respective areas and when duly elected shall be members of the Executive Committee.

No officer shall serve more than one term in the same office except the secretary.

The election of area chairmen shall take place prior to the Annual Meeting of the Council and said term shall commence the last day of the summer conference or by October 1.

ARTICLE V

REFERENDUM

The Executive Committee may submit from time to time by referendum to the individual members of the Council, questions affecting the administration of the business of the Council, or questions of policy which, in the opinion of the Committee, are of immediate practical importance to the Council.

ARTICLE VI

APPROVAL OF LEGISLATION

No legislation shall be introduced by the Council unless there has been a report of the Legislative Committee thereon and unless such legislation is approved by the Executive Committee of the Council.

ARTICLE VII

AMENDMENTS

This constitution may be amended at any Annual Meeting or Winter Conference of the Council only by an affirmative vote of three-fourths of the members present and voting at the session, but no such change shall be made unless notice of the test thereof shall have been given by the Secretary to all the members of the Council by mail or electronic mail at least 30 days before the meeting at which such action is proposed.

ARTICLE VIII

MEETINGS

Section 1 - ANNUAL MEETING - The annual meeting of the Council shall be held between June 1 and October 1 of each year at such time and place within the State of New York as the executive committee shall determine. There may also be such other meeting of the Council as the executive committee shall determine.

Section 2 - SPECIAL MEETING - A special meeting may be called at any time by the President on request or approval of a majority of the Executive Committee for emergency purposes only and on 15 days notice to the membership.

Section 3 - AREA MEETING - The Executive Committee shall divide the State into three or more primary geographical areas each under the Chairmanship of an Area Chairman. Such Area Chairman shall call Regional Meetings from time to time or monthly as may seem advisable in their Areas of the State. At least 15 days notice shall be given of such meetings.

ARTICLE IX

EXECUTIVE COMMITTEE - - Membership and Dues

The Executive Committee shall be composed of the officers of the Council, the Chairmen of the Standing Committees and the Area Chairmen of the State Council. The retiring president shall become an ex-officio member of the Executive Committee for a period of one term next following his/ her term of office.

The Executive Committee shall be responsible for the general policy and work of the Council between meetings, subject, however to any directives made at the meetings. The President of the Council shall be Chairman of the Executive Committee. Between meetings, the Executive Committee shall meet at the call of the President. The organization and functions of all other standing committees shall be set forth in the attached By-Laws. The Area Chairmen shall be responsible for carrying out the general policy, work and program of the Council in their respective areas. Each member of the Executive Committee shall have one (1) vote.

The Executive Committee shall be responsible for the establishing the membership dues. Any changes to the dues shall be set forth in a resolution to be approved by a majority of the membership.

BY-LAWS

ARTICLE I

PROGRAM FOR ANNUAL MEETING AND CONFERENCE

The program for the annual meeting of the Council shall be arranged and planned by the Committee on Conferences and with the approval of the Executive Committee.

ARTICLE II

RESOLUTIONS

All resolutions requiring action at the annual meeting or winter conference shall be submitted in writing at least one day prior to the annual business portion of that meeting and referred to the Planning and Research Committee (PARC) for study, recommendations, and action.

ARTICLE III

CUSTODY OF ALL PAPERS AND REPORTS

The Secretary of the Council shall be the custodian of all papers and reports of this Council and none shall be published or released to the public press without the expressed consent of the Executive Committee.

ARTICLE IV

OFFICERS

Section 1 - TERMS OF OFFICE, DUTIES AND VACANCIES - The officers shall be elected at the annual meeting of this Council by a majority vote of the members present and shall hold their office for two years until their successors have been duly elected. No officer, except the Secretary, shall serve for more than one consecutive term in the same office.

Section 2 – THE PRESIDENT - The President shall preside at all sessions of the Council, shall appoint all standing and special committees and the Chairmen thereof. In his absence or inability to serve, the President-Elect shall preside. The President shall be member ex-officio of all standing and special committees and shall furnish the membership with a written list of committee assignments within thirty (30) days of appointments.

Section 3- THE PRESIDENT-ELECT- The President-Elect shall preside in the absence of the President at any regular or special meeting of the Council. The President-Elect shall be a member of the Executive Committee. The President –Elect shall act as Chairman thereof in the absence of the President.

Section 4 - THE VICE PRESIDENT - The Vice President shall preside in the absence of the President and President –Elect at any regular or special meeting of the Council. . The Vice President shall be a member of the Executive Committee. The Vice President shall act as Chairman thereof in the absence of the President and the President-Elect. The Vice President shall be responsible for obtaining full membership in the Council of all probation administrators in this State.

Section 5- AREA CHAIRMEN - The Area Chairmen shall represent the Council in their respective Areas. They shall preside at any meeting of their Area and shall be responsible for the work of the Council therein. They shall call Area Conferences when thought desirable.

Section 6 - THE SECRETARY - The Secretary shall keep a record of all regular and special meetings of the Council, shall record the minutes of all meetings of the Executive Committee, and shall keep records of any and all matters pertaining to the welfare of the council, shall, at the direction of the President, carry on any correspondence necessary for the progress of committee work or the functions of the Council. The Secretary shall send out notification of the annual meeting to all members at least 30 days previous to the meeting and earlier if possible, and notify all members at lease 15 days prior to the time and place of any special meetings. The Secretary shall submit copies of the minutes of all regular and special meetings to the general membership within 30 days after the meeting

Section 7 - THE TREASURER - The Treasurer shall receive and disburse all monies of the Council; keep an accurate account of all financial transactions and shall submit at each annual meeting a report of all receipts and disbursements during the preceding year, together with the status of all funds and investments. All accounts, receipts, disbursements and treasury business shall be finalized by the end of the treasurer’s term, by October1. The Treasurer shall furnish at the expense of the Council, such bond as shall be required by the Executive Committee.

Section 8 – **THE IMMEDIATE PAST PRESIDENT** – The Immediate Past President shall assist and aid The President with his/her transition into office. The Immediate Past President shall be a member of the Executive committee for a period of one term next following his/her term of office.

ARTICLE V

COMMITTEES

APPOINTMENTS AND TENURE - The following committees shall be appointed for a two year term by the President, each to consist of at least five members (unless otherwise indicated) to serve for the ensuing year and until their respective successors are appointed. The President shall appoint the

Chairmen and shall announce the appointments to the Secretary who shall give notice to the person appointed. All committees shall submit a written annual report at the annual meeting of the Council.

- (a) **LEGISLATIVE COMMITTEE** - It shall be the duty of this committee to study and to examine legislation or legislative proposals affecting the work of Probation Departments and controlling the qualification of Probation Officers and to urge approval of any legislation for the benefit of Probation Officers and to urge the disapproval of unsatisfactory legislation. It shall work in close cooperation with the State Division of Probation, the Probation Commission and the other interested groups or agencies in the study of legislation and make recommendations concerning such legislation. It shall initiate legislation believed to be in the best interest of Probation and for the general benefit of all Probation Officers in this State. It shall carry out any mandate of the Council passed at a regular special meeting relative to any legislative matter. The Legislative Committee shall have full responsibility for recommending approval and developing legislation effecting probation subject to Article VI of the Constitution.
- (b) **COMMITTEE ON CONFERENCES** - This committee shall consist of up to seven (7) members and in addition the Secretary shall be in ex-officio member. It shall be the duty of this Committee to prepare the agency and the program of the Meetings with the assistance of the various regional groups, the Committee on Training and Qualifications, and the cooperation of the Executive Committee. It shall foster and encourage regional conferences and assist in the preparation of agenda and programs for such regional conferences. This Committee shall cooperate with the State Division of Probation in the preparation of institutes and meetings deemed essential for the training or education of probation officers.
- (c) **COMMITTEE ON TRAINING AND QUALIFICATIONS** - This Committee shall consist of at least five members. The duties of this Committee shall include:
 - 1.) Study, evaluate and promote the development of proper training and qualifications for probation professionals in New York State
 - 2.) Assess training needs of all levels of probation staff.
 - 3.) Research and make recommendations to the Executive Committee and general membership regarding training and qualification issues, and
 - 4.) Complete special tasks as assigned by the Executive Committee related to training and qualification issues.
- (d) **COMMITTEE ON CONSTITUTION AND BY-LAWS** - This Committee shall consist of up to five (5) members. It shall be the duty of this Committee to prepare the Constitution and By-Laws of this Council and after its adoption, to recommend to the general membership at each annual meeting changes or amendments which the Committee believes would benefit the Council.
- (e) **FINANCE COMMITTEE** - This Committee shall consist of up to five members, one of which is appointed by the President to be Chairman. It shall be the duty of this Committee to develop an

annual COPA budget covering the period of January 1st to December 31st in conjunction with the treasurer, to submit said budget to the executive committee for approval, to audit the COPA treasury on an annual basis to ensure compliance with the budget and adherence to generally accepted accounting procedures, and to do any other duties as directed by the President.

(f) PLANNING AND RESEARCH COMMITTEE (PARC) - This committee shall consist of at least five (5) members. This committee will research, study and propose solutions to questions raised through the Executive Committee. This committee will author position papers and resolutions in accordance with by-laws for review by the Executive Committee and membership.

ARTICLE VI

AMENDMENTS TO BY-LAWS

These By-Laws may be amended at the Annual Meeting of the Council and Winter Conference only by an affirmative vote of two-thirds of the members present and voting at the session, but no such change shall be made unless notice of the text thereof shall have been given by the Secretary to all members of the Council by mail or electronic mail at least 30 days before the meeting at which such attention is to be voted on.

ARTICLE VII

QUORUM

Section 1 - A Quorum for any regular or special meeting of Council shall consist of twenty (20) voting members or more.

Section 2 - A Quorum for any Committee of the Council shall be a majority of the committee members.

ARTICLE VIII

ORDER OF BUSINESS

The following shall be the order of business at all regular meetings of the Council which shall be conducted according to "Roberts Rules of Order."

- (a) Roll Call of members.
- (b) Reading of minutes of previous meeting.
- (c) Communications.
- (d) Reports of Standing Committees.
- (e) Reports of Special Committees.

- (f) Unfinished Business.
- (g) Report of nominations.
- (h) New business.
- (i) Election of Officer.

ARTICLE IX

Section 1 - The President shall appoint such special committees as he or the Executive Committee may authorize. Such special committees shall serve for two years or until their function is performed. The President shall announce the appointments to the Secretary who shall give notice to the persons appointed and general membership.

Section 2 - All standing and special committees shall meet at a time and place designated by their respective Chairmen.