PAPPC

PENNSYLVANIA ASSOCIATION OF PROBATION, PAROLE AND CORRECTIONS

THE BY-LAWS
Of
The Pennsylvania Association on Probation, Parole and Corrections

These By- Laws were approved at the Annual Business Meeting of the Association held on:, April 7, 1942. Amended May 6,1952; May 10, 1955; June 5, 1956; April 14, 1958; June 6, 1961; May 26, 1964; May 24, 1966; May21, 1968; May 20, 1969; May19, 1970; June 7, 1971; May 22, 1973; May 6, 1975; May 4, 1976; April 14, 1977; March 31, 1978; April 12, 1979; April 14, 1981; April 26, 1982; May 8, 1984; May 22, 1990; May 20, 1991; June 3, 1993; June 10, 1996; May 21, 2001;June 6, 2005; May24, 2010; June 17, 2013; May 23, 2022; May 18, 2026.

ARTICLE I, Name

The name of this Association shall be "The Pennsylvania Association on Probation, Parole and **Corrections."**

ARTICLE Ⅱ - Objectives

The objectives of this association shall be:

- to provide the opportunity for continuing professional development;
- to promote professional standards and practices in the fields of juvenile and adult probation, parole, and corrections that lead to community safety;
- to advocate and promote appropriate legislation for the progressive treatment and prevention of delinquency and crime; and
- to increase public understanding of probation, parole, corrections and victim services.

ARTICLE III· Members

Section 1. - Individual Membership

(a) Professional Membership

Professional membership is open to all persons who are professionally employed full or part-time in the prevention, control and treatment of delinquency and crime through their work in probation, parole, corrections and victim services/agencies. These persons may become professional members by submitting an application and paying their annual dues. Only those individuals with professional and retired memberships in good standing are entitled to voting rights and may hold association executive committee positions.

(b) Associate Membership

Associate membership is open to any individual not otherwise qualified under Section I, Article III. These persons may become associate members by submitting an application and paying their annual dues.

(c) **Student Membership**

Student membership is open to full-time and part-time, undergraduate or graduate college students interested in probation, parole and corrections. These students may become members of the association by submitting an application and paying their annual dues.

Section 2. - Group Membership

(a) **Agency/ Organizational Membership**

Agency/Organizational membership is open to libraries, professional associations, public and private non-profit agencies, institutions, university departments. This type of membership includes: the ability to receive our membership list twice yearly upon request and have up to 5 (interchangeable) staff attend any of our Regional Trainings held within the current membership period at a discounted member rate. (This does not include the Annual Training Institute/Conference).

ARTICLE IV - Dues

Section 1. - Dues shall be established by the executive committee.

Section 2. - Current members shall be invoiced for membership renewal by the membership committee two months prior to the expiration of membership.

Section 3. -Those members who have not submitted dues within four months of the invoice date shall be dropped from the membership rolls.

Section 4. - Dues allow for a twelve-month membership, effective on the first of the month following receipt of payment.

Section 5. - Only members who hold a paid professional or retired membership for the current year are entitled to vote.

ARTICLE V - Officers

Section 1. - The officers of the association must be professional members and be actively employed by governmental agencies/departments; employed by a company or individual contracted to provide services for said government agencies/departments; those that interact with adult or juvenile offenders in the course of their respective regular business; or those who hold a position as an officer and retired from one of the aforementioned qualifying positions, has retired while holding the position, and has retired in good standing with their employer and the executive committee. The executive committee shall consist of, and consist of a President; a President-Designate; a First Vice-President; a Second Vice-President; a Secretary; and a Treasurer. The President, President- Designate, First Vice-President and Second Vice-President shall succeed to those offices from the preceding offices. Officers shall be installed at the annual business meeting. The Immediate Past President of this association shall have voting power at executive committee sessions.

- The Second Vice-President shall be elected by ballot as prescribed in Article VI, and shall be installed at the annual business meeting.
- The President, President-Designate, First Vice-President and Second Vice-President shall serve for a term of one year and shall not succeed themselves in the same office.
- The Secretary shall serve a term of three (3) years and may succeed him/herself.
- The Treasurer shall serve a term of three (3) years and may succeed him/herself.

A quorum is constituted by the presence of six (6) voting members of the executive committee. An executive committee member participating via teleconference during an executive session shall be included in the quorum.

A quorum can be reached electronically (email/e-Ballot), at the President's request, in the event that a motion is made (and seconded) at an executive committee meeting, but where there is not a quorum (in person or by conference call) to vote on the issue. In reaching a quorum electronically, the following must occur:

- An electronic ballot must be distributed by the Secretary to the executive committee at least two weeks prior to the next scheduled meeting.
- Minutes of the previous meeting must be attached to the electronic ballot.
- Voting should close at least two days prior to the next scheduled meeting.
- The Secretary shall tally the votes and provide the results to the executive committee.

The President shall have the authority with the approval of the executive committee, to appoint chairpersons of standing committees and chair-persons of ad hoc committees.

Section 2. - There shall be an executive committee composed of officers enumerated in Section 1 of Article V, the chairpersons of standing commit- tees, regional representatives, and chairpersons of ad hoc committees. The executive committee as herein constituted shall serve as the board of directors of the non-profit corporation.

Section 3. - The executive committee members may be reimbursed by the association for expenses incurred when their presence is required for official business of the association, in the event that the respective agency declines to assume the expenses. Authorization for payment or reimbursement of any PAPPC related expense must be requested and approved by the executive committee.

Section 4. - Each member of the executive committee, as defined above shall have voting power at the executive committee sessions.

ARTICLE VI- Elections

Section 1. - Election of officers and regional representatives shall be con- ducted by ballot.

Section 2. - Ballots containing the list of candidates provided by the President Designate and providing for write-in candidates shall be sent to all members no later than thirty (30) days prior to vote deadline, which shall be thirty (30) days prior to the annual business meeting.

Section 3. - Candidates for the office of President-Designate and First Vice- President must be individual professional members of the association for at least two years at the time of their election.

Section 4. - No candidate will be proposed for the slate unless he/she has given his/her consents to serve if elected.

Section 5. - In choosing the slate, the committee shall give due consideration to equitable geographical representation and balance in the fields of probation, parole and corrections.

Section 6. -The names of the nominees and proposed officers shall be sent to all members of the association with the notice of the annual meeting.

ARTICLE VII - Meetings

Section 1. - There shall be an annual business meeting of the association, at which time those elected shall be installed, and such other meetings as the executive committee shall determine.

Section 2. · Notice of the annual business meeting of the association shall be mailed to all individual members at least thirty (30) days before the meeting.

Section 3. - Each executive committee member must attend the executive committee meetings, not missing more than two consecutive meetings during each year. Otherwise, the President may, with the approval of the executive committee, remove the individual, and appoint another person. (In the event that the President is the identified individual, the President Designate would act in this capacity.)

ARTICLE VIII - Duties of Officers

Section 1. - The duties of the officers of the association shall be governed by "Robert's Rules of Order Revised," except as otherwise provided herein.

Section 2. -The President-Designate shall preside at meetings in the President's absence.

Section 3. - The President and President-Designate, or their designees shall represent this association on the Board of Directors of the American Probation and Parole Association, and the American Correctional Association, respectively. The President will appoint other executive committee members as liaison to other criminal justice organizations with the approval of the executive committee.

Section 4. - The President Designate shall be the chairperson of the conference advisory committee.

Section 5. - The First Vice President shall be the chairperson of the exhibitor's committee for the tenured conference of the President Designate.

Section 6. - The Secretary shall be responsible for meeting arrangements and minutes of the executive committee.

Section 7. - The Treasurer shall be responsible for the collection and disbursement of all funds of the association. Additionally, the Treasurer shall meet with a panel of PAPPC members of the executive board, being the President, President Designate, and First Vice-President, to conduct a review of financial records by December 3lof each year.

Section 8. -The duties of the executive committee shall be:

(a) To be responsible for the business of the association between the annual meetings.

(b) To set times and places of all meetings of the executive committee of the Association.

(c) To fill all vacancies on the executive committee within thirty days, by appointment of the President for the unexpired term with approval of the executive committee, after which time the executive committee will have the authority to appoint someone to the vacancy.

(d) To initiate legislation which they deem desirable.

(e) To approve the President's appointment of such committees, affiliates, and chairpersons as shall be necessary for the work of the association.

(f) To plan a program for the annual meeting.

(g) To designate member-counties of a PAPPC Region.

(h) To prepare a budget for the organization to be presented at the annual meeting.

(i) To authorize payment of all bills and expenses.

(j) To remove officers and executive committee members for just cause.

ARTICLE IX- Committees

Section 1. -The President, with the approval of the executive committee, shall appoint the following standing committees and others as shall be found necessary from time to time.

(a) Committee on membership

(b) Committee on public relations

(c) Committee on THE JOURNAL

(d) Committee on legislation

(e) Committee on by-laws

(t) Committee on professional development

(g) Conference advisory committee (President Designate, Chair)

(h) Committee on technology

(i) Committee on Vendor Relations

Section 2. -The committee on membership: It shall be the duty of this committee to maintain and promote membership in the association.

Section 3. - The committee on public relations: It shall be the duty of this committee to bring the work of probation, parole and corrections to the attention of the public.

Section 4. -The committee on THE JOURNAL: It shall be the duty of this committee to collect, edit, and publish material for THE JOURNAL The chairperson of this committee shall serve as Editor of THE JOURNAL.

Section 5. -The committee on legislation: It shall be the duty of this committee to monitor and report to the executive committee any pending legislation which could impact on the fields of probation, parole and corrections.

Section 6. - The committee on by-laws: It shall be the duty of this committee to annually review the current by-laws and present proposed recommendations to the executive committee for their review prior to submission for consideration by the membership.

Section 7. - The committee on professional development: It shall be the duty of this committee to actively seek certification of training sponsored by this association, and to actively assist PAPPC regions with training development.

Section 8. - The conference advisory committee: This committee shall be chaired by the President-Designate and shall consist of members as appointed by the chairperson. This committee shall prepare and administer the program at the annual conference, including local arrangements, awards, and registration for the training institute.

Section 9. - The committee on technology: This committee shall promote and explore the utilization of technology to enhance and improve the efficiency of PAPPC related activities.

Section 10. – The Committee on Vendor Relations: It shall be the duty of this committee to solicit, enlist, and

coordinate partnerships with vendors for the annual conference, as well as solicit sponsorships for the annual conference, regional trainings, and any other activity where sponsorship would be requested.

Section 11.-The President, with the approval of the executive committee, shall appoint a Solicitor of the association to serve at the pleasure of the President. The appointment shall be made at the first meeting of the executive committee following the annual conference. The Solicitor shall be a practicing attorney in the Commonwealth of Pennsylvania.

ARTICLE X- Regions

Section 1. - The membership of counties of the Commonwealth is to be divided into three (3) regions: East, Central, and West. The initial member- counties of the three (3) regions will be designated by the executive committee. Any elected representative from the three (3) regions of any county may be reassigned by the executive committee with ninety days' notice to the members affected by such a reassignment.

Section 2. - Every member of the association in good standing is automatically a member of the region in which their official association mailing ad- dress is located, and is entitled to the full privileges of such membership.

Section 3. - Each region shall have two (2) elected representatives that will serve on the executive committee.

(a) Each Regional Representative will be elected by ballot by the general membership of a PAPPC Region (East, Central, or West) indicative of the mailing address of the Regional Representative candidate (e.g. geographical representation). Regional representatives shall serve a two-year term and will assume office at the conclusion of the annual business meeting.

(b) All regional representatives may be elected for consecutive terms.

(c) Each Regional Representative shall have voting power at the executive committee sessions.

(d) The duties of the elected regional representatives will include, but not be limited to, the following:

- Promote PAPPC membership
- Coordination of PAPPC sponsored regional training
- Assistance with the site selection of the PAPPC annual conference Duties as assigned by the PAPPC executive committee

Section 4. - Each Regional Representative must attend the executive committee meetings, not missing more than two consecutive meetings during each year. Otherwise, the President may, with the approval of the executive committee, remove the individual, and appoint another person.

Section 5. - No PAPPC Region shall release a statement, position, or resolution that can be construed or inferred, directly or indirectly, as a statement, position, or resolution from the association.

Section 6. - Each Regional Representative shall request authorization from the executive committee for payment or reimbursement of any PAPPC related expense.

ARTICLE XI- Association Employees

Section 1.-The executive committee may employ staff as deemed necessary.

ARTICLE XII -Amendments to the By-Laws

Section 1.-The within by-laws shall constitute the Constitution and By-laws for the Pennsylvania Association on Probation, Parole and Corrections, incorporated as a Pennsylvania Non-profit Corporation.

Section 2. - These by-laws may be amended by a written ballot by two-thirds of those members voting, provided the proposed changes have been sent to the members thirty (30) days prior to the vote deadline, which shall be thirty (30) days prior to the annual business meeting.

ARTICLE XIII - Dissolution

The corporation is organized exclusively for charitable purposes as such purposes are defined by Sec. 501 (c) (3) of the Internal Revenue Code (or the corresponding section of any future internal revenue law of the United States). No part of the net earnings of the corporation shall inure to the benefit of any individual; and no member, director, officer or employee of the corporation shall receive any pecuniary benefits of any kind except reasonable compensation for services in effecting the corporate purposes. No substantial part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation; nor shall the corporation participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

Any provision of law to the contrary notwithstanding, the corporation may not merge or consolidate with any corporation which is not an exempt organization as defined in Section 501 (c) (3) and Sec. 170(b) (1) (A) other than provisions, and which has not been in existence and so described for a continuous period of at least sixty (60) calendar months.

In the event the corporation is dissolved or liquidated, the board of directors shall, after paying or making provisions for payment of all of the li- abilities of the corporation, distribute the corporate property and assets to such organization or organizations as in their judgment have purposes most closely allied to those of this corporation; provided, however that the transferee organization within the meaning of Sec. 501 (c) and Sec, 17 170(b) (1) (A), other than in clauses (vii) and (viii) of the Internal Revenue Code or their successor provisions, shall have been in existence and so described fora corporation period of at least sixty (60) calendar months, and shall also be an organization contributions to which are deductible under Sections 170, 2055, and 2522 of the Internal Revenue Code or successor provisions. Any of the property or assets not so distributed shall be disposed of by the court having jurisdiction of the dissolution and liquidation of a Pennsylvania non-profit corporation exclusively to such charitable organization or organizations as are then qualified tax-exempt organizations as defined above.

The above is *a true and accurate copy of the By-laws of the Pennsylvania Association on Probation, Parole and Corrections, as amended May 18, 2026.*

Committee on By-laws