

MINNESOTA ASSOCIATION OF PRETRIAL SERVICES AGENCIES

Constitution and By-Laws

- I. NAME/ADDRESS** The official name of this Not-for-Profit Corporation Law under Chapter 317A of the State of MN, shall be; Minnesota Association of Pretrial Services Agencies, or the abbreviated form, MAPSA. The official registered office, which may be changed by the president shall be PO Box 15232, Commerce Station, 301 4th Ave. South, MPLS, MN 55415-0232
- II. PURPOSE** The general purpose and strategies of MAPSA shall be:
- ▮ Serve as a statewide forum for ideas and issues specific to the field of pretrial service delivery.
 - ▮ Promote the recognition of pretrial services as a specialty field in the Criminal Justice System.
 - ▮ Encourage the establishment of standards for pretrial services and encourage the delivery of pretrial services in a fair and just manner.
 - ▮ Provide training and education for professional development.
 - ▮ Provide a newsletter for the sharing of solutions to common problems and issues in the field of pretrial supervision.
 - ▮ Provide information, data and technical assistance to policy makers as well as the general public.
 - ▮ Encourage academic curriculum devoted to the area of pretrial services.
 - ▮ Adopt such other purposes as are consistent with the scope of this association and which the members or Board may approve.
- III. MEMBERSHIP** An individual who subscribes to the purposes and goals of MAPSA, shall be eligible for membership. An member in good standing, who has paid the annual dues, shall be entitled to vote, hold office and serve on all special or standing committees of this association.
- IV. OFFICERS & DUTIES** This association shall have the following officers, hereinafter designated as the Executive Committee, elected from among the voting members in good standing, and whose terms shall be set forth in this section. Duties of the officers shall be those normally performed by such officers in similar associations or as are established by vote of the two-thirds (2/3) of the members present and entitled to vote at any regularly called meeting.
- a) **President** – whose duties shall include; serving as chair of the Executive Committee; presiding at all meetings of this association;

appointing a chair of all committees; developing written agendas for all meetings; insuring the annual meeting and other meetings are set and publicized among the membership; serving at will on all committees of the association and such other duties common to Presidents of such associations or as are established by action of the membership. Term shall be for two years.

- b) **Vice President**-whose duties shall include; serving as vice-chair of the Executive committee; serving as President in the absence or inability of the President; and serving at will, on all committees of the association and such other duties as are common on Vice Presidents of such associations and such other duties are established by action of the membership. Term shall be for two years.
- c) **Secretary** – whose duties shall include; serving as a member of the Executive Committee; keeping minutes of all meetings and furnishing copies of these minutes to all Board and committee chair members and to all association members upon request. The Secretary shall maintain a roster of all paid members and follow any other duties established by action of the membership. Term shall be for two years.
- d) **Treasurer** – whose duties shall include; serving as a member of the Executive Committee; keeping an accurate record of the financial condition and transactions of this association; handling banking of and expending of, as necessary, all monies held to the credit of the association; reporting at all meetings the financial status of the association; collecting all dues from members; receiving all other monies payable to this association; serving, at will, on all committees of this association and such duties as established by action of the membership. Any disbursement of MAPSA funds must be co-signed by any two officers of the Board. Term shall be for two years.

All officer positions shall begin on the second meeting following the annual election.

- e) **Regional Representatives** – whose duties shall include bringing to the Board concerns of their representation and assisting with regional training. The number of Regional Representatives shall be determined by the Board and will adopt such other duties as established by Board and/or membership. Terms shall be for two years.

V. **REMOVAL & REPLACEMENT**

Any officer may be removed at any regular meeting at which a quorum of the Board membership is present, upon motion of any member and approval of three-fourths (3/4) of the assembled quorum of the voting members. In the event of such removal, an election shall immediately be

held at the same meeting to replace the removed officer or representative. No other business shall be allowed to intervene between the removal and replacement of an officer.

In the event that an officer is unable to fulfill his or her duties, or resigns, the President shall appoint a regular member in good standing to fill the vacancy until the next regular election.

VI. ANNUAL MEETING

The President shall hold an annual meeting in conjunction with the annual conference. Nominations for all open positions will be accepted at this meeting. All Officers and Committee Chairs will report to the membership a summary of their activities over the past year. The Treasurer shall provide the membership with a written summary of the financial status of the association and the Secretary shall provide a full listing of the current membership.

VII. ELECTION

Election of all officers and Regional Representatives shall be accomplished by mail. The Secretary shall mail to all voting members, a ballot within 10 days of the date of the business meeting listing all candidates that were nominated and seconded at the annual business meeting. The ballot will list all candidates name in alphabetical order by last name and one write in candidate option. Members must be in good standing in order to run for any of the elected positions.

Ballots are to be returned on or before 30 days after the annual board meeting. The Secretary shall include a self-addressed postage paid envelope for each voting member with the return date on the ballot. The ballots shall be counted by the Executive Board at a regularly held Board meeting. Results of the election are to be included in the next MAPSA Matters or by notification by the Secretary to all members within 30 days of the Board meeting, whichever comes first.

The President and Treasurer, along with even numbered representatives shall run for office in opposite times of the Vice-President and Secretary and odd numbered representatives.

VIII. MEETINGS

Meetings of MAPSA shall be at such time and place, as stated by the Board and documented in the monthly minutes. At least one meeting per calendar year shall be publicized and all members are to be notified by mail, by the Secretary or in MAPSA MATTERS of the date, time and place a minimum of 10 days prior to the meeting. All meetings shall be conducted under the format prescribed by Roberts Rules of Order.

A quorum at any meeting shall be constituted when not less than one-third (1/3) of the voting members in good standing are present.

Special meetings of the membership may be called by the President, the Secretary, a majority of the Board, or by written request signed by at least 1/20th of the full membership.

A majority of three (3) members in good standing present at a general Board meeting, shall constitute a quorum for purposes of conducting necessary business.

IX. COMMITTEES:

The Board of Directors may create committees upon recognition of need. The President is responsible for appointing the Chair of all committees for an annual term, or as otherwise stated by the Board. In addition to such other committees as the President may establish, there shall be the following Standing Committees:

a) MEMBERSHIP Committee:

This committee shall consist of not less than three individuals. This committee shall be responsible for recruitment and retention of MAPSA members. The chair of this committee will work with the Secretary in maintaining a list of all members in good standing. This committee will also work towards educating the public and private sector regarding MAPSA and pretrial service programs in MN.

b) CONFERENCE Committee:

This committee shall be responsible for selecting the annual conference site, dates, themes, trainers, speakers, food, entertainment, etc. for the Board to review and approve. This committee may also be utilized to organize regional trainings as requested by the Board.

c) LEGISLATIVE Committee:

This committee shall be responsible for reviewing legislation that pertains to pretrial services. This committee shall inform or request involvement by the Board or full membership by email, fax, mail, or telephone as to concerns or positive pending legislation that directly affects our duties in pretrial services.

The President may terminate a Chair, with Board approval (by quorum) at any time and appoint a new Chair. The committee Chair and the President may appoint members to committees and all committee appointments will run the same as Board positions with the exception of each Chair position shall be for one year or as otherwise stated by the Board.

X. DUES: No person shall be a member in good standing of this association until he/she has paid their dues. All dues are due and payable at the beginning of each year and no later than the annual meeting. Dues shall be set by the Board and reviewed annually. Members who have not paid their dues within 60 days of the annual meeting shall cease to be a member.

XI. RESOLUTIONS Resolutions will be presented to and voted upon the membership at any regular meeting in which the quorum requirements are met at the time of balloting. No resolution contrary to the purposes of the organization shall be entertained by the membership.

XII. AMENDMENT With consent of three-fourths (3/4) of Board members present who have been appointed under the authority of M.S. 260.311, this Constitution and By-Laws may be amended by vote of three-fourths (3/4) of voting members present at any regular meeting in which the quorum requirements are met at the time of balloting.

Originally Adopted: February, 1992
Amended: March 14, 2000