

Parole Agents Association Of California

Revised: January 10, 2009

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Chapter 1

Amendments

The Standard Operating Procedures (SOP) Manual of the Parole Agents Association of California (PAAC) may be amended as follows:

- A. Any proposed addition, amendment, or repeal of a section or portion of the SOP Manual must be submitted to the Secretary for proper numbering and registration prior to distribution to the By-laws, SOP and Credentials Committee. Such submission must be in writing.
 - 1. When requiring expenditure of funds, the Secretary, shall forward such proposal to the Finance Committee for a cost analysis prior to the Board of Directors' consideration.
- B. Proposed By-Laws/SOP changes:
 - 1. Proposal for SOP changes must be presented to the Board of Directors State Board at any regularly scheduled meeting. A majority vote by the Board of Directors will be needed to adopt, amend or repeal any changes.
- C. Any proposed adoption, amendment, or repeal of the by-laws of the Association must be submitted by ballot to the members in good standing. Procedures for mailing and counting the ballots shall follow those set forth in Chapter 9 of this SOP. The time limit for mailing a ballot proposing any adoption, amendment or repeal of the by-laws shall be thirty (30) days after the Secretary receives notification authorizing the preparation and mailing of such ballot.
- D. Proposed amendments will be considered upon filing with the Board of Directors a petition containing signatures of at least one eighth of the members entitled to vote at the time of receipt of the petition.

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- E. The majority of the ballots cast shall be sufficient to adopt, amend or repeal these By-laws.

- F. Unless expressly provided to the contrary, the adoption, amendment, or repeal of any by-laws shall become effective upon certification of the result of the vote by counting organization to the Secretary of the Association.

Chapter 2

Negotiations

California Correctional Peace Officers Association (CCPOA) shall act as chief negotiator with the State of California for all collective bargaining issues per affiliation agreement.

Appointments of members to negotiation concerning PAAC issues shall be made by the PAAC President with the President of CCPOA having final choice of participants in this matter.

Chapter 3

Committees

The following are the standing committees of PAAC. Committee members will be appointed by the President and confirmed by a majority vote of the Board of Directors. The Chairperson of each committee shall be designated by the President. Any committee member may be removed from any committee assignment by the President without cause subject only to written notice to said committee member and advisement by the President to the Board of Directors at the next regularly scheduled meeting. Each committee may consist of up to five members unless otherwise designated.

- A. By-laws, SOP, and Credentials: (1) The responsibility of the committee is to address concerns affecting the PAAC By-laws and SOP. (2) The committee shall oversee elections and balloting within PAAC pursuant to the By-laws and SOP. (3) The committee will recommend adjustments and amendments to the By-laws and SOP as required and deemed necessary and proper by the membership and in keeping with legislative and judicial changes. (4) Any election issues will be referred to the By-laws Committee for final resolution as outlined in Chapter 10 of this SOP.

- B. Legal Defense: The purpose of this committee is to participate as necessary with the determination of legal defense for PAAC members. Membership on this committee shall be limited to three PAAC Board members. The committee will adhere to the policies of Chapter 5 (Legal Defense) of the CCPOA SOP, as amended, and guidance from CCPOA legal staff, as appropriate. The President will provide each committee member with a current CCPOA SOP in addition to the PAAC SOP and By-laws upon appointment to this committee.

- C. Historian: This committee shall prepare and/or continually update a comprehensive history of PAAC.

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- D. Public Relations: The general function of the committee will be to inform and educate PAAC members; to generate interest in Association activities; to promote professionalism; and to inform all those interested in the functions, duties and purpose of PAAC and its members. The Committee will also oversee maintenance of a PAAC web page in accordance with the CCPOA web page or as dictated by the PAAC Board of Directors. The committee will solicit and provide positive articles for the Peacekeeper about matters affecting Parole Agents and Parole Service Associates. A PAAC newsletter may also be published.
- E. Finance: This committee shall oversee the Board of Directors' budget and report to the PAAC Board. One member shall be the PAAC Treasurer and one appointed member shall be a Regional PAAC Board Representative. The committee shall ensure compliance with all aspects of Chapter 8 (Finance) of the SOP.
- F. Grievance Committee: The purpose of this Committee is to approve and oversee Mini-Arbitration grievances as they are defined in the Memorandum of Understanding (M.O.U.). The committee shall follow established practices as defined in the CCPOA SOP, Chapter 5, Chapter Grievance Committee. The committee will have three members and one alternate appointed by the PAAC President. PAAC will be noted in this matter only as a chapter.
- G. Supervisory Liaison Committee: The purpose of this committee is to address mutual concerns, issues and changes that affect Parole Agents I, Parole Agents II and supervisors. The committee shall be chaired by a dues-paying Parole Agent III appointed by the President.
- H. Local Political Action Committee (PAC): The purpose of this committee is to endorse local candidates for local offices (e.g., Sheriff, District Attorney, etc.). In order to form a local PAC, PAAC hereby adopts the CCPOA SOP, Chapter Four (4) (Committees),

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Paragraph 2, Section L, Subsection E(1) through (6) criteria as its own as applicable. In this section PAAC is referred to as a chapter.

- I. Infectious Disease/Bloodborne Pathogens (BBP) Committee: The purpose of this committee is to review and address mutual concerns, issues, and procedures regarding exposures or potential risks of exposure to infectious diseases and BBPs during the normal course of duties.
- J. Parole Service Associate (PSA) Committee: The purpose, mission, task of the PSA Committee is to organize the PSAs, identify issues and work toward satisfactory resolutions.
- K. Additional Committees: It is anticipated that the need will arise for the President, with a majority vote of the Board of Directors, to establish a new standing committee. The By-laws, SOP and Credentials Committee will propose specific language and guidelines for such new committees. The new committee must be disbanded after 90 days unless adopted by a two-thirds vote of the Board of Directors in keeping with Chapter 1 (Amendments) of this SOP.

Chapter 4

Legal Defense

The CCPOA has established the criteria for Legal Defense as it relates to PAAC members. CCPOA has primary responsibility for legal defense per affiliation agreement. The CCPOA SOP Manual will be referred to for any legal defense matter. PAAC hereby adopts the CCPOA SOP, Chapter 5 (Legal Defense), as its own. In this section, PAAC is referred to as a chapter.

Chapter 5

Meetings

Order of Business

The order of business at all general membership meetings shall be as follows:

1. Roll Call and Review of Agenda
2. Reading Minutes of Previous Meeting
3. Treasurer Financial Report
4. Communications
5. Report of Committees
6. Unfinished Business
7. New Business
8. Regional Representative Reports
9. Good of the Association
10. Adjournment

The order of business at any general membership meeting may be changed at the discretion of the President for sufficient cause unless objected to by any member present, in which case the matter shall be subject to vote.

Committee meetings shall be the same as a general membership meeting, but said order above may be changed.

The Board of Directors shall meet up to ten times during a year. Dates and meeting places will be published in the PAAC Newsletter or the CCPOA Peacekeeper for the upcoming year. A notice of meeting shall be provided for each parole office, giving the time and place of the meeting. The Board of Directors should meet in each region at least one time during the year in an area where PAAC members can attend.

Chapter 5

Special meetings of the Board of Directors for any purpose or purposes, other than those regulated by statute, may be called by the President at any time.

Special meetings shall be called by the President or Secretary at the request in writing of a majority of the general membership or upon written request of the majority Board of Directors. Such requests shall state the purpose of the proposed meeting. Business transacted at all special meetings shall be confined to the subjects stated in the request and related matters.

A quorum for the transaction of business shall consist of a simple majority of the elected Board of Directors. A majority of such quorum shall have the power to do any act that could have been done by the majority vote as all the Directors, except as herein otherwise provided.

Failure of a Board of Director to attend two (2) or more successive meetings without an acceptable excuse, or a total of three (3) meetings without an excused absence within a one-year period shall constitute grounds for removal from the Board by the remaining Directors. Excuses for absences for chapter meetings must be submitted in advance to the President or, if unavailable, one of the other board members prior to the called meeting. Failure to submit an excuse in advance may be grounds for the excuse being determined as unexcused. The majority of the remaining Board of Directors present, as long as five (5) or more, shall constitute a quorum for the limited purpose of deciding whether or not an absence shall be construed as excused or not and/or whether a reason is acceptable or not and also whether or not the absentee chapter board member shall be removed.

Should a vacancy arise on the PAAC Board of Directors, the PAAC President shall appoint a successor, subject to confirmation by the PAAC Board.

The vacated position shall be filled in accordance with Chapter 9, Section 7 of this SOP.

Chapter 6

Recalls

PAAC hereby adopts the CCPOA Chapter 10 (Recalls) criteria as its own as applicable. In this section, PAAC is referred to as a chapter.

Chapter 7

Finance

Section 1:

- A. The financial structure of this organization is in compliance with the laws of the State of California, Corporations Code, Non-Profit Section.
- B. The finances of the organization must also adhere to the test of non-profit corporations as set forth in the rules and regulations of the United States Internal Revenue Service (IRS).

Section 2:

- A. The President shall prepare an annual budget for the fiscal year from January through December.
- B. The budget will be reviewed by the Finance Committee and presented to the Board of Directors at its monthly meeting in November of each year.
- C. Any modifications to the budget after adoption by the Board of Directors shall be presented to the Finance Committee in a timely manner for its review and recommendation to the Board of Directors.
- D. The annual budget shall be reviewed by the Finance Committee on a regular basis and recommendations made to the Board of Directors for any revisions that it deems necessary.
- E. The Finance Committee Chairperson will report to the Board of Directors the financial status of the Association at its regular meetings, with any recommendations deemed necessary.

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Section 3:

A. All expense claims shall be submitted on the approved PAAC Form 8-10, Expense Claim, with corresponding receipts or purchase orders.

1. When required and authorized to travel for PAAC, BU 6 members (members) are responsible for compliance with the rules and regulations.

a. *TRAVEL AUTHORIZATION:*

Members shall only travel when authorized and shall be reimbursed for actual amount of expenses incurred while officially representing PAAC.

Travel may be authorized according to the following guidelines:

- Conference and committee meeting attendance shall be restricted to those persons immediately involved with the discussion topics or business transactions.
- Transportation shall be via the most economical mode in terms of direct expense and time away from the office.
- Travel shall be scheduled to avoid backtracking and duplication where possible.

b. *MEMBER'S RESPONSIBILITY*

It is each member's responsibility to be familiar with and to adhere to all applicable travel rules and regulations. Each member shall be held responsible for his/her own Travel Claim and its necessity, validity, accuracy, and completeness. The member will be reimbursed for necessary and actual amounts of travel expenses up to the maximum amount allowed. It is the member's responsibility to retain receipts and other records or proof of the expense and have them available for audit by the Internal Revenue Service (IRS).

Members must sign their Travel Claims and provide a copy of all receipts before the reimbursement of expenses can be made. When signing the claim, the member is certifying that the expenses listed are accurate and, in fact, did occur while conducting PAAC business.

c. *COST COMPARISON*

PAAC travel is to be accomplished in the most economical manner that is in the best interest of the chapter.

Whenever a member chooses to travel other than the normal method of transport, the member shall not be reimbursed more than had the travel been accomplished by the least expensive manner. At no time will additional costs be incurred by

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PAAC in order to accommodate a member's choice to use alternate transportation. When reimbursing expenses for a trip of this sort, a cost comparison shall be completed to reflect the minimum cost that would have been incurred had the travel taken place by normal means.

The most common comparisons are done because a member chooses to drive their personal vehicle on a trip that would normally include a flight. However, this also applies if a member chooses to drive their personal vehicle on a trip whereas a rental car would have been more economical¹. In determining a cost comparison, only costs associated with the portion of the trip actually being substituted may be used, and only at the lowest possible rates. For example, a member receives approval to drive his/her private vehicle from Sacramento to Los Angeles. The comparison is done only from the point and time the member would normally have left on travel status in Sacramento to the point and time he/she would have returned to Sacramento.

Note that only the expenses that are actually being substituted are being compared. When the member gets to Los Angeles, his/her business transportation expenses will be reimbursed. The member may claim the actual business miles driven in the personal vehicle, may use a contract rental car², or may use other acceptable means of transportation necessary in order to complete PAAC business. Expenses for meals/lodging will be reimbursed only for the period of time that the trip would have provided those reimbursements if the member had flown.

d. COST COMPARISON EXAMPLE:

ITEM	DETAIL	EXPENSE FLYING	EXPENSE DRIVING
<i>Mileage:</i>			
To & from Airport:	20 miles @ .445¢ per mile	\$ 8.90	
To & from L.A.:	776 miles @.445¢ per mile		\$345.32
<i>Parking @ Airport:</i>	Long term lot (1 day)	\$12.00	
<i>Air Ticket:</i>	Sac to L.A and return.	\$180.00	
Total		\$200.90	\$345.32

¹ The primary choice of rental car shall be an economy or intermediate size unless otherwise approved by the PAAC President.

² Same as footnote #1.

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- B. All expense claims shall be approved by the President, Vice President, Treasurer, or member of the Finance Committee prior to disbursement of the funds.
- C. All disbursement checks of the association require one signature. The person who approves the expense claim shall not be the person who signs the disbursement check.

Section 4:

- A. All proposals that could have fiscal impact must be submitted for costs to the Finance Committee thirty (30) days prior to the Board of Directors' actions. The proposal must include the statement for the following.
 - 1. Any financial impact on Association
 - 2. Membership benefit.

Section 5:

- A. Upon succession of a new President or a new Treasurer, the checking account and ledgers shall be balanced by the outgoing President and Treasurer.
- B. PAAC may use checking accounts, other accounts, or other transactions as wire transfers, on-line banking, or electronic banking. Such account(s) or transactions shall have the unanimous approval of the Finance Committee. Any such account(s) shall be password protected in keeping with banking security practices. The provisions of Paragraph A (above) would not apply to such accounts.
- C. Copies of all deposits shall be maintained by the Association in their accounting records.

Section 6:

- A. All equipment must be inventoried on January 1 of each year. A copy of the inventory, to be submitted to the Treasurer, must include the following:
 - 1. All serial numbers
 - 2. Description of equipment

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3. Names and addresses of all individuals who are assigned any equipment. This includes officers elected or appointed and the Board of Directors.

Section 7:

A yearly accounting review will be conducted on the Association at the close of each fiscal year. Following a change of leadership or the election of a new Board of Director, a certified audit will be conducted on the Association. Both the accounting review and certified audit will be conducted by an independent accounting firm.

Section 8:

- A. Any over expenditures in the annual budget will be reported to the Finance Committee Chairperson at their next scheduled meeting.
- B. Adjustment to items in the annual budget are subject to Board approval and will be acted upon by the Finance Committee as needed to keep the organization in a fiscally responsible mode.
- C. A voucher system will be maintained for expenditures of Association monies.

Section 9:

All budget proposals must be submitted to the President by September 15th of each year to be considered for the following year budget.

Section 10:

Banking accounts and related banking documents will be under the supervision of the Treasurer. The Treasurer shall make available all such documents for audit and review pursuant to the duties of the Treasurer. All records shall be maintained in accordance with current IRS regulations.

Chapter 8

Member Discipline

PAAC hereby adopts the CCPOA SOP, Chapter 13 (Member Discipline), as its own. In this section, PAAC is referred to as a Chapter.

Chapter 9

Election of Officers and Balloting

Section 1

Any active member who is a Parole Agent I, II or III, shall be eligible to the office of the President, Vice President or Director. Any active PAAC member in good standing for a period of one year immediately preceding the elections may have his/her name placed in nomination for the office of President or Vice President of PAAC and serve as the President or Vice President. During their term of office, a Director may be removed only upon majority vote of the active members of their constituency.

The President, Vice President and Board of Directors shall serve a three-year term of office. President, Vice President and Board of Directors shall assume office on January 1 of every third year, starting in January 1, 1999.

Section 2

Nomination for the Board of Directors, President, and Vice President shall follow the procedures listed below:

- A. The nomination form (Notice of Intent to Run for Office) will be submitted for a period of 120 days prior to the final date (September 11).
- B. The Notice of Intent to Run for Office shall be submitted to the CCPOA Credentials Committee in writing by any member of PAAC. A candidate is limited to run for one office of the President or Vice President and/or one position on the Board of Directors.
- C. A candidate may only nominate himself/herself for an elected Chapter officer (President or Vice President) position and/or officer on the Board of Directors position. If a candidate wins two positions, he/she will be awarded the “senior” position. The runner up with the most votes will be awarded the remaining position.

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Section 3

The Board of Directors shall have an equal number of representatives in each parole region.

Section 4

PAAC hereby adopts the CCPOA SOP, Chapter 15 (Elections), criteria as its own as applicable. In this section, PAAC is referred to as a Chapter.

Section 5

PAAC hereby adopts the CCPOA SOP, Chapter 16 (Balloting), criteria as its own as applicable. In this section, PAAC is referred to as a Chapter.

Section 6

The President, Vice President and Board of Directors shall be elected for the term of three years and shall serve until their successors assume office. Promotions limited to the rank of Parole Agent III shall not affect the status of the term.

Section 7

Whenever a vacancy occurs on the Board of Directors, such vacancy shall be filled by appointment thereto of a member in good standing by the President and with a majority vote of the Board of Directors. Such appointee shall hold office for the remaining term to which he/she has been appointed.

Chapter 10

Officers/Board Members' Duties

Section 1

The voting officers of the Association shall be the President, Vice President and Board of Directors. A Secretary and a Treasurer shall be appointed by the President and confirmed by majority vote of the Board of Directors prior to the vacant seat being taken by the newly appointed individual. If the Secretary or Treasurer is not a member of the Board of Directors, he/she has no vote at Board of Director meetings. A Parliamentarian and Sergeant-at-Arms may be appointed by the President and confirmed by a majority vote of the Board of Directors prior to the vacant seat being taken by the newly appointed individual. If the Parliamentarian or Sergeant-at-Arms is not a member of the Board of Directors, he/she has no vote at Board of Director meetings. The President's pro tem will be appointed by the Board of Directors in the absences of the President and Vice President.

Section 2

The President shall have the following duties and powers:

- A. To preside over all meetings of the Association and the Board of Directors
- B. To provide general supervision and control over all affairs and operations of the Association when the Board of Directors is not in session, and to discharge such other duties as may be required.
- C. To execute all conveyances, contracts, and other instruments in writing as may be authorized by the Board of Directors.
- D. To appoint all such standing committees required and such other committees as may be required. The President shall be an ex-officio member of these committees, and shall make changes therein with the approval of the Board of Directors.

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- E. Will submit to the Board of Directors at the November Board of Directors meeting an itemized budget for approval, listing all expected expenditures for the forthcoming year. The budget will be January to December.

The Budget should list specific areas of expenditures (travel, convention, Board meeting, equipment, etc) and reserve accounts held by the Association.

1. The Board of Directors must approve the budget by a majority vote.
2. The Budget will be available for all members at the PAAC annual meeting or as requested by any member.

Section 3

The Vice President shall have the following duties and powers:

- A. To perform the function and discharge the duties of the President when the President is unable to do so.

Section 4

The Secretary shall have the following duties and powers:

- A. To keep a complete record of all proceedings and acts of the Association.
- B. To keep the Corporate Seal of the Association and attest signature(s) as he/she may be directed by order of the Board of Directors.
- C. To give or serve all notices required by Federal, State or local law or by the By-laws of the Association.
- D. To mail a notice to all parole units, 90 days prior to the Chapter election, containing information noted in CCPOA SOP, Chapter 16 (Balloting), Paragraphs 2 (D) and (E). In addition, this notification will include a reminder to the agents and PSAs that it is their

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responsibility to ensure their correct home address, Chapter and work location is on file at CCPOA Headquarter in Sacramento.

Section 5

The Treasurer shall have the following duties and powers:

- A. To have custody of the corporate funds and securities.
- B. To keep full and accurate accounts of receipts and disbursements in books belonging to the Association.
- C. To deposit all money and other assets in the name of the Association.
- D. To prepare the yearly budget.
- E. To disburse the funds of the Association as may be ordered by the President or the Board of Directors, taking proper vouchers for such disbursements.
- F. To provide account balances as requested by the President or the Board of Directors.
- G. To perform such further duties as may be from time to time required by the Board of Directors.

Section 6

The Sergeant-at-Arms shall have the following duties and powers:

- A. To maintain order and security at all meetings of the Association and the Board of Directors.
- B. To perform ceremonial escort duties, at the discretion of the President, for persons to be recognized and/or honored by the Association.

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Section 7

The Parliamentarian shall have the following duties and powers:

- A. To advise the President as to the Parliamentary procedures and rules of order.
- B. To be the custodian of the Robert's Rules of Order belonging to the Association.

Parole Agents Association of California

“Representing Those Who Work the Meanest Streets in the State”

PAROLE AGENTS ASSOCIATION OF CALIFORNIA

Parole Agents Association of California

Constitution and By-Laws

PREFACE

Upon certification on January 27, 1982, by the California Public Employees Relations Board (PERB), the California Correctional Peace Officers Association (CCPOA) became the exclusive bargaining agent for correctional employees. The Parole Agents Association of California (PAAC), in accordance with prior affiliation agreement, automatically became an affiliate of CCPOA.

In all cases where these By-laws do not address an issue completely, or at all, the Standard Operating Procedures manual will govern. Where neither these By-Law or S.O.P. manual address an issue, Roberts Rule of Order will govern.

Major inconsistencies between by-laws and those of CCPOA shall be resolved through joint committee composed of members of the Boards of Directors of CCPOA and PAAC.

ARTICLE I

NAME, LOCATION, AND PURPOSE

SECTION 1. The name of this organization shall be Parole Agents Association of California (PAAC).

SECTION 2. The location of the principal place of business of the Parole Agents Association of California shall, for the purposes of incorporation, be Orange County, California.

SECTION 3. The purpose of this association shall be to promote and improve the Parole profession and to foster the welfare of those engaged in this work through the collective bargaining process as an affiliate of C.C.P.O.A.

ARTICLE II

MEMBERSHIP

SECTION 1. The membership of this Association shall be comprised of active, associate, and honorary members.

SECTION 2. Active membership shall be comprised of the following members of the Department of Corrections: Parole Agents I, Parole Agents II, and Parole Agents III and retired members.

SECTION 3. Associate membership is open to persons who are interested and/or engaged in correctional work, but are not eligible for active or retired membership. Associate members may not hold office or vote in elections.

SECTION 4. Honorary membership is open to those citizens deemed to have made outstanding contributions in the field of Corrections. Honorary members cannot hold office, nor shall they be entitled to vote. No dues shall be required for honorary members. Honorary membership shall be determined by the Board of Directors.

SECTION 5. All candidates for membership shall file with the Secretary an application in writing, in a form prescribed by the Board of Directors.

SECTION 6. The Secretary of the Association shall obtain from CCPOA a list of all eligible parole agent applications for membership. Parole Agent members of CCPOA are automatically members of PAAC and will, when available, be issued PAAC membership cards and pins.

SECTION 7. The dues for membership in the Association shall be the amount of dues rebate negotiated between PAAC and CCPOA.

ARTICLE III

Board of Directors

SECTION 1. All powers and rights vested in the Parole Agents Association of California shall be exercised by the Board of Directors, with each director except the President and Vice President elected by the Region of which he/she is a member. The Board of Director will be comprised of up to twelve (12) directors and the President and Vice President. The President, Vice President and Directors can be any Parole Agent I or II or III, who is an active member. The Vice President will act in the absence or vacancy of the President as President with all powers and authorities.

SECTION 2. PAAC Representative boundaries shall coincide with Parole and Community Services Division (P&CSD) regional boundaries. In the event such regional boundaries are changed by P&CSD, the Board of Directors will establish boundaries consistent with regional and/or district boundaries to provide representation from all geographic areas. Such adjustment will become effective with the next election of a new Board of Directors.

SECTION 3. Duties of the Board of Directors shall include the following express powers:

- (A) To perform all of the acts specified and required in these by-laws and by the Constitution of the Association.
- (B) To prescribe and enforce rules necessary or convenient for carrying into effect the requirements of these by-laws and the Constitution of such other rules, as in the judgment of the Directors may be deemed proper.