

The name of this Association is the Colorado Alternative Sentencing Programs,  
otherwise known as  
**C.A.S.P**

## **PREAMBLE**

The several member community service programs and other entities, as members of an Association organized for the purpose of promoting the interests, welfare and service capabilities and cooperative effort, hereby adopt the following By-laws for Colorado Alternative Sentencing Programs (sometimes hereinafter referred to as "the Association").

## **ARTICLE I**

### ASSOCIATION OFFICES

Section 1 The office or offices of the Association shall be established and maintained at such locations as may be deemed appropriate by the Board of Directors.

## **ARTICLE II**

### MEMBERSHIP

Section 1 - Full Membership. Each community service agency, alcohol evaluation and treatment agency, probation department, community corrections agency, municipal, county, and district court, non profit and profit corporations and any and all other agencies or organizations to the extent that such entities are engaged in providing community service sentencing alternatives, shall be eligible for active membership in the Association. Any such entity may become an active member upon written application to the secretary and the payment of the annual membership fee. Once acquired, membership shall continue so long as the membership fee by a member entity entitles the member entity to appoint one delegate to exercise the rights of the individual participation for the year, or so much thereof as such delegate shall continue in employment or voluntary association, including privilege of participation at Association conventions and meetings and the right to vote on behalf of the member entity from which the delegate is appointed.

Section 2 - Associate Members. For a contribution of one-half the annual membership fee, any individual, organization or governmental entity may obtain an associate member in the Association, and shall by virtue thereof be permitted all privileges of active membership except that of voting.

Section 3 – Honorary Membership. Honorary memberships shall be conferred upon individuals and shall be deemed appropriate from time to time by the Board of Directors. All past presidents shall automatically become honorary members of the Association. The Board of Directors may present delegates at the annual convention the name(s) of other worthy persons who have contributed some outstanding services to community service alternative placement, and nominate such persons to be elected as honorary members of the Association. Honorary members shall have no voting rights.

### **ARTICLE III**

#### **ANNUAL MEMBERSHIP FEE / DUES**

Section 1 – Setting of Fees. The annual fee shall be subject to review by the membership on an annual basis. The fee may be adjusted by a majority vote of the membership and or the Board.

Section 2 – Billing of Fees. Annual fees shall be payable January 1<sup>st</sup> of each year, and notice for payment of the annual membership fee shall be issued by the Association by no later than December 1<sup>st</sup> of the prior year.

### **ARTICLE IV**

#### **BOARD OF DIRECTORS / OFFICERS**

##### Section 1 – Membership of the Board of Directors

- A. The Board of Directors shall be comprised of the persons elected to serve as officers of the Association.
- B. Ex officio members of the Board of Directors shall be the persons who serve as chairpersons of standing committees of the Association as the Board of Directors may from time to time designate. The ex officio members shall have all of the privileges of elected Board of Director members except the privilege of voting.

##### Section 2 – Vacancies

- A. Vacancies may occur on the Board of Directors because of a Director's resignation, death, moving outside of his or her regional division, recall, Board action pursuant to the By-laws, or other reasons as hereinafter provided.
- B. A Director's office shall be declared vacant by the Board of Directors if he or she does not attend three (3) consecutive regular meetings of the Board, unless the Board, by resolution, approves any additional absences or unless such absences are due to temporary disability of illness, or as otherwise deemed appropriate by the Board.
- C. When a vacancy occurs on the Board of Directors, the Board shall appoint qualified person(s) to fill the vacancy within thirty days, except that if such vacancy occurs within a period of three (3) months preceding the annual convention, the Board of Directors may exercise discretion in determining the vacancy shall be filled. Should the Board not act within thirty (30) days, the president of the Association shall make the appointment. Any such appointee shall serve until the next annual convention, at which time a Director shall be elected as herein below provided. If the vacancy occurs in one of the vice-presidencies, then the appointee shall be an appointee for the western or eastern slope from which the vacancy originated. If it is not possible for the Board of Directors or the President of the Association to find qualified appointee(s) within the affected slope region who will accept appointment to fill the vacancy, the vacancy shall remain unfilled until the next annual convention.

### Section 3 – Meeting.

The Board of Directors shall meet annually at such place as prescribed by the Board of Directors or, if the Board of Directors fails to do so prescribe, as prescribed by the President of the Association. Meetings of the Board of Directors shall take place in conjunction with the semi-annual meetings of the membership. In addition, the Board of Directors shall meet upon call of the President of the Association or upon written request of any four (4) of its members. Five (5) days notice shall be given of any meeting of the Board of Directors, provided that, at any time before, during, or after such meeting, such notice may be waived; attendance at the meeting of the Board of Directors shall constitute such waiver.

### Section 4 – Quorum.

A majority of the Board of Directors shall constitute a quorum and the act of the majority of the Board of Directors present at any meeting shall constitute the action of the Board. If a meeting of the Board of Directors has been convened with a quorum in attendance, the quorum shall be deemed to exist until conclusion of such meeting.

### Section 5 – Identities and Duties of the Board of Directors.

The Membership shall elect five (5) Directors / Officers each year, specifically President, First Vice President, Secretary (Corporate) and Treasurer. In addition, the president may appoint, at his / her own discretion, a Parliamentarian. Only elected officers serve as the Board of Directors.

### GENERAL POWERS:

All of the business and affairs of the corporation shall be managed and controlled by the Board of Directors. The Board of Directors shall have general supervision of the policy and affairs of the Association during the interim and between annual conventions.

### DUTIES OF BOARD OF DIRECTORS:

Board of Directors shall perform the duties as a member of any committee of the board upon which the director may serve, in good faith, in a manner such director believes to be in the best interest of the Association and with such care, including reasonable inquiry, as an ordinary person in a like position would use under similar circumstances. Each Director shall be charged with all C.A.S.P. activities and communication to the members in their respective regions.

### Section 1 – President:

The president shall preside at the annual meeting of this Association and at regular and special meetings of the Board of Directors; shall be the chief executive officer of this Association and shall exercise general supervision over the work and activities; shall be ex-officio member of all committees, with the exception of the nominations and / or election committees; and shall appoint officers and chairperson and members of all committees, unless, with the approval of the Board of Directors, the president determines that a particular officer or committee not be appointed during his / her term; and perform such other duties as usually pertain to the office of president. In the event of a tie on any matter pending before the Board of Directors, the president may cast the deciding vote.

The president shall have the authority to sign checks of the Association in the absence of the treasurer.

Section 2 – Vice Presidents:

The vice presidents of the Association shall be chosen by the delegates of active members qualified to vote at the annual convention. Nominations shall be submitted by the delegated Nominating Committee at the annual convention. Nominations from the floor shall also be permitted.

1. First Vice President:

The first vice president shall assume the duties of president in the absence of the president. The office shall further be charged in presiding over all regular and special meetings in his / her respective slope / region. The officer shall serve as the By Laws and Standards, Legislative, Membership vice president and work with all committees of the Association charged with these activities.

2. Second Vice President:

The second vice president shall preside over all meetings in the absence of the president and first vice president. This officer shall further be charged with presiding over regular and special meetings in his / her respective slope / region. The second vice president shall serve as the education vice president and work with all committees of the Association charged with scholarship and education activities including the annual meeting.

Section 3 – Secretary:

The secretary shall keep the minutes of the meetings of the members and the Board of Directors. See that all notices are duly given in accordance with the provisions of the by-laws or as all duties incidental to the office of secretary and such other duties as from time to time may be assigned by the president of the Board of Directors.

Section 4 – Treasurer:

The treasurer shall have the charge of the funds of the corporation and their disbursement, under the direction of the President and the Board of Directors, and shall have the authority to sign checks for the Association; shall supervise an itemized account of all monies received and disbursed and shall make a report thereof to the Board of Directors and members at each regular meeting. In addition thereto, the treasurer shall make a complete financial audited report the Association at its annual meeting. The Treasurer shall also chair the Scholarship and Education Committee.

There shall be an annual financial audit by an approved accountant or authorized and objective person to review all financial records of the Association. In the event that the financial accounts are maintained by the outgoing treasurer after the annual financial audit, a supplemental audit shall be prepared.

Section 5 – Parliamentarian:

The president may appoint a parliamentarian who shall interpret the by-laws of the Association and provide advice on matters of parliamentary and C.A.S.P. procedures. The parliamentarian may presently hold another office with the Association.

## ARTICLE V

### COMMITTEES AND THEIR DUTIES

The standing committees shall be appointed by the president subject to the approval of the Board of Directors and shall include the following, unless, with the approval of the Board of Directors, the president shall determine that a particular committee not be appointed during his / her term:

#### Committees:

Annual Meeting	Legislative
By Laws and Standards	Membership
Scholarship and Education	

#### Standing Committee Chairperson:

The president, within thirty (30) days after the annual meeting of members, shall announce the appointments of all chairpersons to the Board of Directors.

#### Composition:

Each committee shall be composed of a chairperson and such other members as may be appointed by the president and or as appointed by C.A.S.P. members.

#### Duties:

##### Annual Meeting:

This committee shall be charged with making all arrangements for hosting the annual meeting as set forth in the By-laws. A budget shall be prepared and presented to the Board of Directors for approval at least six (6) months prior of the annual convention / meeting.

##### By-Law and Standards Committee:

This committee shall receive, review, and report to the Board of Directors and / or all members all proposed amendments and revisions to the by-laws and all proposed resolutions deemed proper for consideration by the membership and / or Board of Directors. This committee shall further review, update and provide recommendations to the Board of Directors and members for the changes in the Standards for C.A.S.P. This committee shall be chaired by the First President.

##### Legislation Committee:

This committee shall receive, review, and report to the first vice president and Board of Directors all legislative information pertaining to community service or C.A.S.P. in general. Also, this committee shall represent C.A.S.P. at legislative hearings and provide testimony, as required.

##### Membership, Scholarship and Education:

This committee shall be charged with the development of programs for membership growth and retention through C.A.S.P. This committee shall further be charged with updating and printing of the C.A.S.P. directory within 30 days of

the annual meeting. This directory shall be distributed to all attending members at the annual convention. Lastly, this committee shall be charged with establishing parameters for scholarships, promoting participation in the scholarship program and approve or disapprove all members who apply. This committee shall be chaired by the Treasurer.

Special Committees:

Special committees may be created and appointed by the president subject to the approval of the Board of Directors.

Reports:

Each committee shall report to each meeting of the Board of Directors and provide a written report for the annual meeting of the members.

Resignation:

All officers, directors, and committee chairpersons are requested to notify the president or acting president of C.A.S.P., in writing, as soon as possible of their intent to resign. As a matter of professional courtesy at least two (2) weeks notice before date of resignation is a standard practice.

## ARTICLE VI

### CONVENTIONS AND MEETINGS

Section 1 – Annual Convention. The Association shall hold a regular meeting each year of the members in good standing of the Association to be known as the annual convention. The time and place therefore shall be fixed by the preceding annual convention or, if such action has not been taken, by the Board of Directors. Caucuses for the election of the Board of Directors / Officers, shall take place at the annual convention, as needed. CASP will budget up to \$3000.00 for Annual Convention. Any additional expenses must be approved by the Board of Directors. In order for the hosting county to receive reimbursement, all receipts, with breakdown of all expenses must be submitted to the Treasurer within sixty (60) days from the close of the convention

Section 2 – Meetings. In additions to the annual convention, the Association shall hold one regular meeting each year, spaced approximately six (6) months apart. The time and place for such meetings shall be fixed by vote of the general membership at the annual convention. First and second vice presidents are given the authority to call area meetings according to their assigned area as needed.

Section 3 – Special Meetings. Upon five (5) days written notice to all members, the Board of Directors may call a special meeting of the Association to consider urgent business.

Section 4 – Proposal of Resolutions. Resolutions to be proposed at any convention or meeting may be submitted by the delegate of any member entity or by an official committee of the Association. Such resolutions must be transmitted in writing to the secretary of the Association at least (30) days prior to the date of the opening business session of any convention or meeting.

Section 5 – Review of Resolutions by Directors: Transmission to Members. The secretary of the Association shall send, or cause to have sent, copies of proposed

resolutions filed with him or her to the delegates of each regional representative at least twenty (20) days prior to the opening business session of any convention or meeting.

Section 6 – Board Review and Recommendations. The Board of Directors shall review all resolutions presented and shall prepare a slate of resolutions, with or without recommendations, to be presented to the membership for its consideration at the convention or meeting next following the timely submission of any proposed resolution to the secretary in accord with the foregoing. Resolutions recommended for considerations by the Board of Directors and all resolutions presented in compliance with Section 4 above may be considered, amended and adopted by a majority vote of the members represented and voting in the election.

Section 7 – Voting. Each active member shall be entitled to one (1) vote on any question at the annual convention or any other official meeting of the Association. It shall be the responsibility of each member entity (ie. judicial district, county, agency, etc.) to appoint a voting delegate, and the names of such persons shall be filed with the secretary (or his / her designated representative) prior to the casting of any vote. Only designated delegates in attendance who are registered at the convention or meeting may cast a vote of their member entity.

## **ARTICLE VII**

### **ASSOCIATION ACTIVITIES**

Section 1 – Services and Activities. The Board of Directors shall have general authority, subject to such discretion as may be prescribed by the membership, to provide such services and engage in such activities as are within the authority conferred by the Articles of Incorporation of the Association.

## **ARTICLE IX**

Amendment: These by-laws may be amended at any time by the vote of two-thirds of the members present at any meeting.