



AMERICAN PROBATION AND PAROLE ASSOCIATION

Constitution and Bylaws

PREAMBLE

We, the members of the American Probation and Parole Association, recognize the crucial need to reduce the incidence of criminal, delinquent and dysfunctional behavior by persons under supervision and to reduce recidivism through the practice of pretrial, probation, parole and community corrections. We work to protect society by providing information to the criminal and juvenile justice systems and services to persons under supervision which lead to the reduction of risk to re-offend while increasing the individual's ability to function as a law abiding citizen. We strive to further serve our communities by addressing the needs of victims through restitution and other types of community service programs. We hereby:

Commit ourselves to the improvement of pretrial, probation, parole and community correction practices at all levels by fostering the development of necessary knowledge, skills, resources and legislation for the most effective and efficient service delivery system possible.

In order to achieve these ends, we shall further commit ourselves to the promulgation of appropriate standards and guidelines that will enhance the professional status of pretrial, pro-

bation, parole and community corrections personnel and thereby secure the confidence and respect of the citizenry. We will promote policies and provide training, information, services and benefits that improve and enhance our constituents' skills, knowledge, work environment and physical, psychological and financial well-being. To accomplish the above noted aims, we, the members of the American Probation and Parole Association, do hereby adopt and dedicate this constitution.

ARTICLE I OFFICIAL TITLE AND ORGANIZATIONAL STATUS

SECTION 1.

The name of the Association shall be the American Probation and Parole Association, and shall be referred to hereinafter as the Association.

SECTION 2.

The Association shall be chartered and incorporated as a non-profit organization under the laws of the State of North Carolina. The Association shall not have as its purpose pecuniary gain/profit, incidental or otherwise, for any of its members.

SECTION 3.

The duration of the Association shall be perpetual.

SECTION 4.

Association may solicit and receive funds and grants to aid in carrying out its aims and purposes. No funds shall be received without the expressed authorization of the Executive Committee or its designated agent. The Executive Committee authorizes an annual budget that is administered by its designated agent.

ARTICLE II GOALS AND FUNCTIONS

The goals and functions of the Association are to:

1. advance pretrial, probation, parole and community correction practices;
2. stimulate high standards of training and professionalism of personnel and agencies;
3. promote international communication and exchange of ideas;
4. promote the provision of quality information to justice decision makers;
5. increase public awareness and acceptance of pretrial, probation, parole and community corrections as meaningful sanctions in the prevention, reduction and deterrence of criminal or delinquent behavior; and

6. encourage the development of innovative services, research design, and program evaluation.
7. provide services that improve and enhance the physical, psychological and financial well-being of individuals engaged in the community corrections field.

**ARTICLE III
METHODOLOGY**

The Association shall seek to attain its goals and objectives via the following means:

1. convening of the American Probation and Parole Annual Institute and other institutes/conferences/training sessions which benefit the field of pretrial, probation, parole and community corrections;
2. preparing and distributing publications;
3. encouraging the creation of scholarships and awards for high standards of professional practices in pretrial, probation, parole and community corrections;
4. establishing assistance to pretrial, probation, parole and community correction services through training, advocacy, and technical assistance;
5. coordinating and cooperating with international, national, regional, tribal,

- and state/provincial organizations with similar objectives and goals; and
6. working with and through the community.

**ARTICLE IV
MEMBERSHIP**

SECTION I

There shall be nine (9) categories of membership as follows:

- a. Category 1. (Individual) Any individual that wishes to pay the membership dues and join the Association. Individuals who might have such an interest include line officers, administrators, students, individuals in professions related to criminal and juvenile justice (e.g., counseling, social work and law enforcement), and academic professionals in the area of criminal justice. Individual members have a vote at all membership meetings and on election ballots. The length of membership shall be for one year, multiple years, or life in accordance with the dues structure established by the Board of Directors. Individual members may serve on committees, chair committees and run for an elected position on the Board of Directors.
- b. Category 2. (Educational Institution) A criminal justice organization, school, college, or university engaged in studying or furthering professional pretrial, probation, parole and community corrections prac-

tics but not actively involved in providing pretrial, probation, parole and community corrections services. Educational Institution members are entitled to one vote but do not have representation on the Board of Directors.

c. Category 3. (Affiliate) Any association that meets APPA affiliation criteria and that is granted affiliation status by the Board of Directors. Affiliates are entitled to voting representation on the Board of Directors as specified in Article V of the By-Laws.

d. Category 4. (Agency) Agency membership is available to any local, county, state, federal, tribal, provincial or private agency that operates community corrections programs. Agency members receive one vote in the election process. Agency membership is defined in tiers based on total number of staff employed by the agency as approved by the Board of Directors.

e. Category 5. (Corporate) Corporate membership is open to corporations with an interest in the field of pretrial, probation, parole and community corrections, subject to the approval of the APPA Executive Committee. Corporate members have access to APPA's information network and affiliates. Corporate members have no voting privileges; membership does not constitute an endorsement of any

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product or company. Corporate membership entitles one person from each corporate membership to serve as a non-voting member of the APPA Board of Directors, and as a member of the APPA Corporate Relations Committee.

f. Category 6. (Associate) Associate membership is open to corporations with an interest in the field of pretrial, probation, parole and community corrections, subject to approval of the APPA Executive Committee. Associate members have limited access to APPA's information network and affiliates. Associate members have no voting privileges; membership does not constitute an endorsement of any product or company. Associate membership entitles one person from each associate membership to serve on the Associate Committee.

g. Category 7. (Honorary) May be conferred by approval by two-thirds (2/3) of the members of the Board of Directors present at a regularly scheduled meeting or by a simple majority of the full Board through other means of polling the Board of Directors upon any individual for services rendered in the field of pretrial, probation, parole and community corrections or a related vocation. Honorary members shall have the same rights as individual members. Honorary membership may be designated for any period of time including lifetime as de-

ecided by the Board of Directors in each case. There shall be no dues required in this category.

h. Category 8. (Presidential Advisory Membership) The Presidential Advisory Membership will be open to public or private agencies involved in the direct provision of services to individuals involved in the criminal or juvenile justice system and that have an interest in providing insights into issues germane to pretrial, probation, parole and community corrections through APPA policy development, APPA leadership development and APPA succession planning. Membership annual fee = \$1,200 (US dollars).

The purpose of this category of membership is to gain top-level administrative support for APPA by soliciting their involvement and the involvement of their agency. This assists APPA with new membership, leadership development and succession planning.

Benefits of the Presidential Advisory Membership

1. Agency designates the department director or one deputy director to participate in the APPA president's council to meet directly with the APPA president and executive director of APPA. Meet-

ing will be held during the APPA Institutes.

2. Agency designates 10 persons from its agency to receive individual membership in APPA.
3. Agency designates its 10 individual members to participate in their choice of APPA committees. No more than three members per agency may participate on any one committee.
4. Agency will be consulted by the nominations committee for regional representative candidates; and in the event of a regional representative vacancy, the APPA president will consult with presidential members in that region.
5. Agency has opportunities to host regional APPA training programs.
6. Agency has opportunities to be involved in or host international exchange programs as they may become available.

(Presidential Advisory Membership effective July 11, 2007)

i. Category 9 (Lifetime Membership) Lifetime membership is open to individuals

with 25 years of experience working in the adult and/or juvenile community corrections field. Lifetime membership is open to individuals who have been an individual member of APPA for at least 10 years. During their membership in APPA, an individual submitting an application for a lifetime membership must have held at least one of the following positions: region representative; affiliate representative; committee chair; APPA award recipient; executive committee member; program chair or host committee chair. Although they will be required to pay the APPA lifetime membership fee, all APPA past presidents are automatically eligible to apply for a lifetime membership. The lifetime membership fee must be a onetime payment to APPA. Upon meeting the qualification criteria and paying the lifetime membership fee, the lifetime member will receive all of the benefits of an APPA individual member. (*Lifetime Membership effective August 8, 2008*)

SECTION 2

Application for membership in the Association will be made on a form approved by the Executive Committee. Membership shall be available to anyone in accordance with Article IV, Section 1. The Board of Directors is authorized to adopt, modify, and re-

voke such rules and regulations as it deems necessary with reference to the membership except where specified in the Constitution and By-Laws.

SECTION 3

Members wishing to withdraw his/her membership from this Association shall not be entitled to a refund of any portion of the dues paid.

SECTION 4

Any member who fails to pay annual membership dues within sixty (60) days after such dues are payable shall cease to be a member of the Association. If a Board position, elected office, or committee position is being held by a member failing to pay dues as required, the member forfeits the position.

**ARTICLE V
BOARD OF DIRECTORS
AND EXECUTIVE
COMMITTEE**

SECTION 1

The Board of Directors of this Association shall consist of:

- a) the Executive Officers as voting members of the Board of Directors and include the President, the President-Elect, the Vice President, Secretary, Treasurer, and the immediate Past President;
- b) two (2) Directors, each with one vote, elected from each of the regions of the United States and Canada; when practical, they should be a representative of pretrial, probation or parole or one from the juvenile field and one from the adult field;
- c) one delegate from each Affiliate Organization as a voting member of the Board of Directors;
- d) all Standing and Special Committee Chairpersons who are not Regional or Affiliate Directors as nonvoting members of the Board of Directors during their terms as committee chairpersons. Committee chairpersons will report to the President.
- e) one representative of a corporate membership as a non-voting member of the Board of Directors; and

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- f) past presidents shall be permanent members of the Board of Directors.

SECTION 2

Voting members of the Board may appoint a proxy to vote at organizational meetings provided they serve written notice at or before the meeting to the secretary and the proxy is a member of the association or affiliate organization.

SECTION 3

The Board of Directors shall guide the overall direction of the Association and shall ratify actions of the Executive Committee which require Board of Directors approval at their next scheduled board of directors meeting. The Board is responsible for guarding the vision, guiding the future of the Association, and providing leadership to the field. Furthermore, the Board is responsible for presenting and discussing issues germane to the field and setting the course for future initiatives of the Association.

When a vacancy occurs in the office of the President, the President-Elect shall automatically act in the capacity of the President of the Association for the balance of the term. The President of the Association will preside at all Board meetings.

When a vacancy occurs in the Office of the Vice-President, the Secretary or the Treasurer, the President may call for

a special election to be held to elect a new officer to replace the vacancy. Said election shall be held within sixty (60) days of written notification to the President that the Officer will be unable to serve in that position. The new Officer will immediately assume the vacant position for the remainder of the unexpired term following the election.

The new President-Elect will move to the position of President at the next scheduled training institute if the President's term of office has expired at the previous training institute. (*Effective 8-5-2014*)

SECTION 4

The Executive Committee shall consist of the President, the President-Elect, the Vice President, the Secretary, the Treasurer, the Immediate Past President, and three (3) At-Large members (Article V, Section 15, of the Constitution).

SECTION 5

The Executive Committee shall conduct the business of the Association and have such powers as this Constitution or the Board authorizes. When the Constitution specifically calls for the approval of the Board of Directors, it requires Board rather than Executive Committee endorsement.

SECTION 6

The President shall be the presiding officer of the Executive Committee. There shall be at least quarterly meetings of the Executive Committee.

SECTION 7

The Annual Budget must be submitted in writing by the Executive Committee to the Board of Directors no later than the first meeting of the Fiscal Year. The Fiscal Year shall be established by the Board of Directors.

SECTION 8

The designated agent may expend such funds within the approved budget as are necessary for the operations of the Association.

SECTION 9

To qualify for elected office in this Association, the candidate must be:

- a) an ***active Individual member*** in good standing, willing and able to fulfill the duties of the office for which nominated, and be willing and able to serve in the office for the length of time necessary to fulfill the duties of the office; and
- b) a member of the Board of Directors for a minimum of two years immediately prior to the election for the position of President-Elect of the Association.

(Changes in bold italics made (2/28/2011)

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SECTION 10

Upon election to Executive Office, a member of the Board of Directors forfeits the remainder of his/her term on the Board.

SECTION 11

Following adoption of the Constitution, the first ensuring election for the Association will require the nominations for the positions of both President and President-Elect.

SECTION 12

Any elected Executive Officer or Board Member who fails to continue meeting the qualifications or standards of the office to which they were elected may be terminated upon the two-thirds (2/3) vote of the Board of Directors at a meeting where a quorum has been established.

SECTION 13

Each Executive Officer shall serve a two (2) year term as determined by the scheduling of the Annual Institute in the office to which elected; the President-Elect shall automatically assume the office of President at the end of his/her two year term as President-Elect; the term of the President is two (2) years. The President may not succeed himself or herself in office and no other Executive Officer shall serve more than two consecutive terms in the same office.

Candidates for an Executive Office shall be nominated by

members of the Board of Directors. The Board of Directors shall select at the regularly scheduled Board of Directors meeting prior to the Annual Training Institute two (2) candidates for each Executive Officer position to run for each designated office. The slate of candidates selected by the Board of Directors will be then presented to the full membership for selection during a regularly scheduled election.

In the event that vacancy occurs in the position of President-Elect, the President shall continue to serve as President until such time as a special election is held to elect a President-Elect. That election shall be held within sixty (60) days of notification to the President that the President-Elect will be unable to serve in the position. If a regularly scheduled election is held between two Board of Director's meetings; and a resignation occurs after the first meeting, but one hundred eighty (180) days or less before the regularly scheduled election; then the filling of the vacated position will be made part of the regularly scheduled election. If the resignation occurs one hundred eighty (180) days or more before the regularly scheduled election, then a special election will be held within sixty (60) days of the position becoming vacant. The new President-Elect will move to the position of President at the next scheduled training institute if the Presi-

dent's term of office has expired at the previous training institute.

SECTION 14

The Regional Directors shall be elected for a three (3) year term as determined by the scheduling of the Annual Institutes with one-third (1/3) of the Regional Directors to be elected biannually. The President, with confirmation by majority vote of the Executive Committee, shall appoint a qualified individual to fulfill the unexpired term of a Board Member whose position becomes vacant. Such appointment shall remain in effect until a newly elected representative assumes that position on the Board of Directors. A current Regional Representative may not be appointed to fill a vacancy in his/her region in order to extend his/her term on the Board of Directors.

SECTION 15

There shall be three at-large members of the Executive Committee. Two (2) will be regional directors and one (1) will be a delegate from an affiliate organization. The two (2) at-large regional director members who *were qualified as regional directors at the last Annual Institute* will be nominated by the membership of the Board of Directors and be elected by a simple majority of the Board of Directors. An affiliate committee will nominate the delegate(s) from affiliate organizations and one

at-large affiliate representative will be elected by a simple majority of the membership of the Board of Directors. They will serve a term of two (2) years on the Executive Committee, while maintaining their seats on the Board of Directors. The three at-large members of the Executive Committee *shall be elected at the annual institute Board of Directors meeting and vacancies shall be replaced by a majority vote of the Executive Committee.* (Changes shown in bold italics - Effective date August 6, 2008)

SECTION 16

All elected officers and the President shall be installed during the annual training institute after the election.

**ARTICLE VI
COMMITTEES**

SECTION 1

All standing committees are established by the President and approved by the Executive Committee. Chairpersons shall be appointed by the President and serve at his/her pleasure. The committees shall report to the President of the Association or his/her designee.

SECTION 2

Before each election year a Nominations Committee shall be appointed by the President and approved by the Board of Directors at the Annual Institute.

SECTION 3

The Nominations Committee will solicit written nominations for each regional representative requiring election up to 120 days prior to the annual training institute. Nominations may only be made by Active and Honorary members or any organization which is an affiliate or agency member of this Association. *The Nominations Committee shall recommend to the membership eligible candidates* for each position with due regard for broad representation of membership and sound affirmative action principles. The Nominations Committee is to inform the Board of Directors and the Executive Committee of the slate 30 days before the ballot is transmitted. The Nominations Committee will submit the ballot to the designated agent. The designated agent will transmit the ballot to all active and eligible voting members in good standing at least sixty (60) days and no more than 75 days prior to the annual training institute. The ballots may be transmitted electronically to the membership. The ballots must be returned to the designated agent by a closing date to be at least thirty (30) days prior to the annual training institute. All candidates shall be notified of the election results at least two weeks prior to the membership meeting. The designated agent shall maintain accurate tallies of all votes. The Nominations Committee shall announce the results of the

election at the annual training institute.

SECTION 4

The Nominations Committee shall insure and the designated agent shall determine the eligibility of all candidates. Appeals to challenge these decisions must be made in writing to the Executive Committee before the ballot is mailed to the membership.

SECTION 5

The designated agent shall insure that only Active and Honorary members in a given Region are allowed to vote for that Region's candidates for the Regional Director vacancy. *(Changes in bold italics made (2/28/2011))*

SECTION 6

A constitutional Review Committee must be established by the President and approved by the Board of Directors to respond to constitutional issues (see Article VIII, Section 1-4).

SECTION 7

An Issues, Positions and Resolutions Committee, appointed by the President upon approval of the Executive Committee receives, reviews and recommends adoption of resolutions on behalf of the Association.

- a) Resolutions, position statements or issue papers may be submitted by any active member of the Association. All resolutions will be referred to the Is-

sues, Positions and Resolutions Committee. The Committee will review all such submissions for their relevancy to the organization's vision and appropriateness in furthering the goals and functions of the Association.

- b) Resolutions, position statements and issue papers recommended for adoption will be presented by the Committee Chair to the Executive Committee. If approved, the Committee Chair or, in his/her absence, the President will present the submitted document to the Board of Directors for approval by simple majority.
- c) Resolutions, position statements and issue papers adopted by the Board of Directors will be communicated to the general membership in writing by the designated agent of the Association.
- d) A permanent record of all adopted resolutions, position statements and issue papers will be kept by the designated agent of the Association.
- e) The President with majority approval from the Executive Committee may take formal positions on matters when deemed politically expedient. Such actions shall be reported to the Board of Directors

at the next scheduled meeting.

**ARTICLE VII
MEETINGS**

SECTION 1

There shall be, at least, one (1) membership meeting each year. The time and place will be determined by the Executive Committee. At the first annual training institute following the election, the newly elected officers shall be installed.

SECTION 2

The Board of Directors shall meet at least two (2) times each year. Board of Directors' meetings will occur in conjunction with the Annual Training Institute and the Winter Training Institute unless otherwise directed by a majority vote of the Board of Directors. Special meetings of the Board of Directors may be called at any time by the President, upon written request of a majority of the Executive Committee, or upon a written request of a majority of the voting members of the Board of Directors.

SECTION 3

Quorums for the Board meetings will require a simple majority of the total number of Directors present at a meeting or a simple majority of Directors in a predetermined time frame for business conducted by mail or other electronic means.

**ARTICLE VIII -
AMENDMENTS**

SECTION 1

Amendments to the Constitution may be recommended to the Constitutional Review Committee by the members of the Board of Directors.

SECTION 2

The General Membership of the Association may propose an amendment to the Constitutional Review Committee in writing. All proposed amendment(s) from the general membership must be presented to the Membership at Large by the Board with their recommendation (see Sections 3 and 4 of this Article).

SECTION 3

The Constitutional Review Committee submits the amended constitution to the Executive Committee for their consideration. The Executive Committee presents the amended constitution to the Board of Directors with their recommendations. The Board of Directors then presents the proposed amendments to the general membership at the next membership meeting.

SECTION 4

Any amendments to the Constitution must be voted on at a membership meeting and shall require a two-thirds (2/3) majority of those present and voting. The effective date of the amendment shall be contained within the amendment. The vote of the members is

binding on the Board of Directors. Notification of the passed amendment(s) will be published by the designated agent in Perspectives or other written means.

**ARTICLE IX
INTERPRETATION OF
CONSTITUTION**

SECTION 1

In the event that there is any question as to the interpretation of this Constitution or the By-Laws of the Association, the Constitutional Review Committee shall research the question and provide information to the Board of Directors upon which to base a decision. The approval of the Board of Directors shall require a majority vote. There must be a quorum at the Board of Directors meeting or a simple majority if a poll is taken through means other than a face-to-face meeting. The decision of the Board of Directors shall be final.

**ARTICLE X
RULES OF ORDER**

Roberts' Rules of Order for Parliamentary Proceedings shall be used as a guide to govern meetings and debate except when in conflict with the Constitution or an established rule of the Association.

**ARTICLE XI
DISSOLUTION OF THE
ASSOCIATION**

In case of Dissolution of the Association, the Board of Directors shall appoint a committee of three (3) of which one (1) shall be the Treasurer charged with the duty of liquidation and disposition of assets. Such disposition and liquidation shall be made in accordance with the law in effect in the state in which the Association is chartered. It is the intention of the Association that such assets shall be transferred to a nonprofit professional organization in the justice field with similar purposes or goals as that of the Association.

**BY-LAWS
ARTICLE I
DUTIES OF OFFICERS**

SECTION 1

The President shall be the presiding officer of the Association. The President shall be an ex-officio member of all committees except the Nominations Committee.

SECTION 2

The President-Elect shall assume responsibility of the President in the absence of the President and shall also assume whatever duties are assigned by the President.

SECTION 3

The Vice President shall assume the responsibilities of the President in the absence of

the President and the President-Elect. He/she shall assume whatever duties are assigned by the President.

SECTION 4

The Secretary shall be responsible for oversight of all records of the Association with the exception of financial and membership records and shall insure the proper maintenance of the records of all official meetings of the Board of Directors and Executive Committee. He/she shall insure issuance of special and regular meeting notices and act upon all communications as directed by the President. The Secretary is to insure that the general membership is provided with written copies of resolutions and constitutional amendments adopted by the Association.

SECTION 5

The Treasurer shall be responsible for insuring the maintenance of all financial records of the Association and shall insure the preparation of an Annual Financial Report and other financial reports as directed by the Executive Committee, and shall insure the submission of all financial records for annual external audit. This report will include all information related to other sources of funding such as grants, contracts, etc. The Treasurer shall give such bond for the faithful discharge of his/her duties as the Board of Directors may require, at

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the expense of the Association.

SECTION 6

The members of the Board of Directors shall have full responsibility for the coordination of all Association activities in their regions including promotion of membership and identification of membership concerns and issues which require regional action or the attention of the Board of Directors or Executive Committee. Regional Members of the Board of Directors are expected to fulfill the obligations of office as specified by the standards:

- a) Each Regional Board Director must actively participate and attend at least one Board meeting annually with any exceptions being referred to the President.
- b) Each Regional Board Director must meet with his/her colleague regional director as well as have contact with affiliate and agency members in their region and establish regional objectives and issues to be forwarded to the President no later than sixty (60) days prior to a Board of Directors meeting.
- c) Regional objectives must reflect active attempts in areas of increasing membership and conducting at least one regional workshop for front-line members within that region.

d) Regional directors should involve new active members (at least one) to take active participation on any Association committee annually.

e) The President, with the consent of the Executive Committee, shall notify those Regional Directors who are in non-compliance with the minimal standards for their Regional Directors positions of their termination as a Regional Director.

SECTION 7

The Executive Committee, with the approval of the Board of Directors, may appoint an Executive Director and may establish an Executive Office to assist in conducting the business of the Association. The Executive Committee within the framework of the approved budget may enter into contracts to carry out the functions of an Executive Office on behalf of the Association.

SECTION 8

The Executive Director shall be knowledgeable about the community corrections field and have experience in administration and managing budgets. Education, training and professional work experience in community corrections is preferred. The Executive Committee will establish the Executive Director's compensation package and performance expectations, which shall be reviewed an-

nually. The Executive Director shall report directly to the President and serve at the pleasure of the Executive Committee.

The Executive Director shall be the chief administrative officer of the Association and is authorized to speak for the Association to communicate approved Association policies, resolutions and positions. The Executive Director may not take a position on behalf of the Association or use the name of the Association without prior approval from the Executive Committee. When the situation requires expediency, the President may authorize the Executive Director to take action. Such actions will then be brought to the attention of the Executive Committee.

The Executive Director shall be responsible to the Executive Committee and the Board of Directors for the administration and the business affairs of the Association. The Executive Director shall be responsible to the Executive Committee for leadership and day-to-day operations of the Association and any staff hired to perform work on behalf of the Association.

The Executive Director shall be a non-voting member of the Board of Directors and the Executive Committee. (Effective 8-3-2014)

**ARTICLE II
ORGANIZATION
STRUCTURE**

SECTION 1

The American Probation and Parole Association consists of geographical regions in the United States and Canada.

SECTION 2

All states, provinces, and countries are placed in the following regions and shall be represented by the appropriate two (2) members of the Board of Directors:

Region 1: Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island

Region 2: New York

Region 3: Pennsylvania, New Jersey, Delaware

Region 4: Maryland, Virginia, W. Virginia, Washington, D.C.

Region 5: Ohio

Region 6: N. Carolina, S. Carolina, Georgia

Region 7: Tennessee, Louisiana, Alabama, Mississippi, Florida, Puerto Rico

Region 8: Michigan, Indiana, Kentucky

Region 9: Illinois

Region 10: Minnesota, Wisconsin, Iowa

Region 11: Kansas, Oklahoma, Missouri, Arkansas

Region 12: Texas

Region 13: N. Dakota, S. Dakota, Nebraska, Colorado, Wyoming

Region 14: Nevada, Utah, Arizona, New Mexico

Region 15: Washington, Oregon, Idaho, Montana, Alaska

Region 16: California, Hawaii

Region 17: Canada

Region 18: Guam, Commonwealth of the Northern Mariana Islands, the Philippines, the Caroline Islands, Federated States of Micronesia, Republic of Palau, Republic of the Marshall Islands and American Samoa.

**ARTICLE III
DUES**

SECTION 1

Dues shall be designated by the Board of Directors for all categories of membership payable on the anniversary date of membership each year.

SECTION 2

Any member in arrears for non-payment of dues in excess of sixty (60) days shall stand suspended and shall be notified by the designated agent of his/her arrears by official written notice.

SECTION 3

All Honorary Members shall be exempt from payment of dues of this Association for the period of their Honorary Membership.

**ARTICLE IV
AFFILIATION
PROCEDURE**

SECTION 1

Any national, regional, organization, or association engaged in probation, parole and/or community corrections activities may apply for affiliate status providing that they meet the guidelines and procedures as outlined in this Article.

SECTION 2

The following information must be received by the Association from an organization desiring to affiliate with the Association in order for the organization to be considered for affiliation status:

- a) a copy of the organization's Charter and Constitution
- b) current list of Board of Directors and/or elected officers
- c) a written mission statement
- d) payment of annual dues and an initial fee to be determined by the Board of Directors

SECTION 3

Upon receipt of the material set out in Article IV, Section

2, of the By-Laws, the Board of Directors will approve or disapprove the application of an affiliate.

SECTION 4

Affiliate Status—An organization or association which has been approved as an affiliate is entitled to name one of its members as a voting representative to the Association's Board of Directors.

**ARTICLE V
AMENDMENTS**

These By-Laws may be amended by a two-third (2/3) vote of a quorum of the Board of Directors.

(Constitution and By-laws revised by Board of Directors on 1-8-95; 9-27-95; 2-7-96; 1-4-98; 7-26-00; 8-24-03; 7-11-07, 8-6-0, 2/28/11, 5-8-2012, and 8/5/2014)