

CONSTITUTION AND BY-LAWS
of the
NEW YORK CORRECTIONS AND YOUTH SERVICES ASSOCIATION, INC.
as ratified by the membership October 29, 1982, as amended September 30, 1985
as amended September 30, 1987, further amended November 1995, November 1999,
July 2000, Spring 2002, October 2012 and October, 2013

CONSTITUTION

ARTICLE I
(Definition)

SECTION ONE

The name of this Association is the New York Corrections and Youth Services Association, Inc., (CAYSA) a dual membership State Chapter of the American Correctional Association.

SECTION TWO

The New York Corrections and Youth Services Association is a non-sectarian, nonpartisan and non-discriminatory on the basis of race, color, creed, sex, age, disability, national origin or criminal history.

ARTICLE II
(Purpose, Goals, Objectives)

The purpose of the New York Corrections and Youth Services Association is:

- (A) To conduct or sponsor correctional conferences, congresses, institutes, forums, seminars, symposiums and other meetings on the State, Regional and Local levels in cooperation with other organizations.
- (B) To provide an organization for persons employed in or retired from public and private associations and agencies in the criminal justice, youth services and closely related fields. This includes volunteers, full time students and interested citizens not currently working in the field of corrections.
- (C) To encourage the enrollment of individuals and groups with special skills, knowledge and interests that are consistent with principles and objectives of the Association.
- (D) To develop and maintain liaisons with national, regional, state and local associations and agencies in criminal justice, youth services, civic and related field for mutual assistance and the interchange of ideas and information.
- (E) To promote a program of compliance with national professional standards relating to services, facilities and management within the criminal justice and youth services systems.
- (F) To promote a program for accreditation through professional peer review by a nationally recognized organization for all appropriate agencies, programs and services within the criminal justice and youth services field.
- (G) To encourage the expansion of both on and off campus graduate and under-graduate programs of courses which would prepare individuals for entry into the criminal justice and youth services fields and which would promote the maintenance and enhancement of the practitioner's knowledge and skills.

- (H) To promote the improvement of laws governing criminal justice and correctional processes for all offenders.
- (I) To foster a Code of Ethics applicable to individuals and to public and private agencies, institutions, programs and services through the criminal justice and youth services fields.
- (J) To stimulate and assist public and private programs and public agencies directed to the prevention of juvenile delinquency and adult crime in the community, regional and state level.
- (K) To communicate to legislative and executive branches of government and the public the paramount importance of having fully qualified personnel in every area of the criminal justice and youth services fields in order to achieve and maintain high performance standards.
- (L) To publicize and interpret current criminal justice and youth services issues to the public in order to obtain understanding, support and participation.
- (M) To support legislative provisions and administrative procedures to safeguard the constitutional rights of personnel and offenders in the criminal justice and youth services systems.
- (N) To encourage and stimulate research programs in the criminal justice and child and youth development areas and to make findings available to Association members, affiliates and to the public.
- (O) To conduct studies, surveys and program evaluations in the criminal justice and youth services fields and to disseminate the results to agencies, programs and the public, upon request.
- (P) To promote the coordination of criminal justice and youth services agencies, organizations, programs and services in order to reduce fragmentation and duplication of efforts and to increase the efficiency of criminal justice and correctional services for both youth and adults on a statewide basis.
- (Q) To strengthen and increase recognition of the criminal justice and youth services fields as professions and to contribute to the professionalization of criminal justice and youth services personnel.

SECTION TWO

The goal of the New York Corrections and Youth Services Association will be to advance the purposes of the Association at the national, state and local levels and to support the purposes of the American Correctional Association.

SECTION THREE

The objectives of the New York Corrections and Youth Services Association are:

- (A) To provide a forum for discussion of statewide correctional and youth services issues through an annual statewide-training symposium.
- (B) To provide a forum for discussion of local and regional correctional and youth services issues through regional conferences and symposiums at least once per year.
- (C) To promote the professional standards of the American Correctional Association and accreditation by the Commission on Accreditation for Corrections by assisting in state and local efforts at standards development and accreditation.
- (D) To monitor selected national legislation concerning criminal justice and youth services and to take whatever action is appropriate in support of the Association's purposes.

- (E) To publish brochures, newsletters, journals or other communicative materials to enhance the knowledge and skill levels of criminal justice and youth services personnel.
- (F) To provide a clearinghouse of descriptive information concerning exemplary criminal justice youth services and management programs in the state and on a national level.
- (G) To solicit citizen support for the control of crime and the treatment of criminal and juvenile offenders by providing speakers for clubs, civic organizations and schools.
- (H) To review legislative matters being considered before the state legislature relating to the fields of criminal justice and youth services and to provide to the public such information concerning the impact of these matters as deemed appropriate.
- (I) To provide a unifying voice concerning the needs and concerns of criminal justice and youth services clients and employees before the state legislature, local government, public and private agencies, organizations and clubs.
- (J) To encourage scholarships on a competitive basis for persons pursuing a career in criminal justice and youth services.
- (K) To develop and coordinate the delivery of training programs for persons engaged in service delivery in the fields of corrections and youth services.

**ARTICLE III
(Amendments)**

SECTION ONE

The Constitution may be amended by the action of the general membership, upon the recommendation of the Executive Board or by petition of the Executive Board signed by 10% of the members in good standing of the Association as outlined in Article VIII of these By-Laws.

BY-LAWS

**ARTICLE I
(Memberships)**

SECTION ONE (Definition)

Membership shall be open to all persons who are interested in and supportive of the New York Corrections and Youth Services Association and of the American Correctional Association who subscribe to the Association's Constitution and By-Laws and who pay annual dues and live or work in New York State.

SECTION TWO (Types of Membership)

HONORARY MEMBER – Membership shall be conferred upon any individual so recommended by the Executive Board and approved by a majority of the members of the Annual Conference of the New York Corrections and Youth Services Association.

AFFILIATE MEMBER – Membership shall be conferred upon any organization with goals and philosophy consistent with the constitution and the By-Laws of New York Corrections and Youth Services Association upon majority vote of the Executive Board.

SECTION THREE (Membership Rights and Services)

HONORARY MEMBERS shall have the same rights and services as do associate members and the right to attend the annual meeting of CAYSA at no cost for registration.

AFFILIATE AND ASSOCIATE MEMBERS shall have the same rights and services as do CAYSA members except that they do not have the right to vote in CAYSA elections.

SECTION FOUR (Membership Dues)

Dues shall be as established by the American Correctional Association.

SECTION FIVE (Application for Membership)

The Executive Board shall authorize and furnish a membership application form which may be utilized to apply for membership as may any form or process promulgated by the ACA.

SECTION SIX (Termination of Membership)

The Executive Board shall have the power and responsibility to terminate the membership of any Association member for non-payment of dues or for behavior that conflicts with the ACA's Code of Ethics or with ACA and/or CAYSA's Constitution and By-Laws.

ARTICLE II (Government)

SECTION ONE (Governing Body)

The Association shall be governed by the membership and the Executive Board as mandated by these By-Laws; however, for the purpose of compliance with the New York State Law, the elected statewide officers shall be the Board of Directors of the corporation.

SECTION TWO (Officers)

The officers of the Association shall be: President, President Elect, Executive Vice President, Six (6) Regional Vice Presidents, Secretary, and Treasurer. In the event that there is no functional regional board, the Executive Board may temporarily combine regions, bringing the Executive Board officers to fewer than six (6) Regional Vice Presidents. In the event that this combination takes place, all reference with these By-Laws to six (6) Regional Vice Presidents will be reduced according to the determination of the Executive Board.

- (A) Only persons who are voting members of the Association in good standing shall be eligible for office.
- (B) The President, President Elect, Executive Vice President, Secretary and Treasurer shall be elected by majority vote of the membership by mail ballot as prescribed in Article IV of these By-Laws, except as prescribed in subsection (E).
- (C) The Regional Vice Presidents and other regional officers shall be elected as prescribed in Article V of the By-Laws, except as prescribed in subsection (E).

- (D) The term of office of each elected statewide officer shall be two (2) years following installation (or until the end of the respective term of the predecessor if the person shall not have completed such term) and until the election of a successor.
- (E) In the event of death, disability, incapacity, resignation or removal in accordance with Article III, Section 4(H) of these By-Laws, offices except that of the President shall be filled by vote of the Executive Board for the balance of the unexpired terms. For the office of the President, the unexpired term shall be automatically served out by the Executive Vice President.

SECTION THREE (Duties of Officers)

The duties of the officers shall be such as are implied by their respective titles and these By-Laws. Each officer shall keep accurate and timely records of his/her work and shall turn them over to her/his successor.

- (A) **PRESIDENT:** The President shall preside at the annual meeting of the Association and at all meetings of the Executive Board; shall appoint the chairperson of each standing committee, unless otherwise specified by these By-Laws and have final approval of all committee members; shall serve as chairperson of the Executive Board and as an ex officio member of all committees and shall represent the Executive Board between its meetings and shall report to the Board all important interim actions.
- (B) **PRESIDENT ELECT:** The President Elect will have such general and administrative duties as may be assigned to him or her by the President or the Executive Board. The President Elect will, to the extent practical, accompany and assist the President in his or her official duties, will serve as a member of the Delegate Assembly at National meetings, and will be kept informed by the President of all emerging issues under Executive Board consideration. The goal of this participation is to prepare the President Elect to assume leadership of the organization with full understanding of all issues, practices, and agenda items current at the time of transition.
- (C) **EXECUTIVE VICE-PRESIDENT:** The Executive Vice President shall have such general and administrative duties as may be assigned to him/her by the President or the Executive Board and will have primary responsibility for coordinating the activities of the regions and standing committees in line with the stated charges and goals of such committees. The Executive Vice President will serve as a member of the Delegate Assembly at National Meetings in the absence of any other member of the statewide executive board.
- (D) **REGIONAL VICE PRESIDENT:** The Regional Vice President in each region shall have such general and administrative duties as may be assigned to her/him by the President or the Executive Board; shall preside at all regional meetings; shall be responsible for developing regional budget proposals and regional programs for presentation to and approval of the Executive Board; and shall serve as an ex-officio member of the conference committee; and such regional subcommittees of the Association's committees as may from time to time exist.
- (E) **SECRETARY:** The Secretary shall have responsibility for keeping an accurate and permanent written record of the meetings of the Association and the Executive Board; for maintaining a current mailing list of appropriate persons or organizations; and shall preserve in a permanent file all records and letters of value to the Board and the Association.

(F) **TREASURER:** The Treasurer shall be the financial officer of the Association; shall be responsible for the custody and disbursement of Association funds and other assets; shall be custodian of the financial records of the Association; shall be responsible for complying and submitting all data necessary for the financial responsibility sections of reports required of the Association by law; and shall have charge of the investment of the Association's funds subject to the approval of the Executive Board. The Treasurer shall give such bond for the faithful discharge of his/her duties as the Executive Board may require, at Association expense; shall keep itemized records, in a permanent file, of all receipts and expenditures, and shall prepare and present to the Executive Board a monthly financial report. The Treasurer shall turn over to her/his successor within thirty days of vacating office all books, records and papers pertaining to the Association.

ARTICLE III (Executive Board)

SECTION ONE (General Duties)

The Executive Board shall determine the policies of the Association between annual meetings of the membership, and in a manner consistent with the duties prescribed in Article II, Section 3 above, shall delineate the scope and nature of the duties undertaken on behalf of the Association by its officers and spokespersons; and exercise all powers of the Association.

SECTION TWO (Meetings)

The Executive Board shall meet bi-monthly, or more frequently as determined by either the President or by an affirmative vote of at least a majority of the members of the Board. The vote for a meeting (which may be conducted by telephone poll) may be taken by the President or his/her designee upon request by at least three members of the board. One-half plus one of the members of the Board shall constitute a quorum of the Board at duly called meetings, and issues at the meeting shall thereafter be decided by a majority vote of those present. There shall be no proxy voting, however, the Regional Vice President, if absent, can designate a voting representative.

SECTION THREE (Composition)

The Executive Board shall consist of the officers of the Association and the chairpersons of the standing committees outlined in Article VI. Once a committee chairperson has been appointed by the President and confirmed by a majority vote of those present at an Executive Board meeting, she/he may only be removed from office following written notice of specific reasons(s), which must then be discussed and voted upon at the next regularly scheduled meeting of the Executive Board; a majority vote of those present shall affirm the President's recommendation. The term of appointment shall be coterminous with that of the President but the chairperson may be reappointed by successive Presidents.

SECTION FOUR (SPECIFIC DUTIES)

In addition to the general duties outlined in Section 1 above, the Executive Board shall:

- (A) Make recommendations to our Association regarding proposed amendments to the constitution and By-Laws;

- (B) Decide upon all recommendations proposed by committee chairpersons or by the Association, before such recommendations are presented to the membership either by mail or at the Annual Meeting;
- (C) Upon the recommendation of the President, establish or dissolve committees, task forces or special interest groups based upon the program and administrative needs of the Association;
- (D) Develop, recognize, withdraw recognition and determine the level of support of all regional activities of the Association within the guidelines as specified by these By-Laws;
- (E) Have responsibility for the financial policy of the Association, and adopt the budget and prepare an annual financial report to be made available to all members;
- (F) Supervise and support the recruitment of new members;
- (G) Be responsible for all other business of the Association which fulfills Association purposes; and
- (H) Have the power to remove from office elected statewide officers and regionally elected officers for cause following discussion of the particular causes as a Statewide Executive Board.

ARTICLE IV (Election and Installation)

SECTION ONE (Statewide Election)

All officers of the association shall be elected every two (2) years by statewide mailed ballot to each member eligible to vote. An exception shall be the six Regional Vice Presidents, who shall be elected as indicated in Section 2 below. In the event that no single candidate for an office receives a majority of the ballots returned, an election shall be held by secret ballot at the Annual Meeting, with the election being between the two individuals who received the greatest number of votes cast in the mailed election. All members eligible to vote who attend the Annual Meeting after proper notification shall be able to vote in this runoff election. The results shall be immediately tabulated and announced at the Annual Meeting.

SECTION TWO (Regional Election)

Each of the six regions shall hold an election by mail ballot every two (2) years to take place on the year when no statewide elections are held. Whenever possible, slates should contain at least two candidates for each office and space for write in voting.

All members of the Association who reside, work or have designated affiliation with a region shall be eligible to vote in that region if they are otherwise eligible to vote in the Association. Members shall designate affiliation in a region by the mailing address on ACA records.

The persons elected to Regional Executive Boards will assume the duties and privileges of office at the adjournment of the following annual meeting of the Association.

If it so desires, each Region may submit its own set of By-Laws to the Executive Board, which may by majority vote at a regular meeting approve those By-Laws as an additional Article to be added to these Association By-Laws. Regional By-Laws must not conflict with CAYSA or ACA By-Laws.

SECTION THREE (Mail Balloting)

Election of all statewide officers shall be by ballot mailed to all eligible voters of the Association. Such ballot shall contain a slate of candidates for each office drawn up by the Nominating Committee and shall contain a provision for write-in votes. Procedures shall be established by the Executive Board for counting mail ballots in accordance with the provision for a mailed secret ballot outlined in the parliamentary authority of the most recently published version of Robert's Rules of Order. There will be no proxy voting.

The results of the elections shall be announced at the Annual Meeting; provided, however, that in the event a runoff is necessary at the annual conference a special mailing will be made to the membership notifying them of the election.

SECTION FOUR (Installation)

All Statewide Officers elected every two (2) years and the Regional Vice Presidents and other members of the Regional Executive Boards shall be installed at the Association's Annual Meeting and shall assume their duties at the adjournment of the meeting.

SECTION FIVE (Subsequent Service)

Past Presidents of the Association and past Regional Vice Presidents shall not be barred from nomination or election to office once their term of service as Immediate Past President or Regional Vice President has expired.

SECTION ONE (Regions)

In order to provide a forum for discussion of local regional needs and problems and to gain statewide recognition and representation, the State of New York shall be divided into the following six regions:

Region I (Western) – the counties of Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Steuben, Wyoming and Yates.

Region II (North Central) – the counties of Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis and St. Lawrence.

Region III (South Central) – the counties of Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren and Washington.

Region IV (Southern) – the counties of Dutchess, Orange, Putnam, Rockland, Ulster, Sullivan and Westchester.

Region V (Metropolitan) – the counties of Kings, Queens, Bronx, New York, Richmond, Nassau and Suffolk.

Region VI (Central) – the counties of Tioga, Broome, Delaware, Otsego, Chenango, Cortland, Tompkins, Cayuga, Onondaga, Madison, Oneida, Oswego, Herkimer, Seneca, Schuyler, Chemung and Wayne.

SECTION TWO (Regional Structure, Leadership and Election)

- (A) Structure - Each region shall have, at a minimum, a Regional Vice President and Secretary. The Vice President and Secretary shall perform all duties set forth in Article II, 3C with the Secretary performing the duties of Secretary-Treasurer until such time as a treasurer is elected or appointed.
- (B) Leadership – Each region shall be expected to establish an executive board parallel to the structure and functions of the Statewide Executive Board. The goal in this structure is to bring additional talent into organizational governance and insure leadership development for the future of the organization.
- (C) Election – Regional Officers shall be elected by mail ballot coordinated by the Statewide Executive Board. Persons elected to the Regional Executive Board will serve terms of two (2) years commencing at the adjournment of the Annual Meeting of the Association following the election.

ARTICLE VI (Committees and Task Forces)

SECTION ONE (Other Committees and Task Forces)

The Association will have at all times a Governance Committee. The Governance Committee will be composed of three members, the President-Elect, (serving as Chair) and two others appointed by the President. The Governance Committee will provide the President advice on such matters as legal issues and will serve, with addition of the President, as nomination committee for statewide elections.

The President shall from time to time propose such other committees or appoint task forces as may be desirable in forwarding the purposes of the Association. Each standing committee shall have a specific written charge of goal(s) proposed by the President and approved by the Executive Board. Task forces shall exercise such powers and perform such duties as may be prescribed by the President and approved by the Executive Board. Task forces shall exercise such powers and perform such duties as may be prescribed by the President. Members of such committees or task forces shall be members in good standing of the Association. The Executive Board shall review annually the composition and duties of such committees and task forces.

ARTICLE VII (Meetings)

SECTION ONE (Training Symposium)

There shall be an annual training symposium each year, held during the fall, at a site approved by the Executive Board. The site shall rotate geographically. The details of such meetings shall be disseminated to the membership and media.

SECTION TWO (Regional Meeting/Training Symposium)

Each region is expected along or in combination with neighboring region (s) to conduct an annual meeting and training seminar at a date not to conflict with the Statewide Training seminar and to

develop and conduct such activities to foster the growth and recognition of the Association as approved by the Statewide Executive Board.

ARTICLE VIII (Amendments)

SECTION ONE

These By-Laws may be amended by the action of the general membership, upon the recommendation of the Executive Board or by petition to the Executive Board signed by 10% of the members in good standing of the Association.

A proposed amendment (s), and its effective date, shall be presented to the general membership by mail ballot and upon two-thirds vote of the returned ballots the amendments) shall be approved.

ARTICLE IX (Miscellaneous)

SECTION ONE

No Association member shall speak on behalf of the Association without the written approval of the President.

SECTION TWO

The fiscal year of the Association shall be from October 1 through September 30 and an audit report of a Certified Public Accountant shall be part of the Treasurer's Report to the Annual Meeting.

SECTION THREE

The Executive Board by two-thirds vote of those present, may authorize any officer(s) or agent(s) of the Association to enter into any contract or execute and deliver any contracts) or any other instrument(s) in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. No purchase, sale or mortgage of real property shall be made unless authorized by two -thirds vote of the Executive Board.

SECTION FOUR

All checks, drafts or other evidence of indebtedness issued in the name of the Association shall be signed or endorsed by either the President or Executive Vice President and by the Treasurer.