

**BYLAWS
OF
THE KANSAS JUVENILE OFFICERS ASSOCIATION**

**ARTICLE I
NAME:**

This association shall be known as the Kansas Juvenile Officers Association. Hereinafter referred to as "K.S.J.O.A.". No individual, member, or group of members shall be authorized to use the name of the K.S.J.O.A. or its' designated symbols, without prior approval in writing of the duly elected officers of the K.S.J.O.A.

**ARTICLE II
PURPOSE:**

The purpose of the K.S.J.O.A. is to provide means to disseminate, share, advise, and coordinate information and training beneficial and noteworthy to the operation of the association on a statewide basis.

**ARTICLE III
OBJECTIVE:**

The objective of the K.S.J.O.A. shall be:

- A. To promote harmony and good will among members of the K.S.J.O.A., to promote continuity of materials and teaching techniques; to reinforce and maintain discipline of the D.A.R.E. curriculum; and to develop a means to disseminate information which is valuable to all members statewide.
- B. A non-commercial, non-sectarian and nonpartisan organization. The K.S.J.O.A. shall not endorse any political candidate nor shall the name of the K.S.J.O.A. or the names of its officers or directors be used as such in connection with any projects of partisan interests or other interests other than those consistent with these bylaws; and
- C. All funds collected in the name of the K.S.J.O.A. shall be used for the express purposes outlined under ARTICLE II, PURPOSE, herein.

**ARTICLE IV
MEMBERSHIP:**

A. MEMBERSHIP CLASSIFICATION

Members shall be designated with one (1) of the following classifications:

- 1. Active Member: A person shall be eligible for Active Membership if he/she is:
 - a. Employed or appointed by a law enforcement agency or school district as a School Resource Officer, D.A.R.E. Officer, G.R.E.A.T. Officer, or a member of the Juvenile Justice System.
 - b. Employed or appointed by a school district as a School Administrator with an active School Resource Officer, D.A.R.E. or G.R.E.A.T. program.
 - c. Is a member of a law enforcement agency actively involved in developing and encouraging School Based Policing Programs and other programs that impact the young people and youth of the State of Kansas or,
 - d. Is an employee of the State of Kansas working with law enforcement agencies in training School Based Law Enforcement Officers and other Youth Officers and/or developing youth crime prevention programs.

2. Associate Member: Persons who do not meet the requirement for Active Membership but who are otherwise connected to law enforcement and/or educational institutions are entitled to associate membership. An Associate Member will have all of the privileges of active membership except those of voting and holding office.
3. Sustaining Member: Any individual, partnership, firm or corporation interested in fostering the purpose of this association may, upon contribution of Fifty dollars (\$50.00) or more per year (payable on the first day of July of each year), become a Sustaining Member. A Sustaining Member will have all of the privileges of active membership except those of voting, holding office or committee membership.
4. Honorary Membership: Honorary Membership may be conferred on any person who has rendered outstanding service to the Association or youth of the State of Kansas or the purpose for which this Association was formed. A person may be awarded Honorary Membership as a result of a two-thirds majority vote of the Board of Directors present and voting. An Honorary Member shall have all of the privileges of active membership except those of voting, holding office or committee membership.
5. Life Membership: Life Membership may be conferred on individuals or other such members who have rendered outstanding service to the Association or youth of the State of Kansas or the purpose for which this Association was formed. A person may be awarded Life Membership as a result of a two-thirds majority vote of the Board of Directors present and voting. A Life Member shall have all of the privileges of active membership except those of voting, holding office or committee membership.

B. TERMINATION OF MEMBERSHIP

Any member who, reportedly, is not in good standing may have his/her membership terminated upon a two-thirds (2/3) vote of the Board of Directors (B.O.D.). The term "not in good standing" shall be defined as:

1. One who fails to adhere to the bylaws of the K.S.J.O.A. or
2. One who fails to renew his/her membership.

Prior to any vote to terminate membership, the member in question must be given a notice in writing of the B.O.D.'s intent to terminate the membership and give the member the right to respond to the B.O.D.

ARTICLE V MEETINGS:

The K.S.J.O.A. shall conduct a minimum of one meeting of the membership annually. The President may call additional meetings as deemed necessary to conduct the business of the K.S.J.O.A.. The annual meeting shall be announced each year with such meeting to be held at a time and place specified by the B.O.D.

- A. The Board of Directors shall meet during the year to conduct the business of the Association. At least fourteen (14) days' notice shall be given to each Member of the Board regarding the Board of Directors' meeting. Notice of a meeting of the Board shall specify the date, time and place of the meeting. Unless otherwise required by the Bylaws, or the laws of the State of Kansas, the notice of any meeting need not specify the purpose or purposes thereof. Notice must be either delivered personally to each Board Member, or sent by electronic mail transmission or by United States mail, express mail, or courier service, with postage or fees prepaid, to his or her address as it appears on the records of the Association or sent by facsimile to his or her facsimile number as it appears on the records of the Association. If such notice is given by electronic mail, it shall be deemed delivered when transmitted. If such notice is given by mail, it shall be deemed delivered when deposited in the United States mail properly addressed and with postage prepaid thereon or confirmation of delivery by the delivery agent of an express mail service. If such notice is given by facsimile, it shall be deemed delivered upon receipt of confirmation that the transmittal has been successful. Notwithstanding the foregoing, a Board Member may waive notice of any meeting or special meeting of the Board by written statement filed with the Secretary, or by oral statement at any such meeting. Attendance at a meeting of the Board shall also constitute a waiver of notice, except where a Board Member states that he or she is attending for the purpose of objecting to the conduct of business on the grounds that the meeting was not lawfully called or convened. Notice of a meeting will be deemed to have been waived by any Board Member who attends such meeting, and who does not, before or at the commencement of the meeting, protest the lack of proper notice.
(added 3/29/14)
- B. **QUORUM:** A quorum for a general membership meeting shall consist of twenty percent (20%) of the K.S.J.O.A. membership. A majority of Regular Members present at a properly convened meeting shall be sufficient to conduct business.
- C. **BOARD OF DIRECTORS:** A quorum for a B.O.D. meeting shall consist of two-thirds (2/3) of the Board members.
- D. **VOTING:** The right to vote will be limited to Regular Members in good standing with the K.S.J.O.A. and each member shall have only one vote.
- E. **ACTION WITHOUT MEETING:** If a matter should arise concerning the Association and requiring the action of the Board of Directors or members of the Association and it is impractical for either to hold a formal meeting, the matter may be submitted in writing by mail, e-mail or fax to each member of the Board of Directors or the members of the Association entitled to vote thereon for its consideration. The notice of the proposal shall specify a deadline for voting thereon, not less than five (5) days from the date of the mailing of the notice. If approved in writing, by mail, e-mail or fax by a majority of the members of the Board of Directors who are eligible to vote or a majority of the voting members of the Association, as the case may be, or by the required number of votes as may be otherwise specified in the Constitution or the Rules of the Association, the action so approved when taken by the Board of Directors or members of the Association shall be valid the same as though approved at a formal meeting thereof.
Voting on an issue(s) may also be conducted by telephone in situations of Board business urgency. In telephone voting situations, an official script describing the issue shall be prepared and read in its exact form to the Board members who are eligible to vote. Resulting action shall

be documented and shall become valid and official upon receipt and identification of a majority of votes from members of the Board who are eligible to vote, or by the required number of votes as may be otherwise specified in the K.S.J.O.A.By-laws.

Action, as identified in this section, shall be documented and retained in official KSJOA "Action Without Meeting" minutes. Scripts used in telephone voting shall become part of the corresponding minutes.

ARTICLE VI DUES AND ASSESSMENTS

The B.O.D. may assess a membership fee as a condition of initial or continued membership.

ARTICLE VII BOARD OF DIRECTORS

BOARD OF DIRECTORS: The following officers shall constitute the B .O .D.: The President, 1st Vice President, Secretary, Treasurer, Past President and Training Coordinator also known as the Executive Committee. The B.O.D. shall be the governing body empowered by its membership and shall have custody, control, and management of all funds, property and effects of the K.S.J.O.A.. The Legislative powers of the organization shall be vested in the Board of Directors for establishing Policy and Procedures. The ultimate powers of this Association shall be vested in the best interest of the active membership. The B.O.D. may conduct business by regular mail, electronic mail (e-mail) or telephone, when the need arises, without a formal meeting. In addition when called by the President, the Executive Board may conduct K.S.J.O.A. business via conference call. (amended 7/2018)

A. **ELECTION OF OFFICERS:** To ensure that the K.S.J.O.A. business and activities are maintained at the highest level of quality and consistency, the offices of President and 1st Vice President and will be filled by a system of progression rather than through the general election process. The highest office to be filled by the general election process is the 2nd Vice President. Each nominee shall have a completed nomination form containing Name, Address, Short biography and release form authorizing nominee to run for the position. The 2nd Vice President will be elected for a term of (8) years and will automatically advance through the offices as follows:

1. Serve first two (2) years as Vice President
2. Serve third two (2) years as President, then
3. Serve forth two (2) years as Past President

B. DUTIES AND PROGRESSION OF OFFICERS

Each office, whether by election or succession, will be for two (2) years, with the exception of the Treasurer, Secretary, Regional Representatives and The Webmaster, which are appointed offices. The Treasurer, Secretary and The Webmaster shall hold office until they choose to resign from that office or are removed from the office by a majority vote of the Board of Directors. Officers and Directors shall hold office until the expiration of the term of their office and the election and installation of their successors.

1. President

The President shall be a member in good standing and, with the exception of the initial K.S.J.O.A. President, shall have served, if possible, one (1) year as Vice President immediately preceding his/her term as President. The length of the term shall be two (2) years, commencing upon the culmination of the K.S.J.O.A. annual meeting.

The President shall fulfill the following duties:

- a. presides at all meetings of the K.S.J.O.A. and the B.O.D. and appoints all committees,
- b. represents the K.S.J.O.A. at the State level as required,
- c. shall be an ex officio member of all committees with the right to debate.
- d. shall sign all correspondence and contracts, (or an authorized executive board member) of the K.S.J.O.A. which have been approved by the B.O.D. or the membership,
- e. shall represent the K.S.J.O.A. at all media events as determined by the B.O.D.,
- f. shall attend State Presidents Meetings and National conference, if funds are available, and if not able to attend, can appoint someone in his/her place,
- g. shall be a certified D.A.R.E. Officer and/ or School Resource Officer (SRO),
- h. shall be a certified full-time law enforcement Officer, and
- i. shall have the power to vote.

(section amended 03/04/16)

2. Vice President

The Vice President shall be a member in good standing and as Vice President, the length of his/her term shall be two (2) years, commencing at the K.S.J.O.A. annual meeting. Then after serving two (2) years as Vice President, the Vice President shall automatically be elevated to the Office of the President. The 1st Vice President shall fulfill the following duties:

- a. shall assist the President in carrying out the objectives of the K.S.J.O.A..
- b. shall be chairman of committees, as appointed by the President,
- c. shall perform all the duties of the Office of the President during the President's absence,
- d. shall attend State Presidents Meetings if funds are available, and if not able to attend, the President can appoint someone in his/her place.
- e. shall be a certified D.A.R.E. Officer and/ or School Resource Officer (SRO),
- f. shall be a certified full-time law enforcement Officer, and
- g. shall have the power to vote.

(section amended 1/1715)

3. 2nd Vice President- section amended 7/2018 to remove position

4. Secretary

The Secretary will be an appointed member of the executive committee and will serve in the office of Secretary at the pleasure of the Board of Directors. The Secretary appointment will be approved by the Board of Directors with a majority vote. The Secretary shall perform the following duties:

- a. keeps the minutes of all meetings of the K.S.J.O.A.,
- b. receives all nominations for elections and appointments,
- c. receives and transmits all correspondence,
- d. prepares replies to such correspondence as directed by the B.O.D.,
- e. purge files following B.O.D. approval.
- f. shall have the power to vote.

(Section amended 3/29/14)

5. Treasurer

The Treasurer will be an appointed member of the executive committee and will serve in the office of Treasurer at the pleasure of the Board of Directors. The Treasurer appointment will be approved by the Board of Directors with a majority vote. The Treasurer shall perform the following duties:

- a. presents a membership report at the annual meeting,
- b. receive all dues and assessments, keeps an up-to-date roster of all members,
- c. transfer K.S.J.O.A. funds in accordance with Article IX, Funds Management,
- d. presents a financial report at each meeting of the B.O. D. and at the annual meeting of the K.S.J.O.A.,
- e. maintain a true and correct record of the Associations assets and liabilities,
- f. prepares all checks and expenditures which must be approved by the B.O.D. except in accordance with ARTICLE IX, Funds Management.
- g. shall have the power to vote. (Section amended 3/39/14)

6. Kansas Attorney General's Office Coordinator

Is a liaison from the Kansas Attorney General's Office and serves as an advisor to the Executive Board.

7. Training Coordinator: The Training Coordinator will be appointed by the President and approved by the B.O.D. for a period of 2 years. The Training Coordinator will serve on committees and perform all tasks delegated by the President; including the annual conference. The Training Coordinator shall perform the following duties:
- a. Create timelines and work plans for each event, as directed by B.O.D.
 - b. Organizes training materials including participant binders, handouts, name tags, table tents, and signage, etc.,
 - c. Ensure appropriate supplies are on site for all events.
 - d. Providing on site staffing logistics management and support staffing at most training events
 - e. Summarizing evaluation reports for trainings and providing outcomes to B.O.D. within one week of training.
 - f. Supporting administrative functions of training program and staff, as needed. This includes but is not limited to: correspondence with training participants and clients, data entry, filing, photocopying, scheduling, booking travel, etc.
 - g. Compiling final reports for training programs.
 - h. Track participant RSVP forms and keep other databases as needed for different training events.
 - i. Other duties as assigned.
 - j. shall have the power to vote. (section amended 1/17/15)

8. Past President: Past President shall be a K.S.J.O.A. member in good standing whose term of office as President has expired without being removed from office for cause. The term of office of Past President will be Life-time tenure. Current Past President will perform the following duties:

- a. Act as a resource to the incumbent President and/or other Executive Board Members.
- b. Serve as an Ambassador for the K.S.J.O.A. as directed or called upon by the President and/or the Executive Board.
- c. Fill any vacancies in office, on an interim basis as appointed by the incumbent President, should they occur, in accordance with Section E of Article VII.
- d. Serve on committees as designated by the President.
- e. shall have the power to vote. (Section amended 3/39/14)

D. Special Presidential Appointments

1. Presidential Appointments: The K.S.J.O.A. President has the right to appoint K.S.J.O.A. members to positions that are deemed necessary for maintaining the good order, discipline, fidelity and integrity of the Association and to better serve the needs of the association members.
2. Board Representatives: Board Representative will be appointed by the President and approved by the B.O.D. for a period of 2 years and will not be a voting member of the Board of Directors. At the end of 2 years if they wish to continue serving as board representative, they will submit in writing to the B.O.D. their intent. The Board Representatives will serve as a liaison to the members and the agencies in their regions and serve on committees and perform all tasks delegated by the President and/or B.O.D.
Shall not be a voting member of the K.S.J.O.A. Executive Board.
(section amended 1/1715)
3. K.S.J.O.A. Webmaster: The President and/or Executive Board shall appoint an official K.S.J.O.A. Webmaster. The purpose of which is to establish and provide for a solid base whereby information concerning the K.S.J.O.A. Operations and Administration and other invaluable information may be disseminated to its members and information made available to the general public This shall be a non-paid, appointed position. The Webmaster shall perform the following duties:
 - a. Maintain official K.S.J.O.A. website in accordance with established N.A.S.R.O. and D.A.R.E. America Policy and Procedures and/or applicable laws
 - b. Establish and maintain a system of registering all Association members.
 - c. Post all official K.S.J.O.A. Executive Board correspondence and provide for e-mail notifications for all new changes, additions and postings.
 - d. Ensure K.S.J.O.A. website is kept current and up-to-date with all available information with approved items submitted being posted within a reasonable amount of time.
 - e. Maintain historical photograph archive file from previous years is maintained. Including but not limited to: Past Presidents, Past conference site locations and K.S.J.O.A. milestones- significant achievements file.
 - f. Ensure annual K.S.J.O.A. Conference is posted well in advance so that members can plan accordingly.
 - g. Assist K.S.J.O.A. Secretary as required to disseminate information to members.
 - h. Obtain prior K.S.J.O.A. Board approval before purchasing any required software necessary to maintain a technologically advanced and informative website.
 - i. Other duties as assigned.
 - j. shall not be a voting member of the K.S.J.O.A. Executive Board.
(section amended 3/39/14)

E. VACANCY IN OFFICES

1. In the event that an elected or appointed officer is unable to serve out his/her term of office, the President shall select a replacement for the remainder of that term, by majority vote of the B.O.D.
2. If a vacancy occurs in a board representative position, the President may select a member in good standing to fill the vacancy, by majority vote of the B.O.D.
(section amended 1/1715)
3. If a B.O.D. member or Board Representative misses three (3) consecutive Board Meetings without just cause, the President may nominate a member in good standing to replace the Officer or Board Representative for the remainder of that term, by a majority vote of the B.O.D. Just cause will be determined by the B.O.D.
(section amended 1/1715)

**ARTICLE VIII
COMMITTEES:**

All committees and their chairperson shall be appointed and announced by the President.

**ARTICLE IX
FUNDS MANAGEMENT**

- A. All funds received by the Treasurer of the K.S.J.O.A. shall be deposited in an account in the name of the K.S.J.O.A. and not in the name of any individual. Withdrawal from such fund shall require the signature of the Treasurer.
- B. Fund expenditures shall be restricted to the purchase, production, and/or distribution of material necessary to accomplish the purpose and objectives of the K.S.J.O.A., for the rental of facilities and equipment, transportation, consultant services and other items deemed necessary to conduct the business of the K.S.J.O.A.
- C. The Treasurer of the K.S.J.O.A. shall keep and maintain adequate and correct books and records of accounts of the properties and business transactions relating to the K.S.J.O.A., including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and matters customarily included in financial statements. The books of account shall be open to inspection by the B.O.D. of the K.S.J.O.A. at all reasonable times. Said books and records shall be kept and maintained in accordance with nationally accepted general accounting principles and both state and federal regulations.
- D. The Treasurer of the K.S.J.O.A. shall deposit all monies and other valuables in the name and to the credit of the K.S.J.O.A., with such depositories as may be designated by the K.S.J.O.A. B.O.D.; shall render to the President and to the B.O.D. upon request an account of transactions related to the K.S.J.O.A. and a report of the financial condition of the K.S.J.O.A. prescribed by the K.S.J.O.A. B.O.D.
- E. The President shall be authorized to spend up to and including one thousand dollars (\$1000.00) for legitimate K.S.J.O.A. business, without prior approval of the B.O.D.
- F. The B.O.D. is empowered to accept grants, gifts, and donations to carry out the PURPOSE and OBJECTIVE of the K.S.J.O.A.

**ARTICLE X
AMENDMENTS:**

- A. Amendments to the bylaws of the K.S.J.O.A. shall require a majority vote of the B.O.D.
- B. New bylaws may be adopted or these bylaws may be amended or repealed by approval of the general membership at any annual meeting of the K.S.J.O.A. by a two-thirds (2/3) vote of the members present providing the amendment or proposal has been submitted to the B.O.D. at least thirty (30) days prior to the annual meeting.

**ARTICLE XI
PARLIAMENTARY PROCEDURE:**

A. The rules of Parliamentary Procedure, contained in "Robert's Rules of Order, Newly Revised" shall be the authority governing all meetings of the K.S.J.O.A. and of the B.O.D., subject always to existing law and these bylaws.

B. The following standard order of business will be followed after the call to order:

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| 1. Call to Order/Roll Call | 6. Unfinished Business |
| 2. Minutes of last meeting (oral or written) | 7. New Business |
| 3. Financial Report | 8. Conference Planning |
| 4. Executive Board Reports | 9. Next Meeting Date & Location |
| 5. Reports from Board Reps and others | 10. Adjournment |