

**BYLAWS
OF
THE IDAHO ASSOCIATION OF
COUNTIES MISDEMEANOR PROBATION
ADMINISTRATORS ASSOCIATION**

**ARTICLE I
NAME**

The name of the organization shall be the Idaho Association of Counties Misdemeanor Probation Administrators Association and may be referred to as the IACMPAA.

**ARTICLE II
PURPOSE**

The purpose of the IACMPAA shall be to promote evidence based practices for the misdemeanor probation offices in the State of Idaho through:

1. Collaboration with various stakeholders, including but not limited to, the Idaho Department of Juvenile Corrections, Idaho Department of Correction, Idaho Judicial Branch, Idaho Association of Counties (IAC), and Department of Health and Welfare,
2. Information sharing and cooperation among the counties of the State of Idaho regarding issues relevant to misdemeanor probation,
3. Provide relevant and timely information to legislators and staff on misdemeanor related policies and practices,
4. Promoting evidence based/best practice services addressing risks and needs,
5. Enhancing professional development through training and education.

**ARTICLE III
MEMBERSHIP**

1. Members must be administrators of county misdemeanor probation programs in the State of Idaho.
2. IAC will invoice the administrators at the beginning of each fiscal year.
3. Members must be current with annual dues to be allowed voting privileges.

**ARTICLE IV
EXECUTIVE BOARD AND EXECUTIVE BOARD MEETINGS**

1. The Executive Board shall consist of a President, Vice President, and Secretary/Treasurer. Their required duties and terms are:
 - a. President (2 year term)
 - i. Set the agenda for meetings.

- ii. Facilitate meetings.
 - iii. Invite guest speakers.
 - i. Establish subcommittees.
 - ii. Act as the liaison between the association and other organizations as needed.
 - iii. Report back to IACMPAA.
 - b. Vice President (2 year term)
 - i. Facilitate meetings in President's absence.
 - ii. Assist with assigned duties by the President.
 - iii. Bring training ideas to the IACMPAA.
 - c. Secretary/Treasurer (2 year term)
 - i. Take minutes of the meetings.
 - ii. After approval from the President, dispense minutes to IACMPAA, and other agencies as requested.
 - iii. Distribute information and correspondence as requested and send announcements of meetings to IACMPAA members.
 - iv. Through IAC, track membership fees collected.
 - v. Submits bills to IAC for payment.
 - vi. Provide financial reports as requested including a financial report for the annual meeting.
- 2. IACMPAA shall be responsible to and under the jurisdiction of the Idaho Association of Commissioners and Clerks, IACC. Executive officers will participate in the IAC meetings and will submit reports on the IACMPAA activities throughout the year.
- 3. The Executive Board shall have all powers and duties necessary for the management of affairs of the IACMPAA.
- 4. In the event an Executive office vacancy occurs between election years, the Executive Board shall have full power and authority to appoint a person to the current term by an affirmative vote of a majority of the remaining officers.
- 5. The officers of the Executive Board shall be elected by the IACMPAA membership. (On the odd years the President shall be elected; on the even years the Vice President shall be elected and the Secretary/Treasurer shall be appointed by the President.) Each shall have one vote. Nominations will be solicited at the last quarterly meeting of the year. Elections will occur at the first meeting of the year. The voting can take place via email.
- 6. IACMPAA members may call a meeting expressly for the purpose of removing an Executive Board Member or the entire Executive Board. An executive board member may be removed, with or without cause, by a majority vote of a quorum. A quorum, for these purposes, is defined as 50% of the voting membership. Removal of an executive member or members shall be effective immediately.
- 7. Officers may receive reasonable reimbursement for expenses incurred during execution of their duties. Such authorized expenses may be paid as approved by the Board. No loans may be made to any officer or member of the IACMPAA.
- 8. The Executive Board shall keep minutes and records of all its proceeding and of committees acting under its authority. Said minutes will be distributed to members of the IACMPAA following approval by the President.
- 9. The Executive Board shall meet no less than twice per calendar year. Whenever possible the full membership shall meet with the Executive Board. However; the Executive Board, shall have full power to transact business, with a majority vote, without

- consultation of the full membership. The Executive Board may enter an Executive Session if deemed necessary by the President or Vice President.
10. The Executive Board shall approve all business transactions, correspondence and use of letterhead.

ARTICLE V GENERAL, SPECIAL, AND ANNUAL MEETINGS

1. The IACMPAA shall have a minimum of one annual meeting and other meetings as established by the Executive Board. The Secretary will notify IACMPAA members of upcoming meetings. The meetings shall be held in various parts of the State of Idaho to facilitate attendance by all counties and in conjunction with IAC when appropriate.
2. An annual report covering pertinent issues and highlighting accomplishments will be presented at the February IAC meeting in Boise.
3. Minutes will be kept at special meetings or subcommittee meetings and submitted to the President. The Secretary will then forward the minutes to the IACMPAA.
4. Aquorum will be a majority of voting members and a vote will be made with a simple majority of voting members present.
5. Any IACMPAA issues can be voted on via email or electronically.

ARTICLE VI FISCAL YEAR AND FUNDING

1. The fiscal year of the IACMPAA shall be from October 1st through September 30th. The Treasurer shall prepare reports to the IACMPAA membership and as requested.
2. The IACMPAA will be funded primarily through annual dues of IACMPAA members. Dues will be set at the annual meeting. All accounting administration and administration of funds belonging to the IACMPAA shall be handled through the IAC.

ARTICLE VII AMENDMENTS

1. These BYLAWS may be altered, amended, or repealed and new BYLAWS may be adopted by a majority of the membership present at any meeting called by the Executive Board so long as notice of the substance of the proposed action is contained in the notice of the meeting.

APPROVED on the 13th day of September, 2009.

REVISED on the 25th day of August, 2013.

REVISED on the 12th day of May, 2021.

REVISED on the 7th day of June, 2021.