

# MINNESOTA SHERIFFS' ASSOCIATION JAIL PROGRAMS AND SERVICES DIVISION

## Article I. Name

The official name of this division of the Minnesota Sheriffs' Association (MSA) shall be the Minnesota Jail Programs and Services (MJPS).

## Article II. Mission Statement

The MJPS believes that jail programming is an integral part of the Criminal Justice System that should coordinate with the courts and court services. The mission of MJPS is to develop and support professional jail programming, to promote inmate rehabilitation and support jail practices that are consistent with constitutional requirements and professional operations.

## Article III. Goals

The goals of this division are:

- A. Provide an organized forum and network for jail programmers and jail service providers.
- B. In coordination with the MSA Board of Directors provide input to the State Department of Corrections concerning the minimum standards for jail programming.
- C. Develop a basic training curriculum for jail programming staff.
- D. Make recommendations to the Department of Corrections, legislators and other state officials concerning jail issues, through the MSA Board of Directors.
- E. Promote the professionalization and certification of jail staff.
- F. Provide technical assistance to new and existing jail programs.
- G. Promote rehabilitative concepts in local correctional facilities.
- H. Promote constitutional jail practices.
- I. Develop and circulate a newsletter for program staff.

Article IV. **Organization**

- A. Effective May 1, 2007, Minnesota Association of Jail Programs and Services (MAJPS) will become a division of the MSA known as Minnesota Jail Programs and Services (MJPS). The MJPS will make recommendations to the MSA that it deems useful in enhancing the professionalism of Jail Program staff and jail operations and to promote the public safety and office of sheriff. MJPS will operate as a distinct division off the MSA as set forth herein.
- B. Two (2) individuals shall be appointed as liaison members by the MSA Board to participate in the MJPS Executive Board meetings and report back to the MSA Board as required. MSA liaison members of the MJPS Executive Board do not have voting privileges.
- C. The MAJPS, its agents and representatives shall remain solely and exclusively responsible for all decisions and financial obligations of any kind entered into prior to May 1, 2007. Effective May 1, 2007 the MSA shall assume responsibility for the fiscal management and financial obligations of the MJPS to the extent set forth in these by-laws. Such responsibility of the MSA shall be incurred only upon the acceptance of these by-laws by the MSA

Article V. **Membership**

- A. The membership of the division shall be composed of Jail Programming personnel serving the Jails/Correctional facilities in the State of Minnesota and other Jails/Correctional support personnel as the membership may accept.
- B. Full voting membership shall be granted to any correctional programming personnel in the state of Minnesota employed by a sponsoring facility, whose sheriff is an active member of the Minnesota Sheriffs' Association (MSA).
- C. Any person who expresses interest in MJPS and is not eligible for the full voting membership may join as a non-voting member [i.e. out of state agencies, volunteers, students].
- D. **Membership Term:** A membership year shall commence each January 1 and end each December 31.

Article VI. **Officers and Duties**

- A. The division shall elect an Executive Board from among the voting members in good standing. This Executive Board shall consist of six (6) elected members whose terms shall be for a period of three (3) years from the election. One third of the Executive Board shall be elected each year. A reasonable attempt should be made to have Executive Board members from separate counties.

- B. The immediate past President shall remain on the Board for a period of one year. In the event the past President is re-elected to the Board an additional member shall be elected to serve as an Administrative Officer.
- C. The officers shall be selected from the Executive Board at the first committee meeting after the election. The first Board meeting shall be called by the President or immediate past President of the Division. Duties of the officers shall be those herein set out in addition to those duties normally performed by such officers in similar divisions or as are established by a vote of 2/3 of the assembled members entitled to vote at any regularly called meeting.
- D. **PRESIDENT:** Serves as member of the Executive Board; presides at all Division meetings; serves as the Division's representative wherever and whenever the Division requires; appointment of chairperson(s) of all committees; provides assistance to correctional institutions seeking programming services; develops a written agenda for all meetings; ensures that the meetings are set and publicized among the membership; serves at will on all committees of the Division and such other duties common to chairpersons of such divisions or as are established by action of the membership; strives to ensure that the goals of the Division are met; answers or directs correspondence, information, or requests for information; keeps abreast of legislation related to jail programming issues and serves as primary liaison to the MSA Board.
- E. **VICE-PRESIDENT:** Serves as member of the Executive Board; assumes responsibilities of the President in the absence or inability of the President; serves as parliamentarian for the Division and such duties as are common to vice-presidents of such divisions and other duties as are established by action of the membership; responsible for organizing membership recruitment; responsible for guiding and assisting the District Representatives.
- F. **SECRETARY/TREASURER:** Serves as a member of the Executive Board; maintains a roster of all paid members; responsible for keeping minutes of membership and board meetings; in conjunction with MSA staff is responsible for all financial affairs of the Division.
- G. **PUBLICATION OFFICER:** Serves as a member of the Executive Board; serves as Secretary/Treasurer in the absence or inability of the Secretary/Treasurer at any meeting; organizes, publishes, and mails the Division quarterly newsletter; responsible for keeping the membership informed of Division events and proceeding of all Division committees.
- H. **TRAINING COORDINATOR:** Serves as a member of the Executive Board; organizes, coordinates, and directs the Spring Training Conference Planning Committee; coordinates development of jail program training curriculum.
- I. **RESOURCE COORDINATOR:** Serves as a member of the Executive Board; coordinates Fall Training Conference and resources; provides technical assistance to new and existing jail programs; assists with development of jail program training curriculum.

Article VII. **Removal and Replacement**

Any officer of the Executive Board may be removed at any regular meeting, upon motion of any member and approval of 2/3 of the assembled voting membership. In the event of such a removal, an election shall immediately be held at the meeting to replace the removed officer.

Article VIII. **Whole Membership Meetings**

Regular meetings of the whole membership shall be publicized and held at least two (2) times a year. Special meetings may be requested at any time by any member or officer. Committee meetings shall be held by the President as necessary. All meetings shall be conducted under the format prescribed by Roberts Rules of Order.

Article IX. **Executive Board Meetings**

- A. Regular Executive Board Meetings shall be publicized and held at evenly spaced intervals throughout the year. The Executive Board shall always meet in regular session prior to a regular meeting of the whole membership. Special meetings may be requested by any officer.
- B. The President shall prepare an agenda and give notice of meetings. All meetings shall be conducted under the format prescribed by Roberts Rules of Order.

Article X. **Election of Officers**

- A. Election of one third (1/3) of the Executive Board shall be held annually at the spring conference. The Executive Board shall be elected by a simple majority at such meetings when voting members in good standing are present at the time of balloting. Absentee ballots will be accepted or counted in any election.
- B. The President shall, at the election meeting, open the meeting to nominations from the floor. Any member may nominate any voting member for the Executive Board and, when seconded, the name of such member shall be placed on the ballot.
- C. All other rules for the election of the Executive Board shall be directed by the President or the Executive Board.

#### Article XI. District Representatives

This Division shall have district representatives for each district as established by the MSA. District Representatives will be appointed on a volunteer basis by the Executive Board. A reasonable attempt will be made to have district representatives from the district they represent. District Representatives will help with membership recruitment, new member training, and disseminate association information for their district. District Representatives will attend their district's Jail Administrators meeting at least once a year. District Representatives should attend the first MJPS Executive Board meeting after each year's election. District Representatives shall serve a three year term.

#### Article XII. Committees

The Division shall have committees; these committees shall be chaired by the President or his/her appointee, the Vice-President, the Secretary, the Treasurer, the Publication Officer, the Training Resource Coordinator, or others from the membership as appointed. The President, or the Executive Board, shall determine the type and purpose of each committee formed. The President shall appoint all chairpersons to head such committees. Work of the committee shall be carried out as directed by the President, the Executive Board and the Chairperson of the Committee. In the event of malfeasance, or misfeasance by any committee chairperson, the President may appoint a substitute. The President may appoint new members to the committees. Committee members must be members in good standing of this Division.

#### Article XIII. Dues

All dues are payable annually. No person shall be a member in good standing of the Division unless they are current with membership dues of the division. Annual dues shall be established by the MJPS Executive Board in consultation with the MSA Board of Directors.

#### Article XIV. Amendments

- A. The By-Laws may be amended at any time by a vote of 2/3 of the voting members present at any meeting.
- B. Any amendments shall be subject to the review and acceptance of the MSA Board of Directors before their effective date.
- C. The MJPS Executive Board shall have power to fill any vacated position(s) on the Executive Board until the next annual election. The general membership is to be notified of any change(s) in the Executive Board.