

States Postal Service if no email address is on file at least thirty (30) days in advance of the annual meeting. Electronic ballot returns and mailed ballot returns shall be returned to the MCA Office at least five (5) days before the annual meeting. All returned ballots will be tallied by the Administrative Manager and confirmed by the Nominating Chair. Election results will be announced at the annual meeting.

- B. The election may take place at the Annual Fall Training Institute providing the Nominating Committee has sent to each member of the Association at least thirty (30) days in advance of the election, candidate information and the time and place of the election. Electronic notification is permissible. Ballots will be distributed in such a way as to ensure that only members will be voting and that a member may vote only once. There shall be a method in place to allow absentee voting. Returned ballots will be opened and counted by at least three (3) members of the Nominating Committee. Election results will be announced at the annual meeting.

## ARTICLE V

### Committees

#### Section 1: Committees

The following shall be the standing committees of the Association:

- A. **Membership Committee.** The President shall appoint a Chair for this committee, which should consist of at least seven (7) members. The Treasurer shall be a member of this Committee. The Committee shall provide a current directory of members, solicit new memberships and renewals, and keep a record of membership applications and fees. The Committee shall also be responsible for polling Association members, as directed by the Board of Directors, to elicit feedback on the Association's ability to meet the needs of its members.
- B. **Adult Justice/Legislative Committee.** The President shall appoint a Chair or Co-Chairs for this committee, which should consist of at least nine (9) members, including the chair of the Juvenile Justice Committee or their designee. This Committee shall concern itself with studying proposed legislation in the fields of criminal law and corrections. These efforts must be based upon nonpartisan analysis, study and research of specific problems within the scope of the correctional field, and all results and findings of Committee analysis, study and research shall be made available to the public. All legislative activity of the Committee shall serve a public rather than a private interest.

The Committee, with the concurrence of the Board of Directors, may support or oppose proposed corrections legislation; positions taken by the Committee must be consistent with our philosophy, mission statement and good correctional practice. Members representing the Association shall not indulge in practices, which could be construed as influence peddling or the placing of undue pressure upon legislators. A quorum of this Committee shall be five (5) members.

- C. **Annual Training Institute Committee.** The President shall appoint a Chair for this committee, which should consist of at least seven (7) members. The purpose of this Committee shall be to plan a suitable program for the annual training institute.

D. **Spring Workshop Committee.** The President shall appoint a Chair for this committee, which should consist of at least six (6) members. The purpose of this Committee shall be to plan a relevant workshop to be held in the spring each year.

- ~~D.E.~~ **Education and Training Committee.** The President shall appoint a Chair for this committee, which should consist of at least ~~seven~~ ~~six~~ (7 6) members. The Committee should include four regional representatives, one from each quadrant of the state plus a representative from a correctional facility. The committee shall identify training needs across the MCA membership ~~and that could be held in~~

~~each regions throughout the state. In addition, they shall promote education and training resources and opportunities to professionals in the field of corrections.~~ An MCA Education and Training Committee member ~~will~~ may attend ~~MCCA Education and Training other affiliated correctional association~~ meetings as needed to plan and arrange ~~four additional trainings a year additional joint trainings~~. These trainings ~~will~~ would be a joint ~~MCCA/MCA and the affiliated correctional association-~~ sponsored ~~education and~~ training events.

**EF. Juvenile Justice Committee.** The President shall appoint a Chair for this committee, which should consist of at least seven (7) members. This Committee shall focus on issues germane to juvenile and shall work closely with the legislative committee/lobbyist including preparing position statements that have Executive Board or Presidential approval. Information shall be freely shared with the legislative committee regarding minutes and topics being discussed with the Board.

**FG. Student Services/Research Committee.** The President shall appoint a Chair for this committee, which should consist of at least seven (7) members. The purpose of this Committee shall be to provide outreach to institutions of higher learning. They shall develop student involvement in the Association, inform students and faculty regarding careers in corrections, and work toward establishing and maintaining minimum educational standards in the field of corrections.

**GH. Technology Committee.** The President shall appoint a Chair for this committee, which should consist of at least seven (7) members to include the Association web master. The purpose of this Committee shall be to provide information regarding the application of current technology in the field of corrections and to promote ethical standards in the use of technology and data.

**HI. Nominating Committee.** This Committee, should consist of at least nine (9) members who shall be selected as follows: Two (2) members, including the Chairperson, shall be selected by the Board of Directors upon recommendation of the President; three (3) members shall be nominated from the floor at the annual business meeting; one (1) member shall be nominated by the new President Elect; and three (3) or more members shall be selected by the Chairperson, subject to approval by a majority vote of the Board of Directors. The purpose of this committee shall be to seek candidates for each office to form the Executive Committee.

**IJ. Sponsorship Committee.** The President shall appoint a Chair(s) for this committee, which should consist of at least seven (7) members. Membership shall include the Chairs (or committee designees) of the Training & Education committee, Student Services/Research committee, and Fall Institute Resource Fair subcommittee. The purpose of the committee is to solicit monetary or in-kind support for the associations' programming, education and networking opportunities in exchange for marketing benefits to the sponsor.

**JK. Awards Committee.** This Committee should consist of the last five past presidents with the Immediate Past President acting as chair. The purpose of this committee to review and recommend award categories and nominations to the Board of Directors for approval.

**KL. Communications Committee.** The Vice President shall appoint a chair for this committee, which should consist of at least five (5) members, including the Vice President and the MCA Photographer. This committee shall focus on communication with members via Facebook, Twitter and Instagram. The committee will also work closely with the Technology Committee, ~~MCA Photographer~~, and MCA Webmaster. This collaboration will allow the Communications Committee any opportunity to incorporate MCA needs and communicate on the organization's behalf. This committee will publish the Forum Newsletter. The photographer shall receive complimentary membership and registration for events (if applicable), as approved by the Communications Committee chair.

**M. Victim Services Committee.** The President shall appoint a Chair for this committee, which should consist of at least 7 members. The purpose of this Committee is to focus on issues relating to victim response and service provision throughout the State of Minnesota and to provide information to the membership about trends and developing concerns. This committee shall also be responsible to

foster the relationship between the Criminal Justice Professionals working with offenders and Advocacy Professionals, both systems based and community based.

## **Section 2: Special Committees**

The Executive Committee shall have authority to appoint such additional special committees as may be needed to advance the purposes and goals of the Association.

## **ARTICLE VI**

### **Miscellaneous**

#### **Section 1. Contracts**

The Board of Directors will be authorized to approve or disapprove any contract or financial agreements the association enters into. Approval must be by majority vote and notice of approval will be given to the Executive Committee to enter and execute said contract upon signatures of the Treasurer and one other Executive Board member.

#### **Section 2. Loans Prohibited**

No funds of the Association shall be loaned to any member or officer of the Association.

#### **Section 3. Disposition of Funds Upon Dissolution of the Association**

If for any reason the Minnesota Corrections Association, Inc. is dissolved, all existing funds in the treasury and all monies received from the sale of the Association's equipment will be donated to a charitable organization as defined by the Internal Revenue Code 501(c)(3).

## **ARTICLE VII**

### **Fiscal Year**

The fiscal year shall begin on January 1 and end on December 31 of each year.

## **ARTICLE VIII**

### **Amendments to Bylaws**

The Board of Directors of the Association is expressly authorized to propose amendments to the By-Laws of the Association. Thirty (30) days advance notice shall be given to the membership of intent to propose amendments to the Bylaws at the annual business meeting or a special meeting called by the MCA President as approved by the Board of Directors. All proposed Bylaw amendments shall be voted on by the membership at the annual business meeting or a special meeting called by the MCA President as approved by the Board of Directors.

These revised Bylaws were adopted by the membership of the Minnesota Corrections Association, Incorporated, at its annual meeting(s) as noted below.

Attest: