

CONSTITUTION AND BY-LAWS
OF THE
PENNSYLVANIA PRISON WARDEN'S ASSOCIATION

ARTICLE 1

NAME AND OBJECT

Section 1. The name of this body shall be "The Pennsylvania Prison Warden's Association."

Section 2. The purpose for which this Association is organized is:

1. To secure a closer professional and personal relationship among senior administrative officials in the field of adult corrections and associated disciplines.
2. To work toward the improvement of the correctional system at the federal, state and county level throughout the Commonwealth of Pennsylvania.
3. The Association is established to foster improved standards for operating correctional facilities and programs; providing continuing education and training for correctional administrators in new and developing aspects of correctional management.
4. Develop and support proposals for legislative reform and improvement of adult corrections.
5. Study and initiate new and improved methods for working with persons who are committed to the adult correctional systems.
6. Promote the improvement of working conditions and benefits for persons who administer correctional facilities and programs.

ARTICLE 2

MEMBERSHIP

Section 1. The Association membership shall be divided into two classes:

1. Active Membership
2. Associate Membership

Section 2. Active membership shall consist of those who at the time of application hold the position of Warden, Superintendent, Deputy Warden, Deputy Superintendent, Major, Program or Treatment Manager, the job equivalent of the aforementioned titles, Central Office staff of the PA Dept. of Corrections, members of the PA Board of Probation and Parole; or, any other upper or middle manager in a county, state or federal correctional facility and approved by the

Membership Committee and the President. Applications for other upper/middle managers must include an endorsement from the facility Warden/Superintendent.

Anyone who is an employee of a private company or organization that operates or runs a correctional facility is excluded from membership. Private correctional employees are not eligible for any membership. This does not include an employee of a private company contracting support services to a non-private correctional facility.

Section 3. Associate membership must be sponsored by an Active member of the Association and approved by the Membership Committee and the President. These membership applications should include a proposal explaining the interest in membership in the Association.

ARTICLE 3

OFFICERS

Section 1. The Officers of the Association shall consist of the President, three Vice-Presidents, and a Secretary/Treasurer. The President and Vice-President shall be elected by ballot by a majority vote of the active members present in good standing (see Article 8) to vote at the Annual Spring Meeting, and shall hold office until his/her successor shall qualify and be elected.

At the time of their election, all Officers shall be actively engaged at one of the positions set forth in Article 2, Section 2. If, for any reason, they shall relinquish said position during term of office, their elected position shall be declared vacant and filled as specified in Article 5, Sec. 1.

Section 2. There shall be an Executive Committee which shall consist of the immediate Past President, the President, the three Vice-Presidents, the Secretary/Treasurer, and the three members of the Association, one from each zone of the Commonwealth as defined in Article 10, Section 1 of the By-Laws. The Third Vice-President and three members of the Executive Committee, one of each representing each zone of the Commonwealth, shall be elected by ballot at each election and by majority vote of the members present in good standing to vote. In addition, thereto, the President Emeritus and Chairpersons of the "Standing Committees" set forth in Article 3, Section 3, shall be members of the Executive Committee, as well as the adjunct appointed positions of Chaplain and Sergeant at Arms.

For the purposes of membership on the Executive Committee, the positions of President Emeritus, Chaplain, and Sergeant at Arms and their respective terms are considered in perpetuity provided they maintain Association membership in good standing and do not become incapacitated making them unable to discharge their duties. Replacement for reason of any of these positions

on the Executive Committee shall be made pursuant to majority vote of eligible Executive Committee voting members present at the business meeting. The adjunct positions of Chaplain and Sergeant at Arms are non voting members while the President Emeritus may vote as otherwise noted in this article and section.

Selection for the position of President Emeritus shall be made from a pool of senior retired candidates who are members of the Association in good standing, have a minimum of 25 years' criminal justice experience and Association membership, are a former president of the Association and are present at the Association's general business meeting. Should it become necessary to replace the President Emeritus, formal notice will be made to the membership at a business meeting by the President that the position is vacant and will ask those present at the meeting to stand and identify themselves as meeting the requirements specified herein. The Executive Committee members present with voting privileges will then convene separately from the business meeting, select a replacement and inform them membership of the selection.

Immediately after their election, the Executive Committee shall meet for the purpose of organization.

The Executive Committee shall consider and report to the Association at its meeting all proposed measures for the benefit of the individual members and general welfare of the Association; suggest ways and means for the advancement of the purposes of the Association; convene at any place that may be determined upon; audit all accounts and in every way promote the interests the Association in any and all means pertaining to its purposes.

The President shall approve the expenditures of the Association but not beyond the amount of the finances to the credit of the Treasury. The Executive Committee shall approve guidelines for the expenditure of funds commensurate with the goals and purposes of the organization.

A majority of the members of the committee shall constitute a quorum for the transaction of business. President Emeritus has the tie-breaking vote at Executive Committee Meeting.

Section 3. The following shall constitute the Standing Committee, who can be either Active or Associate Members of the Association, who shall be chosen by the President, to wit:

1. Finance Committee: At least three members whose function it shall be to devise ways and means of obtaining funds for the purpose of the Association.
2. Program Committee: At least three members whose function it shall be to recommend the adoptions of any activities for the benefit of the public and the Association.

3. Public Relations Technology Committee: At least three members whose function it shall be to recommend publicity activities; which will be to the benefit of the Association and the public. They shall also be responsible for posting information of benefit to the Association and interest to the public on the web site.
4. Legislative Committee: At least three members whose function it shall be to make recommendations for legislation which will help to carry out the purposes of the Association.
5. Membership Committee: At least three members whose function it shall be to recommend ways and means of increasing the membership of the association.
6. A Solicitor: At least one person whose function it shall be to act as legal advisor to the Association.
7. Auditing Committee: At least three members whose function it shall be to review the financial records of the association during each calendar year. The Chairperson of the auditing Committee, with the approval of the President, shall contract with a qualified auditor to audit financial records of the Association at the end of every year or if the Secretary/Treasurer resigns his/her position. The report of the auditor will be presented to the membership annually at the spring meeting. The President shall authorize the expenditures of funds for the preparation of the yearly audit.
8. Nominating Committee: At least five members whose function it will be to propose to the Association a slate of Officers for the Association, and to propose members to fill vacancies on the Executive Committee when interim appointments are necessary.
9. Awards Committee: At least three members whose function it shall be to solicit, receive, and review nominations from all of the active membership for the award of "Pennsylvania Warden of the Year" and any other meritorious or special recognition awards. The committee, upon completion of its review, will submit its recommendations, along with the rationale for its recommendation, to the President, the three Vice-Presidents, and the Secretary/Treasurer of the association for their review and approval.
10. By-Laws Committee: At least six members whose function it shall be to recommend the By-Laws to be altered, amended or revised to the Executive Committee. The Executive Committee will review the recommended changes, make any necessary revisions, and submit the proposed changes to the Association, which shall require two-thirds of the active members of the Association present and entitled to vote, to do such.
11. Exhibitor's Committee: At least four members whose functions it shall be to coordinate exhibitors at conferences, and to make recommendations to the Association regarding any changes relating to exhibitor participation.
12. Scholarship Committee: At least six members, two from each region, whose function it shall be to accept written letters of request from Active members, naming their immediate family member who they propose receive a scholarship. Scholarships will be awarded in accordance with the special procedures established for this function.

13. Site Selection Committee: At least three members appointed to the committee should be comprised of one Active member of all three zones with one member from the Eastern Zone, one member from the Central Zone, and one member from the Western Zone. Their purpose will be to review possible sites for the Spring and Fall meetings of the Association and make a recommendation to the Executive Committee as to where these meetings will be held.
14. Intergovernmental Issues (Insight & Resource Committee): Comprised of a minimum of six members to promote positive interaction among corrections professionals and provide a forum to recommend resolution of common issues.
15. At Large Committee – Consists of all past Presidents who are members in good standing as well as one representative from each region.

ARTICLE 4

DUTIES OF OFFICERS

Section 1. It shall be the duty of the President to preside at all meetings of the Association, and to perform such other duties that may be incidental to his/her office.

Section 2. It shall be the duty of the Vice-President to perform all the duties of the President during his/her absence; order of precedence shall be First, Second, and Third Vice-President.

Section 3. It shall be the duty of the Secretary/Treasurer to receive and answer all communications addressed to the association, which may be submitted to him/her for such purpose by the Officers of the Association and to perform such other duties as may be required of him by the Executive Committee. He/She shall keep the minutes of the proceedings of each meeting and perform all other duties consistent with his/her office as Secretary/Treasurer.

It shall be the duty of the Secretary/Treasurer to receive all monies for the Association, keeping an accurate account of same. He/She shall, at the annual Meeting, or at any time requested by the President, make a full report of the monies received and disbursed and provide an income statement to each member present. He/she may not make a payment greater than \$2,500 without electronic mail confirmation from any two (2) of President, Finance Committee Chair, and 1st Vice President. He/She shall be compensated for his/her services in the amount fixed by the Executive Committee who shall have power to fix such compensation. At the expiration of his/her tenure of office he/she shall deliver all monies, books, papers, and any other property of the Association in his custody to his/her successor in office. He/She shall deposit all monies belonging to the Association in a bank designated by the Executive Committee. Such monies shall

be deposited in the name of the Association. He/She shall give such bond for the faithful performance of his/her duties and with such security as may be required by the Executive Committee, the premium to be paid by the Association.

Section 4. It shall be the duty of the Chaplain to provide spiritual guidance to the officers and general membership at conference meetings and special functions, to include invocation and benedictions and to preside over scheduled memorial or religious services, as well as posting of the colors as required.

Section 5. It shall be the duty of the Sergeant at Arms to deliver to each conference site the Association's banner and coat of arms, posting them in a conspicuous manner. In addition, the Sergeant at Arms shall serve as by-laws parliamentarian addressing questions of by-laws interpretation and adherence to said laws.

ARTICLE 5

APPLICATIONS FOR MEMBERSHIP

Section 1. ACTIVE MEMBERSHIP: Any person holding any of the positions indicated in Article 2, Section 2 employed full time by a government entity, desirous of becoming an Active Member of the Association shall file his/her application with the Secretary, giving his/her name, position, and residence.

Section 2. ASSOCIATION MEMBERSHIP: Application for an Associate Membership must be sponsored by an Active Member of the Association. Upon receipt of applications, the Secretary shall review and make a recommendation to the President.

ARTICLE 6

VACANCIES

Section 1. Any vacancy occurring in the Executive Committee shall be filled by the President for the unexpired term.

Section 2. Any vacancy in the office of the Vice-Presidents or Secretary/Treasurer, occurring during the interval between election periods of the Association, shall be filled by the majority vote of the Executive Committee, and such appointee shall serve until the next Annual Meeting following his appointment. The candidates elected at such Annual meeting shall serve for the unexpired term of the Officer originally elected.

ARTICLE 7

AMENDMENTS

Section 1. The Association shall have the power to alter, amend or revise the Constitution and By-Laws; but the same shall not be altered, amended or revised except by a vote of two-thirds of the Active Members of the Association present and entitled to vote at both Spring and Fall business meetings.

ARTICLE 8

DUES AND CRITERIA OF MEMBERSHIP

Section 1. The dues for the Active membership shall be fifty dollars (\$75.00) payable annually at the beginning of the fiscal year.

Section 2. The dues for Associate Membership shall be one hundred dollars (\$100.00) payable annually at the beginning of the fiscal year.

Section 3. All persons who have been Active Members, in good standing, may, after retirement from active duty, retain their membership by continuing the payment of annual dues, which shall be fifteen dollars (\$25.00) per year. Retirees may pay a one time \$150 for a lifetime membership.

Section 4. The President shall appoint all committees, except the Executive Committee.

Section 5. Any member delinquent for one full year in payment of dues shall be automatically deprived of all benefits of membership; and a member delinquent for two (2) years shall be dropped from the rolls of membership and shall not be reinstated until all arrears for dues are paid and reinstatement approved by the Executive Committee.

A quorum of the members present at any Executive Committee meeting can authorize suspension from active membership a member for cause. An appeal of suspension from membership can be made to the general membership at the spring business meeting. Any member, for cause, may be dropped from the Association by two-thirds of the voting members present at the Annual Spring Business meeting. A cause is defined as violating any article of these by-laws.

A member leaving full time employment from a governmental entity to the correctional field will be dropped from membership. This does not include retirees.

Section 6. The fiscal years of the Association will be from January first to December thirty-first, inclusive.

Section 7. Good standing is an active member who has paid his/her dues in full, or has made official notification to treasurer of intent to pay, prior to April 1st.

ARTICLE 9

MEETINGS

Section 1. Regular and special meetings of the Association shall be held at times and places designated by the President.

Section 2. The Annual Spring Meeting of the Association shall be held at the call of the President with thirty (30) days previous notice mailed by the Secretary to each Member of the Association, its affiliates and Associate Members. The Annual Fall Meeting shall be for Active members only.

Section 3. On all questions, the vote may be taken viva voce, but when one-fifth of the members present demand a yea or nay vote to be taken by the association, it shall be done accordingly, and the Secretary shall call the roll and the vote of each member shall be entered on the minutes of the Association.

ARTICLE 10

ZONES

Section 1. The Commonwealth shall be divided into three zones for the purposes of the Association: Eastern Zone, Central Zone, and Western Zone. Each zone shall meet once a year for the purpose of conducting regional training and disseminating information.

Section 2. The Eastern Zone shall be comprised of the following Counties: Berks, Bucks, Carbon, Chester, Columbia, Delaware, Lackawanna, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Philadelphia, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming.

Section 3. The Central Zone shall be comprised of the following Counties: Adams, Bedford, Blair, Bradford, Cameron, Centre, Clinton, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Snyder, Sullivan, Tioga, Union, and York.

Section 4. The Western Zone shall be comprised of the following Counties: Allegheny, Armstrong, Beaver, Butler, Cambria, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington, and Westmoreland.

Section 5. The regional representative shall be elected by a majority of the vote of the active members in good standing of their zones only.

ARTICLE 11

ELECTIONS AND OFFICERS

Section 1. An Annual Spring Business meeting shall be held each year at a time and place designated by the President.

The business of the Annual Spring Business Meeting shall be held each year at a time and place designated by the President.

The business of the Annual Spring Business meeting shall be to elect officers (when such election is in order) and to transact any other business consistent with the purposes of the Association.

Section 2. The Officers of this Association shall be a President, a First Vice-President, a Second Vice-President, a Third Vice-President, and a Secretary/Treasurer. All Officers shall serve for a term of two (2) years. No Officer may serve more than one (1) term plus the remaining portion of an unexpired term if filled through a vacancy. The President, at the expiration of his or her term of office, will be succeeded automatically by the First Vice-President. The First Vice-President will be succeeded by the Second Vice-President who, in turn, will be succeeded by the Third Vice-President. The vacancy created by this succession in the office of Third Vice-President will be filled by election by the membership of this Association.

The Secretary/Treasurer shall be appointed by the Executive Committee and serve 6yrs term. The term of President Emeritus shall be for life.

Section 3. Election of Officers will be held at the Spring Meeting. All Officers will be open to election or re-election of qualified members.

Section 4. The Nominating Committee will officially be convened at the Fall Meeting prior to the Election of officers the following Spring Meeting. The Nominating Committee will develop a slate of candidates for the office of the Third Vice-President and the three elected members of the Executive Committee, with at least (2) members' names as candidates, which will be filed with the Secretary/Treasurer prior to the Spring Meeting. The Secretary/Treasurer will

ensure that every Active member receives a listing of the proposed slate at least thirty (30) days prior to the General Meeting (Spring) so that members will have the opportunity to review the proposed slate.

Section 5. Additional names may be placed in the nomination from the floor at the time of the Spring Meeting during the year that elections are held. These names will be added to the ballot.

Section 6. Election of officers will be by secret ballot distribution at the Annual Spring Business Meeting. These ballots will be tabulated by the Nominating Committee. The Nominating Committee will retire from the meeting to carry out the counting of the ballots and report the results to the membership prior to the end of the meeting.

Section 7. The President will have the authority to appoint additional members to the Executive Committee to meet the needs of the Association.

ARTICLE 12

RULES OF ORDER

Section 1. All questions of order shall be decided by the presiding officer, subject to appeal by any Member of the Association.

Section 2. Each member, when he speaks or offers a motion, shall rise in his/her place and respectively address the presiding Officer, giving his/her name, position and location of employment.

Section 3. All motions or resolutions, if requested by the secretary, shall be presented in writing.

Section 4. "Roberts Rules of Order" shall govern the conduct of all meetings of this Association. The President shall be a Parliamentarian whose duty shall be to interpret any question or order.

ARTICLE 13

ORDER OF BUSINESS-EXECUTIVE COMMITTEE MEETING

1. Call a meeting to order.
2. Reading minutes of previous meeting and special meeting.
3. Report of Treasurer.
4. Unfinished business.
5. Report of Committees.

6. New business and communications.
7. Adjournment

ARTICLE 14

ORDER OF BUSINESS – ANNUAL MEETING

1. Calling the meeting to order.
2. Pledge of Allegiance and Invocation.
3. Election and installation of officers.*
4. Appointment of committees.
5. Address and report of President.
6. Address and report of Vice-Presidents.
7. Address and report of Treasurer.
8. Reports of Committees.
9. Topics and discussion of same.
10. Unfinished business.
11. Miscellaneous and New Business.
12. Reading of communications.
13. Good of the order and Benediction.
14. Adjournment.

*Spring Meeting, odd numbered years.

Revisions Approved by the General Membership On April 25, 2018.

Revised	2002
	2005
	2009
	2012
	2015
	2017
	2018