

VIRGINIA PROBATION AND PAROLE ASSOCIATION

VISION

We envision a safe community through involvement, enhancement, and professionalism of our members by fostering leadership, advocacy and quality services.

VALUES

The Virginia Probation and Parole Association:

- Believes a full range of sanctions, incentives and services for offenders enhances safety in the community.
- Seeks a system that promotes the awareness of the needs of the community in a supportive and innovative manner.
- Values partnerships as a means of effective service delivery.
- Believes that education is the foundation of any endeavor and we seek to provide a continuum of learning through training opportunities and statewide communication.
- Values an environment that cultivates integrity, diversity and respect through leadership and empowerment.
- Values a strong sense of professionalism that is enhanced through leadership and ethical standards.

MISSION

Provide quality services that actively support the Vision of the Virginia Probation and Parole Association, the membership and the community.

This is accomplished by:

- Providing training opportunities, educational assistance and networking initiatives.
- Serving as an information resource to members, the Virginia Department of Corrections, the community and Virginia legislators to facilitate public policy development.
- Providing leadership, guidance and advancement of ethical standards.
- Serving as an advocate and support system for the membership.
- Developing partnerships in the community through public awareness initiatives and participation in community service projects.

CONSTITUTION AND BY-LAWS

PREAMBLE

We, the members of the Virginia Probation and Parole Association, recognize the crucial need to reduce the incidents of criminal behavior by persons under probation, parole and/or post-release supervision and to reduce recidivism through effective community corrections practices. We work to protect society by providing information to criminal justice agencies, and services to persons under supervision, which leads to the reduction of risk to re-offend while increasing the individual's ability to function as a law-abiding citizen. We strive to further serve our communities by addressing the needs of victims through restitution and other types of community service programs.

We hereby commit ourselves to the improvement of probation and parole practices at all levels by fostering the development of necessary knowledge, skills, resources and legislation for the most effective and efficient service delivery system possible.

In order to achieve these ends, we shall further commit ourselves to the promulgation of appropriate standards and guidelines that will enhance the professional status of probation and parole personnel. This will be accomplished by association in an organized group and believing that such an association can be an opportunity to strive for higher professional standards, thereby securing the confidence and respect of the citizenry.

ARTICLE I

OFFICIAL TITLE AND ORGANIZATIONAL STATUS

Section 1

The name of the Association shall be the Virginia Probation and Parole Association, and shall be referred to hereafter as the Association.

Section 2

The duration of the Association shall be perpetual.

Section 3

The Association shall be a non-profit organization and shall not conduct or carry out any activities not permitted to be conducted or carried out by an organization exempt from taxation under the Internal Revenue Code, and the Association shall not conduct or carry out any activities not permitted to be conducted or carried out by an organization to which contributions are deductible under the Internal Revenue Code.

Section 4

The Association may solicit and receive funds and grants to aid in carrying out its aim and purposes. No funds shall be received without the expressed authorization of the Executive Committee. The Executive Committee authorizes and administers an annual budget.

ARTICLE II

OBJECTIVES

The objectives of the Association are:

- A. Advance probation and parole work as a professional endeavor by enlisting the support of personnel in all phases of probation and parole, in the statewide Association, and in cooperation with other states, regional and national probation and parole associations.
- B. Strengthen the professional status of probation and parole by providing training; improving techniques; raising basic standards; standardizing methods of service delivery and by compiling, correlating and disseminating information and knowledge concerning probation and parole.
- C. Increase public awareness and acceptance of probation and parole as a meaningful alternative in the prevention, reduction and deterrence of criminal behavior.
- D. Help secure effective legislation for the prevention, control and treatment of crime to represent the position of the Association as established by the Executive Committee, to or before any group of individuals, public or private.
- E. Promote commensurate compensation for the procurement, retention and advancement of qualified and professional personnel.

ARTICLE III
MEMBERSHIP

Section 1

The Association shall have three (3) categories of membership as follows:

A. Category 1 (Professional)

A professional member shall be persons who are currently working with offenders, directly or indirectly, within the capacity of their employment, to create a balance for the offender and the community in the rehabilitative process. All professional personnel employed by probation and parole, or working directly or indirectly with offenders, may be accepted as professional members by the Executive Committee by payment of their annual dues. Professional members shall have and enjoy all the benefits and privileges of the Association and shall have the privilege of the floor at all business meetings, to hold office, chair committees, serve on committees, run for an elected position on the Board of Directors and to have full and complete voting privileges. Length of membership shall be one year, multiple years or life in accordance with the dues structure established by the Board of Directors.

B. Category 2 (Associate)

Associate Membership shall be open to such persons as may be engaged in the correction and rehabilitation of adult offenders and shall specifically include, but not be limited to, judges, police officers, Attorneys for the Commonwealth and their assistants, members of the bar and other persons holding a concern and interest in the future course of criminal justice in the Commonwealth of Virginia, upon payment of dues. In the event of question concerning the qualifications of any applicant for associate membership, the application shall be submitted to the Executive Committee for decision, with said decision being final and determinative, the associate member shall be entitled to share fully in all the activities, publications, privileges of the Association and shall have the privilege of the floor at all business meetings, but shall not be entitled to vote.

C. Category 3 (Retired Professional)

Retired professional membership shall be open to professional members upon their retirement. Upon payment of dues, the membership shall be lifetime, and the member shall have and enjoy all benefits and privileges of the Association, be entitled to share fully in all activities and publications of the Association, have the privilege of the floor at

all business meetings, hold office, chair committees, serve on committees and have full and complete voting privileges.

Section 2

Application for membership in the Association will be made on a form approved by the Executive Committee. Membership shall be available to anyone regardless of race, gender, color, religion, sexual orientation, national origin, age, marital status or disability. The Board of Directors is authorized to adapt, modify, and revoke such rules and regulations, as it deems necessary with reference to the membership except where specified in the Constitution and By-laws.

Section 3

Members wishing to withdraw their membership from this Association shall not be entitled to a refund of any portion of the dues.

ARTICLE IV

BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1

The Board of Directors of this Association shall consist of:

- A. The Executive Officers as voting members of the Board of Directors and include the President, President-Elect, Immediate Past-President, Vice President, Secretary, Treasurer, APPA Affiliate Representative and Public Information Officer. An At-large member, representing and elected by the Board of Directors will also serve on the Executive Committee. This person will also be a Regional Representative.
- B. Four (4) Regional Representatives from each VPPA region, each with one vote, and when practical, one should be a representative of a special program.
- C. One (1) representative from Headquarters of the Virginia Department of Corrections or Academy for Staff Development as a voting member.
- D. All standing and special committee chairpersons who are not Regional Representatives are non-voting members during their terms as Committee Chairpersons. Committee Chairpersons will report to the President.

Section 2

Voting members of the Board may appoint a proxy to vote at organizational meetings provided they serve written notice at or before the meeting to the Secretary or designee and the proxy is a member of the Board of Directors.

A Regional Representative or Executive Committee member can serve as a proxy for only one (1) absent Board member.

Section 3

- A. When a vacancy occurs in the office of the President, the Vice President shall automatically act in the capacity of the President of the Association for the balance of the term. The President or designee of the Association will preside at all Board meetings.
- B. When a vacancy occurs in the office of the Vice President or President-Elect, a special election will be held to elect a new Vice President or President-Elect. Said election shall be held within sixty (60) days of written notification to the President that they will be unable to serve in the position.
- C. When a vacancy occurs in the office of any other Executive Officer, the President with confirmation by majority vote of the Executive Committee, shall appoint a qualified

individual to fulfill the unexpired term of an Executive Committee member whose position becomes vacant.

Section 4

The Executive Committee shall consist of the President, President-Elect, Past-President, Vice President, Secretary, Treasurer, APPA Affiliate Representative, Public Information Officer and one (1) At-Large Member (representing the Regional Representatives). The President shall be the presiding officer of the Executive Committee. There shall be at least two (2) meetings of the Executive Committee per year, one of which will be held during the Annual Training Conference.

Section 5

The Executive Committee shall conduct the business of the Association and have such powers as this Constitution or the Board authorizes. When the Constitution specifically calls for the approval of the Board of Directors, it requires Board rather than Executive Committee endorsement.

The Board of Directors shall guide the overall direction of the Association and shall rectify actions of the Executive Committee, which require the Board of Directors approval at the next scheduled Board meeting. The Board is responsible for guiding the future of the Association, proving leadership to the field, presenting and discussing issues germane to the field and setting the agenda for future initiatives of the Association.

Section 6

The Annual Budget must be submitted in writing by the Executive Committee to the Board of Directors, no later than the first meeting of the fiscal year. The fiscal year of the Association shall be established by the Board of Directors.

Section 7

To qualify for elected office in this Association, the candidate must be an active member in good standing, willing to fulfill the duties of the office and serve for the length of time necessary to fulfill those duties.

Section 8

Upon election to an Executive Officer position, members of the Board of Directors forfeit the remainder of their term on the Board. The President will then fill that position and the person will serve out the term remaining.

Section 9

Any elected Executive Officer or Board member who fails to continue meeting the qualifications of standards of the office to which elected may be terminated upon two-thirds (2/3) vote of the Board of Directors at a meeting where a quorum has been established.

Section 10

Each Executive Officer shall serve a two (2) year term. They will be elected from the membership of the Association, by a plurality vote. The election shall take place through written ballot sent to members of the membership, by April 1st of each calendar year, not less than forty-five (45) days prior to the Annual Business Meeting. The Annual Business Meeting will be held at the VPPA Annual Training Conference.

The term of the President is two (2) years, and the President may not serve two consecutive elected terms. No other Executive Officer shall serve more than two (2) consecutive elected terms in the same office.

The Executive Officers shall be installed at the Annual Business Meeting and shall assume their respective duties prior to the adjournment of the Annual Business Meeting.

Section 11

The Regional Representatives shall be elected for a two (2) year term. The regions will have two (2) of their Regional Representative's terms expire each year. No more than two Regional Representatives will be from the same unit unless approved by the Board. Regional Representatives shall be elected by the Association members in their respective region.

The President, with confirmation by majority vote of the Executive Committee, shall appoint a qualified individual to fulfill the unexpired term of a Regional Representative whose position becomes vacant. Such appointments shall remain in effect until the next scheduled election for that position on the Board of Directors. A current Regional Representatives may not be appointed to fill a vacancy in their region in order to extend their term on the Board of Directors.

Section 12

There shall be one (1) At-large member of the Executive Committee. The At-large member shall be nominated by the Board of Directors and elected by a simple majority vote of the Board of Directors. The election of the At-large member shall occur at the annual business meeting. The At-large member shall serve a term of two (2) years on the Executive Committee, while holding a seat on the Board of Directors.

Section 13

There shall be one (1) American Probation and Parole Association (APPA) Affiliate Representative. This person shall represent the Association at APPA functions. The Affiliate Representative shall be elected to the office by a simple majority of the membership of the Association and shall serve a two (2) year term. This position will remain in place until such time as affiliation with APPA is terminated by the Association.

ARTICLE V
COMMITTEES

Section 1

All standing committees are established by the President and approved by the Executive Committee. Chairpersons shall be appointed by the President and serve at the President's pleasure. The committees shall report to the President of the Association or designee. The President shall be an ex-officio member of all committees except the Nominations Committee. The President shall appoint Executive Committee members to serve as liaisons to the various committees established by the President or the Constitution.

Section 2

- A. Before each election year, a Nomination Committee shall be established by the President and be made up of at least two (2) members. The Chairperson of the Nominations Committee shall be appointed by the President to a maximum term of one (1) year at the Annual Business Meeting. The Chair of the Nominations Committee shall appoint the other members of the committee who must be active members of the Association.
- B. The Nominations Committee will solicit nominations for each Executive Officer and Regional Representative position requiring election in the upcoming year. Nominations may only be made by active members of the Association. The Nomination Committee will recommend to the membership all eligible candidates for each position. The Nomination Committee is to inform the Executive Committee and the Board of Directors of the slate of candidates at least fifteen (15) days before ballots are sent. The ballots will be sent to all active and eligible voting members in good standing at least forty-five (45) days prior to the election return date. The ballots must be returned to the Nomination Committee Chair, or designee, at least thirty (30) days prior to the Annual Business Meeting. All candidates shall be notified of the results at least two (2) weeks prior to the Annual Business Meeting. The Nominations Committee shall announce the results of the election at the Annual Business Meeting.
- C. The Nominations Committee shall ensure and determine the eligibility of all candidates. Appeals to challenge these decisions must be made in writing to the Executive Committee before the ballots are sent to the membership.
- D. The Nominations Committee shall ensure that only active members in a given region are allowed to vote for that region's candidates for Regional Representative vacancy.

Section 3

A Constitutional Review Committee must be established by the President and approved by the Board of Directors to respond to constitutional issues.

The Constitution Review Committee should meet to review the Constitution at a minimum of every four (4) years.

Section 4

A Legislative Committee must be established by the President and approved by the Board of Directors to respond to and develop legislative issues that will impact the Association.

Section 5

A Public Relations Committee must be established by the Public Information Officer and approved by the President and Board of Directors to promote the Vision and Mission of the Association and all publications. This committee will also publicize the Association in whatever positive manner it deems necessary, and as approved by the Executive Committee and Board of Directors.

Section 6

Other committees shall be established and chairpersons of those committees appointed by the President and approved by the Board of Directors. The chairpersons shall serve at the pleasure of the President.

ARTICLE VI

MEETINGS

Section 1

There shall be at least one (1) business meeting of the Association per year, to be held at the VPPA Annual Training Conference, said date and site being established by the Executive Committee. This meeting will be considered the Annual Business Meeting of the Association.

Section 2

The Executive Committee and Board of Directors shall meet jointly on a bi-monthly basis, usually on the 18th of the month in which they meet. The Executive Committee must actively participate in and attend at least four (4) scheduled Board meetings per calendar year. Exceptions may be granted for extenuating circumstances. The President should be notified when a meeting is to be missed. In addition, the Executive Committee and Board of Directors shall meet in conjunction with the VPPA Annual Training Conference. Special meetings of the Board of Directors may be called at any time by the President, upon written request of a majority of the Executive Committee, or upon written request by a majority of the Board of Directors.

Section 3

Quorums for the Board of Directors meetings will require a simple majority of the total number of Board members present at a meeting. Active members of the Association present at the Annual Business Meeting and VPPA Annual Training Conference shall constitute a quorum. Active members of the Association will be notified in advance of all meetings and will be invited to attend said meetings. Such notification shall be made by the Public Relations Committee in the most expedient means available.

ARTICLE VII
AMENDMENTS

Section 1

Amendments to the Constitution may be recommended to the Constitutional Review Committee by the members of the Board of Directors.

Section 2

The membership of the Association may propose an amendment to the Constitutional Review Committee in writing. All proposed amendment(s) from the membership must be presented to the membership at large by the Board of Directors with their recommendation(s).

Section 3

The Constitutional Review Committee submits the amended Constitution to the Executive Committee for their consideration. The Executive Committee presents the amended constitution to the Board of Directors with their recommendations. The Board of Directors presents the proposed amendments to the general membership at the next membership meeting.

Section 4

Any amendments to the Constitution must be voted on at a membership meeting and shall require two-thirds (2/3) majority of those present and voting. The effective date of the amendment shall be contained within the amendment. The vote of the members is binding on the Board of Directors. Notification of the passed amendment(s) will be published by the designated agent.

ARTICLE VIII

INTERPRETATION OF CONSTITUTION

Section 1

In the event that there is any question as to the interpretation of this Constitution or the By-laws of the Association, the Constitution Review Committee shall research the question and provide information to the Board of Directors upon which to base a decision. The approval of the Board of Directors shall require majority vote. There must be a quorum at the Board of Directors meeting or a simple majority if a poll is taken through which means other than a face-to-face meeting. The decision of the Board of Directors shall be final.

BY-LAWS OF THE VIRGINIA PROBATION AND PAROLE ASSOCIATION

ARTICLE 1

DUTIES OF OFFICERS

Section 1

The President shall be the presiding officer of the Association. The President shall be an ex-officio member of all committees except the Nomination Committee.

The President shall be authorized to speak and/or act on behalf of the Association and/or Executive Committee between regularly scheduled meetings within the existing policy, procedure and/or professional concerns that have been addressed by the Executive Committee. The President shall report to the Executive Committee and Board of Directors on all issues addressed and actions taken in accordance with the provisions of this paragraph.

Section 2

The Vice President shall assume the responsibility of the President in the absence of the President and shall assume whatever duties are assigned by the President.

Section 3

The President-Elect shall have such general and administrative duties that may be assigned by the Executive Committee.

Section 4

The Past President shall have such general and administrative duties that may be assigned by the Executive Committee.

Section 5

The Secretary shall be responsible for oversight of all records of the Association with the exception of financial and membership records, and shall insure the proper maintenance of the records of all official meetings of the Board of Directors and Executive Committee.

Section 6

The Treasurer shall be the financial officer of the Association and shall be responsible for insuring the maintenance of all financial records of the Association. The Treasurer shall ensure the preparation of an Annual Financial Report and other financial reports as directed by the Executive Committee, and shall insure the submission of all financial records for an annual

external audit. The Treasurer shall be responsible for the custody and disbursement of the Association's funds and other assets, and shall have charge of the investments of the Association's funds subject to approval of the Executive Committee. The Treasurer shall receive all membership fees and deposit the fees promptly, and shall do the same with any other funds received by the Association. Upon completion of the term of office, the Treasurer shall prepare all financial records and turn over to the successor within thirty (30) days all Association financial books, records and papers.

Section 7

The APPA Affiliate Representative will represent the Association at APPA related functions and will assume whatever other responsibilities are assigned by the President. The APPA Affiliate Representative is expected to share APPA related information in a timely manner.

Section 8

The Public Information Officer will represent the Association through media contacts and other means of communication. The Public Information Officer will also have the responsibility of informing the membership of Association activities and will assume whatever other responsibilities are assigned by the President.

Section 9

The Regional Representatives shall have full responsibility for the coordination of all Association activities in their region including promotion of membership and identification of membership concerns and issues which require regional action or the attention of the Board of Directors or Executive Committee. They shall also promote the Vision, Mission, Values and Objectives of the Association. Regional Representatives are expected to fulfill the obligations of office as specified by the following standards:

- A. Must actively participate in and attend at least three (3) scheduled Board meetings per calendar year. Exceptions may be granted for extenuating circumstances. The President should be notified when a meeting is to be missed, and a substitute (either a District Representative or other active member of the Association) should be encouraged to attend in place of the Regional Representative.
- B. Regional Representatives must meet with and/or correspond with other Regional Representative in their region and establish regional objectives and issues, which should be forwarded to the President prior to the Annual Business Meeting.
- C. Regional Representatives shall coordinate with other Regional Representatives in their region to coordinate training for line staff.

- D. Regional Representatives shall coordinate with the other Regional Representatives in their region when arranging a community service project.
- E. Regional Representatives should encourage all members to take active participation on any Association committee.
- F. Regional Representatives should be responsible for the recruitment of Unit Representatives for the units for which they serve. The Regional Representatives will be responsible for keeping the Unit Representatives aware of Executive Committee and Board of Director activities, as well as any training events or community service projects.

ARTICLE II

ORGANIZATIONAL STRUCTURE

Section 1

The Virginia Probation and Parole Association consists of the geographical regions in the Commonwealth of Virginia, as determined by the Board of Directors of the Association.

Section 2

All Community Corrections units of the Virginia Department of Corrections are placed in the following groups and each group shall be represented by the appropriate four (4) members of the Board of Directors, the exception being one (1) member of the Board of Directors representing the Headquarters of the Virginia Department of Corrections and the Academy for Staff Development (ASD) – Crozier Campus.

West – Abingdon P&P, Bedford P&P, Danville P&P, Fincastle P&P, Harrisonburg P&P, Lynchburg P&P, Martinsville P&P, Norton P&P, Radford P&P, Roanoke P&P, Rocky Mount P&P, Staunton P&P, Tazewell P&P, Wytheville P&P, Appalachian CCAP, Cold Springs CCAP, Harrisonburg CCAP, ASD – Marion Campus and the Western Regional Office.

Central - Alexandria P&P, Arlington P&P, Ashland P&P, Charlottesville P&P, Chesterfield P&P, Culpeper P&P, Fairfax P&P, Farmville P&P, Fredericksburg P&P, Henrico P&P, Leesburg P&P, Manassas P&P, Richmond P&P, South Boston P&P, Winchester P&P, Chesterfield CCAP, Stafford CCAP and the Central Regional Office.

East - Accomac P&P, Chesapeake P&P, Emporia P&P, Franklin P&P, Gloucester P&P, Hampton P&P, Newport News P&P, Norfolk P&P, Petersburg P&P, Portsmouth P&P, Suffolk P&P; Virginia Beach P&P, Warsaw P&P, Williamsburg P&P, Brunswick CCAP, ASD – Capron Campus and the Eastern Regional Office.

Headquarters of the Virginia Department of Corrections and Academy for Staff Development – Crozier.

ARTICLE III

DUES

Section 1

Dues shall be designated by the Board of Directors for all categories of membership, payable within forty-five (45) days of January 1st, of each new calendar year unless the member is on the payroll deduction plan. The dues will be for the full calendar year.

Section 2

Any member in arrears for nonpayment of dues in excess of forty-five (45) days shall stand suspended. Upon payment of dues, the person's membership will be restored in good standing for the remainder of the calendar year.

Section 3

If a Board of Director's position or committee position is being held by a member failing to pay dues as required, the member forfeits the position.

ARTICLE IV
AFFILIATION PROCEDURE

Section 1

Any organization or association engaged in the delivery of professional probation and parole services and/or activities may apply for affiliate status with the Association, providing that they meet the guidelines and procedures outlined in this Article.

Section 2

Such application is for the purpose of cooperation in the furtherance of the objectives stated hereto and does not authorize either organization or association to participate in the organizational or managerial concerns of the other.

Section 3

The following information must be received by the Association from an organization or association desiring to affiliate with the Association in order for the organization or association to be considered for affiliation status:

- A. A copy of the organization's or association's Charter and Constitution.
- B. A current list of the Board of Directors and/or elected officials.
- C. A written mission statement.
- D. Payment of annual dues and the initial fee to be determined by the Board of Directors.

Section 4

Upon receipt of the material set out in Article IV, Section 3, of the By-laws, the Board of Directors will approve or disapprove the application of an affiliate.

Section 5

Any affiliate may be cancelled by unilateral action of either of the organizations, or associations involved.

ARTICLE V

ANNUAL AUDIT

An independent audit of funds shall be conducted with the election of the Treasurer and no later than every two (2) years.

ARTICLE VI
AMENDMENTS

These By-laws and Constitution may be amended by two-thirds (2/3) vote of a quorum of the Board of Directors. The agreed upon amendments will be presented to the membership at the Annual Business Meeting for approval by two-thirds vote of the majority of Membership in attendance.

As amended:

June 3, 1984

August 30, 1985

June 8, 1987

October 1998

November 2002

May 2003

May 2011

May 2012

August 31, 2020

April 1, 2022