



**CALIFORNIA-NEVADA CHAPTER
AMERICAN CORRECTIONAL HEALTH SERVICES ASSOCIATION
CHAPTER BY-LAWS**

CONSTITUTION

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CONSTITUTION

ARTICLE I: NAMES, DEFINITIONS

Section 1. Name – the name of this organization shall be the “California Nevada Chapter of the American Correctional Health Services Association”

Section 2. Definitions – For the purposes of this constitution

- A. “Correctional Health Services” shall be defined as those health services rendered to individuals incarcerated or detained in juvenile or adult detention or correctional settings.
- B. “Correctional Personnel” shall be defined as any deputy sheriff, police officer, parole probation officer or corrections officer employed in any juvenile or adult detention or correctional setting.

ARTICLE II: OBJECTIVES

The objectives of the California Nevada Chapter of ACHSA are as follows:

1. To support standards and guidelines for the organization and delivery of quality health services within correctional settings.
2. To provide technical and professional guidance for correctional health care personnel in the delivery of quality health care.
3. To promote a positive influence to shape legislation concerned with correctional health care.
4. To act as a communication network for the placement of qualified health care professionals into correctional settings.
5. To develop curricula for continuing education.
6. To provide technical and professional guidance to accreditation organizations and to provide technical assistance to correctional systems and facilities toward compliance with established standards.
7. To promote a multi-disciplinary forum and climate for effective communication among health care providers.
8. To develop liaisons with correctional personnel as a means of promoting effective communication on issues of correctional health care.
9. To establish the formal recognition of correctional health as a specialty.
10. To develop systems for promoting effective communication between the

public and correctional health care providers.

ARTICLE III: ADMISSION TO MEMBERSHIP

Admission to membership shall be provided by the By-laws.

ARTICLE IV: NON-PROFIT STATUS

The California Nevada Chapter of the ACHSA is not organized for profit and no part of the earnings or assets of this organization shall insure to the benefit of, or be distributable to, any of its members or any other individual. All such earnings and assets shall be used exclusively to further the objectives of the organization.

ARTICLE V: AMENDMENT PROCEDURE (CONSTITUTIONAL)

This constitution may be amended at any general state meeting of members at which there is a quorum as provided in the By-laws.

ARTICLE VI: DEDICATION/DISSOLUTION

The property of this organization is irrevocably dedicated to charitable purposes and no part of the new income or assets of this organization shall ever insure to the benefit of any director, officer or member thereof or the benefit of any private person.

Upon dissolution or winding up of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501©(3) of the Internal Revenue Code.

ARTICLE VI: POLITICAL LIMITATION

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

BY-LAWS

ARTICLE I: HEADQUARTERS

The address of the California Nevada Chapter of the American Correctional Health Services Association shall be determined by the board.

ARTICLE II: MEMBERSHIP

Section 1. Individual Membership

- A. Membership shall be open to any person who is a member or joins the American Correctional Health Services Association.
- B. Membership shall be open to all individuals interested in correctional health care who meet the guidelines in section A.

Section 2. Organizational Memberships

- A. Membership shall be available to any organization interested in the development and improvement of correctional health services.
- B. Applications for membership for organizational representatives, membership dues and membership privileges shall be described as follows:
 1. Receipt of all correspondence, publications, newsletters, announcements, etc., issued by the National or California Nevada Chapter of ACHSA.
 2. Tuition discounts as provided to individual members of ACHSA to events and activities.
 3. Access to mailing lists of persons and organizations that are members of the California Nevada Chapter of ACHSA.

ARTICLE III: DUES AND YEAR

Section 1. Dues

The annual dues for a member of the California Nevada Chapter shall be \$15.00. Currently members must join the National ACHSA organization to become full members. Dues for the National ACHSA are \$45.00.

Section 2. Year

Dues shall become due in the annual anniversary month of initial membership.

ARTICLE IV: MEETINGS

Section 1. State Conference Meetings.

- A. There shall be an annual conference.

Section 2. Other meetings.

- A. There shall be a general membership meeting held annually.
 1. The agenda of this annual meeting will include swearing of the oath of office to newly elected members of the Board of Directors.
 2. Additional general meetings may be called at discretion of the Board of Directors.
 3. Written notice and agenda may be given by mail 30 days prior to the annual meeting, on the website and/or at the annual meeting.

Section 3. Board of Directors.

The Board of Directors shall meet two (2) times per year and additionally at the

discretion of the President or at the call of three (3) Board members. These meetings shall be open to all members.

ARTICLE V: QUORUM AND VOTING

Section 1. Quorum shall be constituted as follows:

- A. Board of Directors – Quorum shall consist of a simple majority of the seated board members.
- B. General membership. Quorum shall consist of ten percent (10%) of the total membership, plus the President, President Elect, Secretary, Treasurer or Immediate Past President except in the case of Constitution and By-laws (Article IX, Section 1).

Section 2. Voting.

All California Nevada Chapter members in good standing are eligible to vote.

ARTICLE VI: PARLIAMENTARY PROCEDURES

The rules contained in the current edition of Roberts Rules of Order shall govern the organization in all cases to which they are applicable.

ARTICLE VII: ELIGIBILITY, MEMBERSHIP, TERMS, AND DUTIES OF OFFICERS

Section 1. Board of Directors

- A. Eligibility. All members of the Board of Directors shall be members in good standing of the national and California Nevada State Chapter of ACHSA.
- B. Membership. The Board of Directors shall consist of seven members as follows:
 - 1. State President
 - 2. President elect
 - 3. Secretary
 - 4. Treasurer–Membership
 - 5. Immediate Past President
 - 6. Communications Coordinator
 - 7. Four members at large, selected to be representative of the field. An attempt will be made to represent Nevada, county, state, federal, juvenile, mental health, dental, adult and health records.
- C. Duties. The Board of Directors shall be responsible for the day-to-day management of the property and affairs of the California Nevada Chapter.
- D. Terms of Office.
 - 1. The President and President elect will each serve two (2) year terms.
 - 2. The treasurer–membership and secretary will each serve three-year terms.
 - 3. The immediate past president will serve a one-year term.
 - 4. Each year of office will be considered to be October 1 through September 30.

5. The Communications Coordinator will serve a three (3) year term.
6. Members at large will serve staggered two (2) year terms.
7. Should a member of the Board of Directors miss three (3) consecutive meetings (general and/or executive) without good cause and reasonable cause, he/she shall lose his/her seat position on the Board of Directors.
8. Any member of the Board of Directors may resign at any time by giving written notice to the President.
9. Any vacancy resulting from resignation or any other cause shall be filled by the Board of Directors by a majority vote.

E. By a two-thirds majority vote of the entire Board of Directors present, the Board of Directors may remove an officer or director based on reasonable cause.

Section 2. Officers

A. State Officer.

1. President shall be from one region, President elect from the other region, alternating every two years.

B. Duties of Officers

1. President:

- a. To call and preside at all general and board meetings.
- b. To maintain communication with the Board of Directors and general membership.
- c. To conduct chapter business and approve chapter disbursements.
- d. To prepare an agenda for all meetings with the assistance of the secretary.
- e. May co-sign checks with the treasurer.
- f. Appoint state committees.
- g. Serve as an ex officio member of all committees or designate a board member as an ex-officio member of all committees.
- h. To preside at meetings in respective area.
- i. Appoint special committees as necessary
- j. For board vacancies shall, with the approval of two-thirds of the seated board, redirect the essential duties of the vacant directors to other directors.

2. President-elect:

- a. To attend meetings and in the absence of the President preside at said meetings.
- b. Upon expiration of the president's term of office, assume the office of President.
- c. In case of serious illness, injury, death, or resignation of the President, to assume the duties of the President until the end of his/her term of office.
- d. May co-sign checks with treasurer.

3. Treasurer-Membership:

- a. To attend all meetings and present a financial report at said meetings.

- b. To keep an accurate record of chapter receipts, disbursements, and bank accounts using the current, chapter selected, financial management software.
- c. To be authorized to co-sign all checks with president, president-elect, or immediate past president and carry out the financial activities of the Chapter.
- d. To be responsible for billing and receipt of all dues and distributing of regional funds as defined by the By-Laws (Article IIIA).
- e. To be responsible for forwarding national dues to the national treasurer.
- f. Responsible for all membership duties/response.
- g. To present all financial records to the auditor annually.
- h. To maintain current signature cards and other signatures as required in financial records

4. Secretary:

- a. To attend meetings and keep an accurate account of all transactions at those meetings.
- b. To keep an up-to-date copy of the Chapter and National Constitution and By-Laws.
- c. To serve as correspondence officer for the Chapter.
- d. To assist the President in preparing the agenda for all meetings.
- e. To send out notices of general and board meetings as required by Article IV
- f. To notify members of Chapter activities.
- g. Be actively involved with the election process for Board members.

5. Immediate Past President:

- a. Serve as parliamentarian for Board of Directors meetings and state general meetings.
- b. Other duties as assigned by the President or Board of Directors.
- c. Serve as consultant for the Conference Committee
- d. Other duties as assigned by the President or the Board of Directors

6. Communications Coordinator

- a. Organize, plan, solicit input and news articles for the chapter newsletter *the State Pen*.
- b. The newsletter shall be printed and distributed to all chapter members at least twice yearly.
- C. Maintain the Chapter web site.

ARTICLE VIII: COMMITTEES

There may be several types of committees.

Section 1: Standing Committees

- A. Standing committee appointments shall be announced by the President.
- B. The committees shall have an annual meeting and others as indicated.

C. The following Standing Committees shall be appointed by the President and approved by the Board of Directors. These committees shall be:

1. Constitution and By-laws/Nominating:
 - a. The President shall appoint a Constitution By-laws/Nominating committee.
 - b. The function of this committee shall be to review all proposed amendments to the by-laws of the Association and standing rules of committee to assure conformity with the remainder of the By-laws.
 - c. The nominating duties of this committee shall be to nominate two candidates for each position to be filled by election.
2. Public Relations – Membership: The President may appoint a public relations membership committee. The purpose of this committee shall be to promote the organization and recruit members.
3. Education and Program Development: The President may appoint an education and program development committee. The purposes of the committee would be to develop:
 - a. Education programs for the general membership.
 - b. Assurance that programs qualify for Continuing Education Credits.
 - c. Contribute or assist in finding educational articles for the State Pen, and when appropriate for the website.
4. State Conference: The President shall appoint a state conference committee. The purpose of this committee is to organize and plan the annual state conference in conjunction with the public relations and education committee.
5. Government Affairs Committee: The president shall appoint a governmental affairs committee to review policy, legislation, and regulations, and to author a Governmental Affairs column for the newsletter.

Section 2. Special Committees

- A. Special committees shall be established as necessary.
- B. The committees shall be appointed by the President and/or President-Elect.
- C. When the tasks of the committees are completed, they shall be disbanded.

ARTICLE IX: AMENDMENTS

Section 1. The constitution and by-laws may be amended by a majority vote of members.

- A. Proposals for amendments to these by-laws may be initiated by the Board of Directors, constitution and by-laws committee or by petition of twenty (20) members of the organization.
- B. All proposed amendments shall be referred to the Constitutional By-laws nomination committee of the organization for study and recommendation.
- C. The secretary of the organization shall have a notice of the proposed amendments mailed to all members of the organization thirty (30) days prior to

the next general state- wide meeting and/or they will be posted on the chapter website.

ARTICLE X: ANNUAL REPORT

At the annual general membership meeting the Board of Directors shall present a report, including but not limited to details on the following:

- A. Financial statement of assets and liabilities of the organization.
- B. Revenue and receipts of the organization.
- C. Expenses and disbursement of the organization.
- D. The number of members of the organization as of date of the report and a statement of the past years increase or decrease.

ARTICLE XI: NOMINATIONS AND ELECTIONS

- A. The nomination by-laws committee shall prepare a slate of candidates.
- B. The nomination by-laws committee shall verify the acceptance of nomination by nominees.
- C. The nomination by-laws committee shall submit a final slate of officers with a brief biography to the secretary.
- D. The secretary shall make all reasonable efforts to assure confidentiality of the ballot process.
- E. The secretary shall mail ballots to members in a timely manner prior to the annual general membership meeting.
- F. Members may write in candidates.
- G. Ballots shall be returned to the secretary.
- H. The president shall appoint ballot tellers to include the secretary. Results of the election, along with ballots and certification by the tellers of the count shall be announced at the general meeting. The ballots shall be counted within one week of the deadline announced in the ballot.
- I. Immediately following the counting of the ballots, the Secretary will notify the President of the complete election tally. The secretary will notify all candidates for office and board positions, the Board Directors, the Communications Coordinator, and the President of ACHSA of the election results.
- J. The Secretary shall destroy ballots following the annual meeting.
- K. Persons elected shall assume office on October 1 following election.
- L. In the absence of interested qualified individuals the ACHSA Board of Directors may nominate and appoint appropriate candidates who may be approved at the annual meeting.
- M. Board of Directors vacancies occurring after the annual meeting may be filled by appointment by the current Board of Directors with final approval at the annual meeting.