



**Tennessee  
Correctional  
Association  
By-Laws**

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## **Article I – Association**

The name of the organization shall be the Tennessee Correctional Association; hereinafter referred to as the “Association”.

### **Section I.a. - Purpose**

- The Association is organized to unify the efforts of correctional professionals within the state of Tennessee.
- Our mission is twofold:
  - As an Association, we work to increase correctional professionalism and enhance the effectiveness of members by providing quality training at an annual conference, encouraging communication and networking within the various fields of law enforcement and corrections, and promoting positive public relations throughout our local communities
  - In support of our fellow correctional staff/law enforcement members, the association also exists to provide monetary support directly to officers/staff who have been injured in the line of duty

### **Section I.b. - Logo**

- The Association is symbolized by an official logo containing the colors red, white, and navy blue. The emblem is a circle with 3 stars/tri-star in the center representing the 3 grand divisions of the state of Tennessee. The Association’s official name is spelled out around the circle.
- The Association logo shall only be used when representing official business of the Association
- The use of the logo for personal gain shall result in disciplinary action against the parties involved

### **Section I.c. - Membership**

- Beginning September 1, 2022, annual membership dues will be \$35.00
- Each member of the Association shall pay dues annually
- To establish an anniversary date for membership, the year is defined as beginning upon the Treasurer's receipt of dues and completed application
- Dues may be paid by check or through electronic means via the Association's website
- Each new member is to submit a completed application form, which can be accessed via the Association's website, <https://www.tcahomepage.org>
- To remain active, membership must be renewed (dues paid) prior to the one-year mark from the date last paid
- Any change in dues amount will be recommended by the Executive Board and approved by a simple majority of the voting membership

- Dues will not be pro-rated nor any portion refunded upon termination of membership
- Membership is non-transferable

### **Section I.d. - Conduct**

- All members are expected to maintain professional ethics and professional conduct both while functioning as a representative of the Association as well as while on duty at their respective agencies
- This is further defined by the following:
  - No member will use his or her official position to secure special privileges or advantages
  - No member, while acting in an official capacity of the Association or their employing agency, will allow personal interest to impair objectivity in the performance of duty
  - No member will use his or her official position to promote any partisan obligation that is inconsistent with the free and objective exercise of professional responsibilities
  - Each member will report, in written form, to his/her employer and the Association's President, without reservation, any corrupt or unethical behavior which could affect the integrity of the Association or their employer
  - Members will not discriminate against any member or other person on the basis of race, sex, creed, or national origin
  - Any member who is responsible for agency personnel actions will make all appointments, promotions, or dismissals only on the basis of merit and not in furtherance of partisan political interest
  - In any public statement, members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of any agency
  - All members will abide by the laws of the state of Tennessee and our nation

### **Article II - Term of Office**

- Each Officer elected shall serve a term of one (1) year following his/her installation until his/her successor is elected or installed
- The Treasurer and Secretary shall be elected for the same office for more than one (1) term

### **Article III - Eligibility for Office**

- Eligibility for election and continued service as a member, a committee member, Board member, and/or Executive Board shall be limited to active members - dues current - and in good standing in matters of conduct and participation
- Those who have been nominated for office must be willing and able to commit the time required to perform the job

## **Article IV - Duties of Officers**

- Officers shall provide leadership to the Association; establish stability and direction for future administrations; and establish standard operating procedures to ensure the smooth operation of the business of the Association
- Each officer shall keep accurate records of his/her work and pass said records on to his/her successor

### **Section IV.a. – EXECUTIVE BOARD**

- The Executive Board shall consist of the elected Officers of the Association: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer. (The Secretary and Treasurer may serve no more than two consecutive years.)
- The Executive Board shall be responsible for:
  - Administrative leadership and decision-making for the Association
  - Approval for the annual budget
  - Planning program, fundraising, and activities for the annual conference and other events
  - Meet monthly or as deemed necessary by the President

### **Section IV.a.1 - PRESIDENT**

The President of the Tennessee Correctional Association shall:

- Serve as Chairperson of the Association and the Executive Board and shall be the Chief Executive Officer of the Association during his/her term of office
- Preside over all business meetings of the Association and the Executive Board; call such meetings of the Executive Board as may be required to conduct the business of the Association and to plan the annual conference
- Appoint all standing committees and their chairpersons
- The President shall be an ex-officio voting member of all committees and shall be given notice of and shall have the right to attend all committee meetings. However, unless the President is designated by policy or by the Executive Board as a regular member of the committee the President shall be under no obligation to attend such meeting

- The President shall perform such other duties as may be assigned to him/her from time to time by the Executive Board

#### **Section IV.a.2. - 1st Vice President (President-Elect):**

- The President-Elect shall have general administrative, and other duties as may be assigned to him/her, from time to time, by the Executive Board or the President
- Perform the duties of the President in the absence of the President
- Make provisions for an orderly transition of his/her administration as President at the end of his/her term as President-Elect
- Serve as the chairperson of the Program Committee; have the responsibility of planning and preparing for the annual conference and succeed the President at the close of the annual conference - to serve in this capacity until the close of the next annual conference

#### **Section IV.a.3. - 2nd Vice-President**

- The 2nd Vice-President shall have general administrative duties under the direction of the President and such other duties as may be assigned to him/her, from time to time, by the Executive Committee
- Assist the 1st Vice President on the Program Committee
- Chair the By-Laws Committee
- Become the 1st Vice President when the 1st Vice President assumes the office of President

#### **Section IV.a.4. - Treasurer**

- The Treasurer shall chair the Finance Committee
- The Treasurer shall be the chief financial officer of the Association and shall:
  - Be responsible for the custody and disbursement of the Association funds and other assets; and shall be custodian of the financial records of the funds, subject to the direction or approval of the Executive Board
  - Collect all membership fees and provide a proper receipt. All monies shall be promptly deposited to the account of the Association
  - Maintain an itemized record in a permanent file of all receipts and expenditures
  - Present a report for regularly scheduled meetings of the Association and the Executive Board and periodically send requested financial documentation as needed
  - Pay all bills upon their receipt or through authorization of purchase by the Executive Board

- Upon completion of term of office, forward to his/her successor the original copies of all financial records at the end of the annual conference.

#### **Section IV.a.5. -Secretary**

- The Secretary shall keep an accurate, current, and permanent record of the minutes of the Association meetings and Executive Board meetings
- Chair the Membership Committee and maintain a current list of members (verified through the treasurer's report), committee members, Regional Board Members, the Executive Board members and their contact information
- Shall see that all notices are duly given in accordance with the provisions of the By-Laws; shall see that the books, reports, statements, certificates and all other documents and records are properly kept and filed
- Perform such duties as may be assigned him/her by the Executive Board
- Upon completion of his/her term of office, he/she shall forward the original copies of the minutes and other pertinent records to the Executive Secretary and a copy of the materials to his/her successor

#### **Section IV.a.6. - Executive Director**

The Executive Director shall:

- Represent the Association in conveying the mission of the Association and serving as a liaison to all state and local law enforcement agencies, outside vendors, and any other external customers
- Oversee all duties assigned by the Executive Board and serve as ex-officio of each Board and committee
- Use external presence and relationships to garner new opportunities for fundraising and overall growth and development of the Association
- Coordinates with the Executive Board and Board of Directors to report on ongoing, routine performance and advocate for the Association
- Maintain the Association's Facebook page, website, and email account

#### **Section IV.b. – Regional Board Members**

- The leadership for the Association shall consist of 17 members which includes the Executive Board and the elected regional delegates elected at the annual conference, who shall be representative of the three regions of the state – with four delegates for each region (East, Middle, West) – totaling 12 delegates
- The term-of-office shall begin on the day of adjournment of the Association's annual meeting. There are no term-limits for Regional Board members
- The Regional Board members shall:



- Routinely transact business of the Association and represent the Association in a professional manner
- Make recommendations to the Association regarding proposed amendments to the Association by-laws
- Be willing to chair or co-chair one of the Association's standing committees
- Regularly participate in and encourage others' participation in the activities of the Association
- Develop and assist in implementing measures for the Association's growth and prosperity

## **Article V – Voting**

- All voting at Annual Conference meetings of the Association shall be made equally available to all members present
- All voting matters shall be passed by simple majority.

### **Section V.a. – Nominations**

Nominations shall be:

- Made by submitting the official nomination form to any Executive Board member on the 2nd day of the annual conference
- Nominations shall be encouraged from all areas, districts, and regions of the state
- In the event there are less than 4 nominations for each region, additional nominees from other regions may be elected to fill said vacancies; however, no region may have more than 5 representatives on the Board of Directors.

### **Section V.b. – Elections**

- Regional Board Members, the 2nd Vice President, the Secretary, and the Treasurer shall be elected via paper ballot by plurality vote of the Association on the 3rd day of the annual conference
- The Executive Director shall be elected by the members of the current (outgoing) Executive Board annually on the 3rd day of the annual conference

### **Section V.c. – Tied Election**

- In those cases of a contested vote, the President may call for a polling of all individual votes
- Should polling substantiate the tie, the President will caucus with the Executive Board to obtain a final casting vote.

## **Article VI. – Vacancies**

- In the event of a vacancy of any elected office, whether due to resignation, death, failure to act, or other reason, the Executive Board shall elect a member of the Association to fill the position until the next annual meeting
- An elected office holder shall immediately relinquish his/her position, if he/she terminates his/her regular membership, is not re-elected, or is replaced for cause
- Association members and elected officers shall submit in writing (where feasible) a notice to terminate membership/office
- In the incident of Presidential resignation, the President-Elect shall serve the balance of the term

## **Article VII – Removal of Executive Board Members from Office**

- Any member of the Executive Board becoming aware that a question has been raised concerning an Executive Board member's ability to perform the functions of his/her office as a result of mental or physical incapacitation, conviction of a felony or a crime of moral turpitude, or other behaviors unbecoming of the office shall notify the highest-ranking Officer not in question of such accusation
- Such Officer shall then direct the Secretary to immediately provide written notice of such fact to all members of the Executive Board and to schedule a meeting of said Board within thirty (30) days
- At said meeting the Board shall, by majority vote, make a determination concerning the validity of the allegations. (The Executive Board member in question may be present at the aforementioned meeting. However, if present, he/she shall not act in his/her official capacity. The highest-ranking elected Officer not in question shall preside at said meeting.)
- Questions concerning removal from office to any Officer must be resolved before any other matters of business may be transacted.

## **Article VIII – Expenditures**

- Any monies paid by the Association for general business operation shall be approved by the Executive Board
- Original receipts/documentation shall be submitted to the Treasurer for official record keeping
- Injured Officer funds will be disbursed at the discretion of the Executive Board based on the severity of the injury and the amount of work-time lost

## **Article IX – Meetings**

- The Executive Board shall meet monthly as deemed appropriate by the President

- The Regional Board members shall attend the monthly Executive Board meetings when/if allowed by his/her supervisor
- Committee meetings shall be scheduled, as needed, by each Committee Chairperson
- The President shall have the authority to call a Special Meeting of the membership, individual Committees, the Board of Directors, and/or the Executive Board stating the time, date, and place, providing a notice of no less than 2 weeks
- For any meeting, one-fourth of the members shall constitute a quorum - with the exception of the Executive Board
- A majority of the Executive Board shall constitute a quorum of that body
- Members shall receive no compensation for matters related to meeting attendance

## **Article X – Annual Conference**

- The Association's annual conference shall be held at a venue within the state of Tennessee that has been approved by the Executive Board
- Two general business sessions should be conducted at the annual conference – the first conducted by the existing Executive Board for the purpose of conducting the election of new officers, the second to be conducted by newly elected officers prior to leaving the conference in order to plan for the next scheduled meeting of the Executive Board and Regional Board members
- Election of the 2nd Vice President, Secretary, and Treasurer shall be conducted at the annual conference by plurality vote of the membership in attendance
- Election of the Executive Director shall be conducted by a majority vote of the current (out-going) Executive Board

## **Article XI – Committees**

- All committees deemed necessary to carry on the business/work of the Association shall be appointed by the President
- The actions of all committees are subject to review and approval by the Executive Board
- Any member who fails to contribute to the work of any committee may be replaced at any time by the President

### **Section XI.a. - Finance Committee**

- The Finance Committee shall be chaired by the Treasurer and co-chaired by the Executive Director
- This committee shall consist of a minimum of five (5) members
- The Secretary shall be an ex-officio member of the committee
- It shall be the committee's responsibility to advise the Executive Board on matters relating to the Association's finances
- Specific duties shall include, but are not limited to:
  - Assist in the recruitment of vendor donations/sponsorships

- Oversee the setting up of vendor halls for the annual conference
- Assist in developing and implementing fundraising activities

### **Section XI.b. - Membership Committee**

This committee is chaired by the Secretary and is responsible for :

- Recruitment of new members
- Provide necessary service in order to retain the Association's current members

### **Section XI.c. - Program Committee**

- The Program Committee will be chaired by the 1st Vice President and should include a minimum of seven (7) to ten (10) members
- The committee is responsible for:
  - The committee shall select a theme and plan the program around this theme
  - Prepare and submit a budget for the program to the Executive Board for approval
  - Recruit speakers/presenters for training and informational sessions at the annual conference
  - Provide information on the training portion of the conference to TDOC's Training Director in order for TDOC's staff to receive training hours for attending the conference
  - Provide program information to the Host Committee for inclusion in the conference's printed program
  - Provide an evaluation process to assess the speakers, content, quality and relevance of information presented

### **Section XI.d. - Host Committee**

- Working in conjunction with the Program Committee, this committee shall have general oversight of the physical arrangements for the annual conference
- Duties shall include, but not be limited to:
  - Planning for and presenting budget requests for any special social/networking events (President's reception and hospitality, banquet and special events, etc.) at the annual conference
  - Making all hotel contracts and arrangements
  - Making provisions for conference registration
  - Accounting for all conference receipts and expenditures - turning documentation over to the Treasurer
  - Maintaining the Master Vendor List with exhibitors/sponsors to be passed on to incoming officers

## **Section XI.e. - By-Laws Committee**

- This committee shall be chaired by the 2nd Vice President and shall be composed of a minimum of five (5) members
- Is responsible for advising the Executive Board on issues relating to the By-Laws
- Specific duties shall include:
  - Accepting written suggestions for amendments, updates, and/or revisions made by any member or the Executive Board
  - Reviewing the By- Laws and submitting to the Executive Board recommendations for needed changes
  - Conducting a comprehensive review at least every five years

## **Article XII – Fundraising**

- The Association shall be non-sectarian, non-partisan, and non-profit with all fundraising activities
- Each fundraising event shall last no more than 30 days
- All monies received from fundraising activities shall be designated for either of the two following categories:
  - The Injured Officers Fund – to provide monetary support directly to officers/staff who have been injured in the line of duty
  - The functionality, annual expenditures, and any other costs related to promoting the mission of the Association

## **Article XIII – Amendment of By-Laws**

- The By-Laws of the Association may be amended at any regular monthly meeting of the Association by a two-thirds vote of those regular members present, provided that a notice of the proposed amendment changes be posted on the Association's webpage and/or sent to each regular member in writing at least 2 weeks prior to the action thereof
- Notice may be waived by a three-fourths vote of the members present at the annual conference
- If Notice has been waived, then the proposed amendment may be passed with the traditional two-thirds vote of those present at the annual conference

## **Article XIV – Liability**

- All elected and/or appointed officers are immune from any litigation that might arise from the discharge of his/her duties ad from the conduct of the affairs of the Association
- There is no immunity if his/her conduct amounts to willful, illegal, wanton, or gross negligence [T.C.A. 48-58-601]

## **Article XV – Policy of Non-Attribution**

- Presentations by guest speakers, seminar leaders, student, public officials, and/or scholars may not express the opinions and/or beliefs of the Association;
- In this event, all things presented or spoken will be directly or indirectly attributed to said speaker/presenter

### **Article XVI – Dissolution**

- In the event the Association should be dissolved or otherwise terminated, all assets and income thereof shall not benefit any member or private individual
- The standing Executive Board shall forward all assets/monies to the Tennessee Correctional Executives Association (TCEA) with the sole purpose to be used to benefit officers or other related correctional staff who have been injured in the line of duty

### **Article XVII – Incorporation**

- This Association is intended to function as a non-profit organization in any/all functions and activities