

# **FLORIDA ASSOCIATION OF COMMUNITY CORRECTIONS**

## **By-Laws**

### **BY-LAW I**

#### TITLE

This Association shall be known as the Florida Association of Community Corrections. The Association shall be incorporated as a 501(c) (3) non-profit organization under F.S.S. 617.0202. Hereinafter this organization shall be referred to as 'FACC' or the Association.

### **BY-LAW II**

#### MISSION STATEMENT

To promote excellence in community corrections through quality training, networking, and leadership.

### **BY-LAW III**

#### GOALS

The primary goals of the association shall be to:

- Provide quality, state-of-the-art training & education.
- Promote communication and networking opportunities among membership? and community correction organizations.
- Increase public awareness and the acceptance of the effectiveness of community corrections in prevention, reduction, and deterrence of criminal and delinquent behavior.
- Encourage and promote the growth of FACC.
- Provide representation to decision makers on community justice issues.

- Facilitate partnerships and affiliations with other justice components to enhance public safety
- Assist community correction agencies in responding to the needs of victims.
- Advocate and support implementation of evidence-based practices

## **BY-LAW IV**

### **MEMBERSHIP**

Membership in FACC is open to all community corrections stakeholders, public or private, whose interest is consistent with the overall mission of FACC.

## **BY-LAW V**

### **FINANCE**

Fiscal year will be October 1st -September 30th.

#### **Fees**

Membership fees and registration fees for all events shall be set by the Board of Directors.

#### **Credit Card Policy:**

Credit cards may be issued to the current President, Treasurer, and other FACC Board of Directors at the discretion of the current President.

#### **Public Record Compliance**

All financial records are open and a matter of public record. Information regarding accessing records may be obtained by contacting the Treasurer of the Association.

#### **Financial Review**

The FACC Board will facilitate a process for annual internal reviews and will call for an external review when needed.

## **BY-LAW VI**

### **BOARD OF DIRECTORS AND OFFICERS:**

The business of the Association will be conducted by the Board of Directors which will consist of:

President

Vice President

Treasurer

Secretary

Immediate Past President

Directors (35)

### **Section 1 - Board of Directors shall:**

Attempt to have representation from all judicial circuits in the State of Florida.

Elect, by a majority vote of the Board, any provisional officers deemed necessary.

Ensure one Circuit is not represented by more than four persons on the board, not including Past Presidents.

Fill unexpired terms of office of Executive Committee, with the exception of the President. This position shall be automatically filled by the Vice President.

Ensure all Officers and Directors abide by the FACC Code of Ethics.

Ensure Officers and Directors do not profit from their position. Any potential conflict of interest will be reviewed by the Board of Directors and the Board's decision will be final.

Ensure meetings are conducted under By-Law VIII, Meetings, Section 1.

### **Section 2 - Executive Committee:**

Comprised of the positions of President, Vice President, Secretary, Treasurer, and Immediate Past President.

### **Section 3 – The President shall:**

Preside at all Board and membership meetings.

Present annual report of the work of Association at the annual business meeting.

Appoint all committee chairpersons.

Ensure all books, reports, and certificates, required by law, are properly maintained by the Treasurer and the Secretary.

Determine who authorized to use and possess the Association Debit and/or Credit Cards.

**Section 4 – The Immediate Past President shall:**

Serve in this position for the time the current president remains in office. Upon completion of this term, the Past President shall rotate off of the Executive Committee. The Past President shall preside over the Nominating Committee, which is comprised of all Past Presidents. The Past President will also chair the Site Selection Committee.

**Section 5 - The Vice President shall:**

Become, in the absence or inability of the President, acting President and exercise his/her office with all the rights, privileges, and powers as if elected President.

Ensure committees are functioning and carrying out responsibilities.

Perform other duties as assigned by the President.

**Section 6 – The Secretary shall:**

Take, maintain, and disseminate minutes and records of Association.

Send out notices, as directed, for Board of Directors or special meetings.

Maintain the FACC Policy and Procedure Manual and update the manual with changes based on voting to additions and/or modifications that occur at Board of Director Meetings.

Present to the Board of Directors, at any meetings, any communication addressed to the Secretary of the Association.

Disseminate Board meeting information to Officers and Directors.

**Section 7 – The Treasurer shall:**

Maintain detailed financial records of the Association accounts, using generally accepted accounting principles.

Maintain copies of any financial records as required by any Florida Statute or Federal Code.

Be an authorized signatory on all bank accounts.

Maintain possession of an Association Debit and or Credit Card.

Render a written account of the Association's finances at each Board of Director's meeting, Annual Meeting, or at the direction of the Board of Directors. Such report is to be attached to the minutes of these meetings and posted on board member web page.

## **Section 8 – Board of Directors Eligibility**

Any member in good standing, according to the FACC Code of Ethics, is eligible to be elected to a position on the Board, or may be appointed as a Director or special officer, by a majority vote of the Board of Directors. Eligible candidates must have completed volunteer commitment.

Nominations shall be provided to board at least 30 days prior to board meetings where a vote is to be held. Nominees for Board positions are not to be present during the Board meeting which deliberations regarding their nomination are discussed.

## **Section 10 - Impeachment Clause**

Any Board Member can be removed from office, for cause, by a majority vote of the Board of Directors, at any regular or special meeting, should he/she cease to be qualified for the office, and /or fails to be responsible to the position held as provided by the By-Laws.

## **Section 11 – Duties of the Florida Corrections Accreditation Commission (FCAC) Commissioner**

One commissioner who represents FACC on the Florida Corrections Accreditation Commission shall be appointed by the President after a nomination by the Executive Board and a confirmation by a two-thirds vote of the remaining members of the board. To be appointed as a commissioner a person must be a member in good standing of the Association for the preceding two years prior to the appointment.

To be appointed as a commissioner, the candidate must be a supervisor, manager or director of an agency that is either accredited or has initiated the accreditation process.

The candidate must be supported financially by their agency to attend required FCAC meetings.

It shall be the primary duty of the FCAC Commissioner to further the purposes and objectives of the Association. In this regard the FCAC Commissioner shall:

Represent the Association at all FCAC meetings

Assist in the development and modification of all Probation Accreditation Standards

Provide assistance to agencies seeking accreditation or re-accreditation

Provide written and oral reports to the Board of Directors on a quarterly basis following any FLA-PAC Conference. Reports to be presented at the next scheduled Board of Directors Meeting following a FLA-PAC Conference or any other related FCAC or FLA-PAC business meetings.

## **Section 12– Meeting Attendance**

Any Officer or Director that misses 3 out of 4 board Meetings within current year (October 1 – September 30) may be subject to termination from the Board of Directors. President shall communicate with an Officer or Director who is not in compliance to see if they intend to continue their term on the Board. The matter shall be voted upon if necessary and will be approved by a majority vote of the Board of Directors.

## **BY-LAW VII**

### **ELECTION OF OFFICERS**

The Board of Directors shall continue to act in the best interest of the Association and may modify election procedures should cause arise.

Nominations and the election of offices shall be made by the Board of Directors. Nominees must be a current board member.

## **Section 1 - Nominations**

The Nominating Committee shall request nominations for elected positions from the Board of Directors for the offices of President, Vice President, Secretary, and Treasurer.

## **Section 2- Installation of Officers**

Elected Officers will be installed at the board meeting following the annual meeting. Each elected position and the Immediate Past President shall serve for a term of two (2) years. There are no term limits for elected positions.

## **Section 3 - Nominee Withdrawal**

Should a nominee withdraw during the election process, the votes for the nominee will be void. The election process will continue for the remaining nominees on the ballot.

Should an elective position no longer have a nominee, the Board of Directors may provide a recommendation for a nominee, as well as offering a write-in candidate. Time permitting, a special ballot may be prepared, and a notice emailed out to the Board of Directors with an alternative cutoff date prior to the annual business meeting. If necessary, the election may be held at the annual business meeting.

## **Section 4 - Provisional Officers**

Provisional officers shall be considered persons appointed to an incomplete term of office and are subject to the responsibilities of the office.

## **BY-LAW VIII**

### **BOARD MEETINGS**

#### **Section 1 - Frequency**

There shall be at least one Annual Business Meeting of the membership. The time and place of the meeting shall be determined by the Board of Directors. The purpose of this meeting shall be for the transaction of business and presentation of training, workshops, exhibits and other items of interest to the Association.

Board of Director shall meet quarterly. Special meetings may be called by the President or a majority vote of the Board.

#### **Section 2- Quorum**

Ten Officers and/or Directors present shall constitute a quorum.

#### **Section 3 – Board Meeting Votes**

At all meetings, votes shall be by voice vote, except when the Board of Directors determines that a written vote shall be utilized. When a written vote is utilized the Chair of the meeting shall, prior to the voting, appoint at least two board members who shall count the votes and announce the results. The votes shall be open to any member of the Board upon request.

Each member shall have one vote and such voting may be done by written proxy, specifically designating the person to whom proxy power is granted.

The president can call for a vote via email or website using the polling feature

## BY-LAW IX

### COMMITTEES

All Committees shall be appointed, as needed, by the President of the Association unless otherwise provided herein. The Committees shall be designated as standing or ad-hoc.

The standing committees shall be:

**By Laws** - ensure By Laws are up to date with changes approved the Board of Directors.

**Education**: brainstorms ideas/topics for regional and annual training. Vice-President shall chair and be a permanent member of the Education Committee.

**Finance**: oversees income and expenses of the organization. Treasurer shall serve as a permanent member of the finance committee.

**Legislative**: keeps members informed of pending legislation which can directly or indirectly affect respective member agencies.

**Membership/Marketing**: responsible for recruitment of members and vendors, implementing policies relating to Membership and oversight of public information programs

**Nominating**: obtain and coordinate nominations and elections on behalf of the Association, including verification of eligibility. Review applications for awards and makes recommendations to the Board of Directors. Obtains and coordinates nominations for new board members, including verification of eligibility. The Immediate Past President shall serve as the chair of the Nominating Committee.

**Vendor & Sponsor Committee**: responsible for actively recruiting new vendors and sponsors in addition to retaining current vendors and sponsors that support the association's mission. The Vendor & Sponsor Chair will also be responsible for maintaining communication for logistics for any training events, the training institute, and events where our vendor or sponsors may assist providing financial support for the betterment of the association. (added with 2/3rds vote by the Board of Director's on October 9, 2025 after 30 days' notice)

Addition approved by Board on 3/13/21: Ad-hoc committees will be created as needed by the President.

## BY-LAW X



## **POLICY AND PROCEDURE MANUAL**

A policy and procedure manual shall be maintained to provide guidance for the day to day operations of the Association. Revisions to the manual may be made by a simple majority vote of the Board of Directors without prior notice.

## **BY-LAW XI**

### **AMENDMENT/REVISION PROCEDURE**

The Board of Directors has the authority to amend, revise, adopt, or repeal the By-Laws at any regular or special meeting of the Board of Directors. A two-thirds (2/3) vote of the Board is required. A 30-day notice to the Officers and Directors is required when making a change to the By-Laws.

## **BY-LAW XII**

### **BY-LAW RULES AND PROCEDURES**

Robert's Rules of Order shall be the official procedures of the Florida Association of Community Corrections. A parliamentarian may be appointed by the President to assist in ruling on proper procedure and rules that govern.

## **BY-LAW XIII**

### **DISTRIBUTION OF ASSETS**

Upon dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all of the remaining assets of the corporation by surrendering ownership of the assets to the Victim's Compensation Fund, State of Florida.

## **BY-LAW XIV**

### **INTERPRETATION OF BY-LAWS**

In the event that there may be questions as to the interpretation of the By-Laws of this Association, the decision of the Board of Directors shall be final.

These By-Laws were initially adopted by the general membership of Florida Association of Community Corrections at its annual meeting in Orlando, Florida on June 10, 1994.

Revised on ~~April 5, 2022~~. October 9, 2025