

BYLAWS
OF THE
STATE COALITION OF PROBATION ORGANIZATIONS,
INCORPORATED



Adopted 9/23/83, last amended 4/16/10.

PREAMBLE

We, the State Coalition of Probation Organizations, do hereby ordain to commit ourselves to promote the interests of County probation on a statewide level and to enhance the professional standards of our membership.

ARTICLE I - NAME

1. The name of this Organization shall be the State Coalition of Probation Organizations, Incorporated, also known as SCOPO.
2. The principal office for the transaction of the business of the Corporation is hereby fixed and located at 9719 Lincoln Village Drive, Suite 501, in the County of Sacramento, State of California. The Board of Directors is hereby granted all power and authority to change said principal office from one location to another in said county or any other county in the State of California. Any such changes shall be noted on the bylaws by the Secretary, immediately following this Section or this Section shall be amended to state the new location.
3. The Association's name shall not be used for any purpose without the majority approval of the Board of Directors.

ARTICLE II - PURPOSES

1. The purpose of SCOPO shall be to promote the interests of County probation on a statewide level and to enhance the professional standards of its membership.
2. SCOPO represents all probation line staff (PC 830.5) in labor and professional issues, through legislative action, education, and coalition building, while offering leadership and support to local Probation organizations.

ARTICLE III - MEMBERSHIP

1. Membership in SCOPO is open, by application, to any County Probation employee organization which represents Deputy Probation Officers, Probation Institution Officers, Counselors, and/or allied Probation Staff (PC 830.5).
 - a. Minimum membership is set at 2 member units, or 4 representatives, and maximum membership is set at 58 member units, or 116 representatives.
 - b. The terms "organization," "member" and "unit" used hereafter refer to the above-defined groups.

- c. SCOPO will respect the integrity of the parent organization of any member joining SCOPO.
2. There shall be per capita membership and other membership as determined by the Board of Directors.
 - a. Patron Sponsorships, offered to any individual in the criminal justice profession, will receive a regular copy of publications and shall be entitled to "pride of membership" only, carrying no rights in the corporation.
3. An organization representing Deputy Probation Officers, Probation Institutional Counselors, and/or other allied PC 830.5 Probation Staff, is a "Member in Good Standing" so long as its dues are current.
4. A member organization which is three months in arrears of membership dues is no longer a Member in Good Standing, and upon 15 days written notice by an Officer of the Board shall be ineligible to vote on corporation matters.
 - a. A member organization has the right to appeal the suspension of voting rights to the President, or the Executive Board, in writing or in person at an Executive Board meeting up to five days prior to the next scheduled Board meeting. The President &/or the Executive Board have the authority to provisionally reinstate voting privileges and membership status.
 - b. With 15 days notice to the member organization and vote of a full quorum, the Board may impose the following additional sanctions on a member organization not in good standing:
 - i. Termination of membership in five days. Reapplication for membership must include payment of all unexcused, unpaid dues.
 - ii. Suspended termination of membership, which includes an agreement by the member to negotiate a reasonable payment schedule for all unpaid dues and full payment of current dues.
 - iii. The Secretary shall issue written notice to the member organization and representatives within 10 days of either action stated above in Article III section 4b(i) and 4b(ii) taking place.
 - iv. If a representative of the subject member organization is unable to attend the noticed meeting, upon receipt of a written request the organization may be granted a postponement to the next regularly scheduled Board meeting.
 - v. The Board may suspend membership, without other action, upon request of the member organization. Payment of unpaid dues will be

negotiated upon any reapplication for membership. Suspension of membership may be granted by written request and majority vote of a full quorum. Dues do not accrue during suspension, and representatives stand as guests at Board meetings.

5. Member organizations may withdraw from membership upon 60-day written notice to the Board of Directors. All accounts are due and payable through this period.

ARTICLE IV – OFFICERS AND DIRECTORS

1. The Board of Directors shall consist of no more than two (2) representatives from each member organization.
 - a. Representatives are selected by their parent unit and may be removed by the parent unit with reasonable notice to the Board.
 - b. One representative may be responsible for the entire member unit at the discretion of that unit.
 - c. Alternates may be identified by any member to take responsibility in replacing an absent representative, and may attend any meeting as a guest.
 - d. All representatives and any alternates, or their replacements, must be identified in the application or by a letter of introduction from the member unit to the Board.
2. The power and authority to conduct the business of SCOPO is vested in the Board of Directors. The business of SCOPO shall be conducted at meetings of the Board of Directors or through staff, members and committees as directed by the Board.
 - a. EXECUTIVE BOARD: The Executive Board is chaired by the President and consists of all five elected Executive Officers. The Executive Board is responsible for overseeing all other committees, reviewing policy, the hiring and firing of staff, managing facilities, staff and capital, making recommendations to the full Board of Directors, and acting for the Board in urgent matters. The Executive Board meets at the call of any of the Officers, but notice must be as for any meeting. Any Board representative may attend or report to a meeting.
 - b. STAFF: Any person, agency or organization contracted to perform a task or services for the corporation. Staff members do not have any rights of membership.
 - c. COMMITTEES: To pursue projects, research or the furtherance of the goals of the corporation, committees can be created by the President or a majority

vote of a full quorum at a Board meeting. All committees shall have at least three members, including at least two from the representatives to the Board, and may include staff, guests, sponsors, or general members. (Refer to "Appendix A: Committees" for standing committees and ad hoc committees.)

- d. **POWER TO CONTRACT:** The Board may establish formal or informal contracts with individuals, businesses, agencies, organizations or groups outside the membership to conduct the business of SCOPO. Such contracts may be negotiated by the Executive Board, or any designated member, and may include provision for fees, salary, reimbursement or other obligations for services rendered. All contracts must be approved by a simple majority of a quorum at the next Board meeting.
 - e. The Executive Board may delegate staff responsibilities to officers as temporary replacement for missing or ill staff, or delegate long-term responsibilities to any willing Board member as the need arises.
3. **ACCESS TO CORPORATE RECORDS:** All active members have the right to inspect bylaws, standing rules, minutes, financial records and membership lists during normal business hours, within thirty (30) days of a written request being received by the Secretary, for purposes reasonably related to the person's interest as a member. Directors have an absolute right to inspect and copy any record of the Corporation at reasonable times.
 4. **DUTIES OF THE BOARD OF DIRECTORS:** The duties of the Board of Directors shall be to establish by-laws, establish and collect dues, elect Officers, advance the purposes of SCOPO, hire staff, publish the California Probation News or other media, and to conduct the general business of SCOPO.
 - a. All Board representatives are expected to serve within their ability as representatives of SCOPO to their local legislators, candidates, and parent units.
 - b. All actions from duties delegated to committee or staff must be submitted for approval by the Board.
 - c. All contracted services must be submitted for approval to the Board.
 - d. The Executive Board may provisionally approve actions needed until the matter is brought before the Board.
 - e. Incidental costs related to approved SCOPO business will be reimbursed based on submitted receipts.
 5. The Executive Board shall propose the next yearly meeting schedule for approval by the Board with ten (10) days notice prior to the last meeting of the year.

- a. The agenda for regular meetings shall be mailed or e-mailed with at least thirty (30) days notice.
 - b. Special Meetings: The President may call for special meetings.
 - i. Special meetings may also be called by 5% of the Board of Directors.
 - ii. Notice of special meetings shall be at least four (4) days by mail or at least two (2) days by personal, electronic or telephone contact.
 - c. The Executive Board will coordinate the arrangements for Board meeting facilities, refreshments and lodging with the local member unit.
 - d. Meetings of any committee can be called by the chair of that committee, the President, or by majority vote of a full quorum of the Board.
 - e. SCOPO will endeavor to underwrite the expenses of Board members for attending meetings. The Executive Board shall set the rates for travel reimbursement and per diem allowances. These rates will be reviewed at least every six (6) months, and must comply with state and federal regulations.
6. A full quorum is one third of current member units present and eligible to vote.
- a. A sufficient quorum shall be representatives from one-fifth (1/5) of the current member units of the Board of Directors present and eligible to vote. For duly noticed business, or items continued from previous meetings, such a quorum shall be recognized as a full quorum.
 - b. Minutes specifying the continuance of business is considered due notice for a vote during the next meeting.
 - c. A sufficient and full quorum for committees shall be a simple majority of designated members.
7. All meetings shall be conducted according to Roberts' Rules of Order.
- a. Guests and non-members may be excluded or limited in participation by proper motion to the Chair.
 - b. The chair has the authority to amend the agenda if ten (10) days notice was attempted for such a request. If lesser notice was provided, the Chair can amend the agenda with the approval of the majority of a sufficient quorum.
 - c. All Board meetings will be recorded by written minutes or reports which will be distributed to all Board members. All committee meetings will produce

minutes or written or verbal reports presented at the next Board meeting. The Secretary to the Board shall attach or summarize these reports to the Board minutes.

ARTICLE V - OFFICERS

1. The Officers of SCOPO shall be President, Administrative Vice President, Legislative Vice President, Secretary and Treasurer.
 - a. Officers must be designated representatives of a member in good standing.
 - b. No representative may hold more than one office or staff position at the same time.
 - c. All Officers shall continue as representatives to the Board of Directors.
2. Executive Officers shall hold their positions for a term of two (2) years. There shall be no limit to the numbers of consecutive terms an Executive Officer may serve.
3. Member organizations may have no more than two (2) representatives serving on the Executive Board at any one time.
4. Duties and Responsibilities of Officers; compensation.

President: The President shall be the Chief Executive Officer of SCOPO. The President shall serve as the inspirational and innovative leader of the organization who will be focusing on creative plans for future directions for the organization. The President shall preside (Chair) at all meetings of the Board of Directors and at all general or special meetings. The President shall have overall coordination responsibilities for all SCOPO-sponsored conferences, but may delegate these responsibilities. The President shall chair the California Probation News Editorial Board, and shall prepare and timely submit a President's Column for each edition. The President shall chair the Executive Board and the Membership Committee, and serve on other committees as requested by the Board. The President shall be responsible for all correspondence attendant to the office, such as responding to letters from members, the general public, or other agencies on matters other than legislation. The President shall be paid a fee for service on the first business day of each month.

Administrative Vice President: The Administrative Vice President shall take the place of the President and perform those duties whenever the President is absent or unable to act. The Administrative Vice President shall also provide temporary

coverage for any other Officer or perform such other duties as the Board of Directors shall impose. The Administrative Vice President shall chair the Special Events Committee, serve on the Executive Committee and the CPN Editorial Committee, and chair or serve on Ad Hoc Committees as directed by the Board. The Administrative Vice-President shall be paid a fee for service on the first business day of each month.

Legislative Vice President: The Legislative Vice President shall be responsible for coordination of all legislative policy functions of SCOPO, shall provide supervision for the Legislative Advocate, which includes preparation of a timely Legislative Briefing column for the Probation News, and shall be the Chairman of the Legislative Committee. These duties may include presentation of relevant bills and issues to the Board for advocacy positions, directing the tracking and action on new legislation and SCOPO sponsored legislation, and collecting ideas and direction from the Board or committees and then assigning tasks appropriately to the staff or Board members. The Legislative Vice President also serves on the Executive Board and the CPN Editorial Committee, and serves on other committees at the direction of the Board. The Legislative Vice President is authorized to make decisions on legislation on an emergency basis which is pursuant to SCOPO business and consistent with SCOPO Bylaws, provided that the Legislative Vice President, as soon as possible but no later than the next Board meeting, shall make or cause to be made a report to the Board. The Legislative Vice-President shall be paid a fee for service on the first business day of each month.

Secretary: The Secretary shall maintain the records of SCOPO. The Secretary shall keep and timely distribute the minutes of all Board of Directors meetings and all special or general meetings, including summaries for publication in the CPN. The Secretary shall attend to Notices and Information pertinent to the operation of SCOPO and carry out assigned correspondence. The Secretary shall perform all the duties incident to the office of Secretary, including coordination of equipment maintenance, supplies and clerical support needed to support these duties. The Secretary will usually serve as Parliamentarian. The Secretary will serve on the Executive Board and CPN Editorial Committee, and serve on other committees as directed by the Board. The Secretary shall be paid a fee for service on the first business day of each month.

Treasurer: The Treasurer shall be the Chief Financial Officer of SCOPO. The Treasurer shall manage the collection and deposit of all dues, donations and billings for SCOPO. All checks drawn on the account of SCOPO shall bear the signature of at least two (2) Officers of SCOPO, and shall be timely disbursed by the Treasurer for all services, supplies, equipment, expenses, donations to the Political Action Committee account and contracts designated by the Board. The Treasurer shall maintain the financial records of SCOPO, cause the filing of appropriate tax and corporation records, and perform all duties incident to the office of Treasurer, including regular written reports to the Board and coordination of equipment,

supplies and direction to contracted accounting and auditing services needed to support these duties. The Treasurer shall prepare a proposed annual budget for approval at the October meeting of each year, as well as a final budget at the last meeting of the year. The Treasurer shall serve on the Executive Board, chair the Finance Committee, and serve on other financial committees at the direction of the Board. The Treasurer shall be paid a fee for service on the first business day of each month.

ARTICLE VI - NOMINATIONS AND ELECTIONS

1. Nominations for officers will be made after the regularly scheduled August meeting until ten days prior to the regularly scheduled October meeting of each year.
 - a. Nominations may be made by any member of the Board of Directors and shall be from among the Board of Directors of per capita member organizations in good standing only. Such nominations must be submitted to the Election Committee Chair in writing or via email at least ten (10) days prior to the regularly scheduled October Meeting.
 - b. Those nominated shall be afforded the opportunity to decline and the name of any nominee who declines shall not appear on the ballot.
2. Election of officers shall be held at the regularly scheduled October meeting. The Administrative Vice-President and Secretary shall be elected in even-numbered years and the President, Legislative Vice President and Treasurer shall be elected in odd-numbered years.
3. The elections shall be conducted by an Elections Committee. The Elections Committee shall be appointed annually by the President at the regularly scheduled August meeting. No member of the Elections Committee shall be a candidate for office. The Elections Committee shall be comprised of at least three (3) members.
 - a. The Election Committee Chair shall give written or email notice of nominations and elections to each member of the Board of Directors no later than ten (10) days in advance of the meetings at which nominations and elections are scheduled to take place.
 - b. The Election Committee shall be responsible for administering the election process that ensures a fair and accurate tabulation of all votes. The Election Committee shall prepare the ballot within seven (7) days of notification of any election. Committee members shall ensure that:
 - i. Each member County representative to the Board of Directors may vote only once.

- ii. Each member's vote is confidential.
- iii. The voting results shall not be altered by anyone.
- c. Results of the election shall be submitted in writing and filed with the SCOPO Secretary. The candidates receiving the largest number of votes will then be declared by the Election Committee to be elected. The Election Committee shall maintain in a secure place all written ballots for a period of three (3) weeks following the announcement of election results. Thereafter, the ballots shall be destroyed. The vote summary shall become a permanent record of the Organization.
- d. In any case where there is only one nominee for office, such nominee shall be declared elected. In all other cases the election shall be by secret ballot and all members of the Board of Directors shall be afforded a reasonable opportunity to vote.
- e. Elections shall be decided by a simple majority of those who vote. Those who are elected shall take office on January first of the following year. In the event of a tie, a runoff election shall be conducted immediately. If that runoff election results in a tie, there shall be a second runoff election at the next regular or special meeting.
- f. Any office shall be maintained by the incumbent if there is any delay in the voting or installation procedures. The position shall then transfer immediately upon completion of delayed voting.

ARTICLE VII – VOTING

1. Only representatives to the Board of Directors shall vote, and no proxy votes shall be permitted.
2. Per Capita organizations shall have up to two votes per unit when voting on Policy Matters and for Officers.
 - a. No other persons or organizations shall have a vote.
 - b. Passage of policy matters shall require a majority vote of a full quorum.
3. Per Capita organizations shall have up to two (2) votes per unit when voting on Legislation.
 - a. No other persons or organizations shall have a vote.
 - b. Legislative matters shall require a majority vote of a full quorum.

- c. Any Per Capita organizational board representative may subsequently call for a division of the house by proper motion to the President.
 - i. Per Capita units shall be allowed to vote the full general membership of their parent association.
 - ii. A two-thirds (2/3) vote is needed for passage on all voting where there is a call for the division of the house.
- 4. Per Capita organizations shall have up to two (2) votes per unit on political endorsements.
 - a. No other persons or organizations shall have any vote.
 - b. Political endorsements shall require a majority vote of a full quorum.
 - i. Any Per Capita organizational board representative may subsequently call for a division of the house by proper motion to the President.
 - c. National and/or State issues and Candidates.
 - i. All National and /or State issues will be brought forth through the process of the SCOPO PAC.
 - ii. Any member or guest may make a request for political endorsements in writing to the SCOPO PAC Chair. No endorsement shall be given unless the local SCOPO member, if relevant, has supported or declined to take a position on the candidate or measure.
 - iii. SCOPO will not entertain requests for endorsements that are opposed by all of the affected local members.
 - d. Local Issues and Candidates.
 - i. Any member may request support for an established local political endorsement, subject to the rules for agenda or notice and a full quorum.
- 5. The Bylaws may be amended by a majority vote of a full quorum at a duly noticed meeting.
 - a. Reasonable advanced notice shall be given for any vote to amend the Bylaws.

6. Voting Between Board Meetings

- a. A Great Urgency Decision is any decision on new matters which would normally be made by a vote of the Board of Directors at a regularly scheduled Board of Directors meeting, but which by its nature and timing, arises between regularly scheduled Board of Directors meetings and reasonably requires decision and/or public notice be made prior to the next regularly scheduled Board of Directors meeting. Public Notice is notice by the President, or a designee, in the California Probation News, and/or to any official public entity, group, association or organization.
- b. Any member of the Board of Directors requesting a Great Urgency Decision shall communicate such request to the President. The President shall have final determination whether or not to call for a Great Urgency Decision vote. As an alternative, the President may call for action by the Executive Board. If the President calls for a Great Urgency Decision vote, the President or designee will conduct a telephone, electronic or mail poll of the Board of Directors.
- c. A Great Urgency Decision shall require a vote by the Board of Directors. The results of the poll shall be communicated to the President as soon as the results are known. The President shall cause the results of any Great Urgency Decision and subsequent action to be placed on the agenda of the next Board of Directors meeting.
- d. Committee recommendations or other delegated duties that need action are not "new" matters and can be provisionally decided by the Executive Board.

ARTICLE VIII – APPOINTMENT AND REMOVAL OF OFFICERS

1. An Officer may resign with written notice to the Board.
2. An Officer may be removed from office as a noticed action by a majority vote of a full quorum of the Board of Directors if an Officer has missed three (3) consecutive meetings or more than four meetings in any twelve month period, or if serious disability or death precludes formal resignation.
3. Fees for service or reimbursements for any officer pending removal may be withheld by the Executive Board until the matter is before the Board of Directors.
4. Appointment to a vacant office shall be made by the acting President with the approval of a majority of a full quorum at a noticed meeting of the Board of Directors. Pending approval by the Board, the appointee shall be granted all rights, privileges and responsibilities of the office.

ARTICLE IX – DUES/EXPENDITURE OF MONIES

1. Membership dues shall be set by the Board of Directors.
2. A copy of dues schedules or rates shall be provided to all members. Changes in schedules or rates will be duly noticed and set for approval as a policy vote before the Board.
3. The Executive Board is authorized to make individual item expenditures of up to \$2,500.00 for normal expenses.
4. Expenditures paid out monthly to maintain the operations of SCOPO, such as legal defense fund and other expenditures, are considered "day to day" by these by-laws, and therefore do not require a full quorum for approval. Such expenditures shall be paid by the Treasurer as needed.
5. Expenditures may be made via SCOPO checks or with an authorized credit card. All expenditures shall be accompanied by a receipt and an authorization document signed by SCOPO Officer(s) and/or representative(s) acting on the written authorization of the Executive Board.
6. Any suspected malfeasance while in office by any SCOPO Officer or representative shall result in immediate suspension of that individual's authority to conduct business. In addition, proven malfeasance shall result in a recall within thirty (30) days by a passed motion by a County representative at a general meeting or the Executive Board of Directors making a decision by majority. The recall shall conform to Article XIII, sub (2), of these by-laws.
7. Any and all fraudulent fiscal transactions may result in criminal prosecution.

ARTICLE X – FINANCES

1. The fiscal year of SCOPO shall begin on January 1 and end on December 31.
2. The books and accounts of SCOPO shall be kept under the direction of the Treasurer. Credit, checking, phone and electronic accounts will be used only for SCOPO related business. All receipts and documentation will be forwarded to the business manager.
3. No later than 90 days after the end of each fiscal year, all books and records of SCOPO shall be brought current. The SCOPO Board of Directors may elect to retain the services of an outside auditor or CPA to complete a periodic audit without further amendment of these bylaws.

ARTICLE XI - NON-DISCRIMINATION CLAUSE

No organization or individual shall be denied membership in SCOPO because of political or religious opinion or affiliations, or because of racial or national origin or because of age, sex, sexual orientation or physical disability.

ARTICLE XII - SAVINGS CLAUSE

In the event any provision of these BYLAWS is declared by a court of competent jurisdiction to be illegal or unenforceable, that provision shall be null and void but such nullification shall not affect any other provisions, all of which shall remain in full force and effect.

APPENDIX A: COMMITTEES

STANDING COMMITTEES

FINANCE/BUDGET: Chair is Board Treasurer; goals are to provide a balanced budget and to examine and report on any and all special financial circumstances for the Board or Organization.

LEGISLATIVE COMMITTEE: Chair is Legislative Vice President; goals are to screen and make recommendations for action on pending legislation; members may be called upon for quick response to Senate or Assembly committees and to network an urgent response to positions on bills.

EDITORIAL BOARD: Chair is President, members appointed include officers of the Board; goals are to encourage the progress of the CPN, assist or support the Editor in producing, screening, gathering or editing materials.

POLITICAL ACTION COMMITTEE (PAC):

Established 12/6/91 and changed in name from the Political Education Committee (PEC) at the Board meeting on 02-28-03.

The general purpose of the SCOPO Political Action Committee (PAC) is to assist the exercise of SCOPO members' constitutional rights to participate in the political process at the local, state and federal levels by establishing and maintaining a monetary fund and to recommend allocation of such funds in such manner and such times which will foster, support and further the goals and policies of SCOPO.

1. The specific purpose of the SCOPO PAC is:
 - a. To support, politically and financially, candidate and positions on ballot measures endorsed by SCOPO.
 - b. To further the common good and general welfare of the residents of the State of California by promoting improvements in and educating the public about probation Officers protection and safety.
 - c. To promote the welfare of active and retired SCOPO members and peace officers in general.
 - d. To encourage the improvements of benefits, compensation, working conditions and retirement status of active and retired SCOPO members and peace officers in general.
2. The SCOPO President shall appoint five SCOPO Representatives to the SCOPO PAC.
3. The SCOPO Executive board may allocate a portion of SCOPO funds, whether generated from dues or other sources, to the SCOPO PAC.
4. The SCOPO PAC shall meet, upon its own initiative or at the direction of the SCOPO Executive Board, to discuss and develop recommendations to the SCOPO Executive board for endorsement of and support, which may include financial contributions, for political candidates and measures.

5. When the SCOPO PAC has made a decision to endorse a candidate, or take a stance on any measure, the PAC chair shall notify the President in writing of the PAC recommendation and prepare a report as to why the PAC has made such a decision.
6. The President shall present the PAC report at the following board meeting and the board shall vote to adopt or not to adopt the PAC recommendation.

AD HOC COMMITTEES:

SPECIAL EVENTS: Chair is Administrative Vice President; goals are flexible: this committee meets as directed by the President to obtain speakers, develop themes, and coordinate provision of supplies or other needs of specific Board meetings, conferences or other SCOPO events.

MEMBERSHIP: Chair is President; primary goals are to support existing membership; secondary goals are to increase SCOPO unit membership and provide educational materials to appropriate persons or organizations.

ELECTION COMMITTEE: Short term, specialized committee of Board Representatives to coordinate the elections of SCOPO officers as specified in the Bylaws.

RESOURCE COMMITTEE: Chair is any representative or staff; goal is to provide a basic list of designated specialists in Probation related fields so that members can have access to our broad base of experience, noting that these specialists do not have to be Board representatives.