



# **Maryland Correctional Administrators Association**

## **By-Laws**

### **ARTICLE I General**

#### **Section 1: Title**

This Association is known as the "Maryland Correctional Administrators Association," referred to as "the Association."

#### **Section 2: Definitions**

For the purpose of these by-laws, the following definitions apply.

- A. Correctional Facility: Any Adult Correctional Institution (ACI), Adult Detention Center (ADC), Adult Community Correctional Facility (ACCF), or any Adult Place of Confinement (APC) as defined in Title 12, Subtitle 14 of the Code of Maryland Regulations.
- B. Jurisdiction/Subdivision: Each of the twenty-three counties and each private organization serving adult offenders in Maryland shall be considered a local jurisdiction. The State Department of Public Safety and Correctional Services is regarded as one (1) jurisdiction/subdivision representing the interests of the State. Supporting agencies: State or local government organizations whose mission is deemed related or tangential to the goals and objectives of the Association.

### **ARTICLE II Association Mission Statement**

The mission of the Maryland Correctional Administrators Association is to provide opportunities to develop skills, knowledge, and initiatives, maintain integrity, and further the interests of Corrections throughout the State of Maryland.

### **ARTICLE III Association Vision Statement**

The Maryland Correctional Administrators Association is committed to continuous improvement in Corrections to promote enhanced public safety in Maryland.

### **ARTICLE IV Association Goals and Objectives**

The Association seeks to attain the following goals and objectives:

- A. Meet regularly to develop and advance the principles of modern corrections.
- B. Establish unity and consensus among local and state correctional administrators on matters of mutual interest and concern.
- C. Propose, advocate, and monitor relevant legislation.
- D. Promote and assist in the development of minimum standards for the management and operation of correctional facilities and inmate programs.
- E. Obtain representation on public and private policy-making bodies that impact and affect correctional facilities and programs.
- F. Promote and encourage the development of staff training resources and programs.
- G. Facilitate the coordination of operational and administrative activities between member agencies.
- H. Coordinate the collection and analysis of relevant data; sponsor research.
- I. Encourage and promote developing, implementing, and refining effective alternatives to incarceration and reintegration programs.
- J. Assist the various jurisdictions in developing appropriate and adequate correctional resources by coordinating technical assistance between correctional agencies.
- K. Encourage advanced levels of knowledge, expertise, initiative, integrity, and leadership in the various aspects and elements of corrections throughout the State of Maryland.

## **ARTICLE V Membership, Quorum, Vote, Dues, Rules of Order, Endorsements**

### **Section 1: Membership**

Any individual serving in or those who are otherwise interested in corrections in the State of Maryland are eligible for membership in this Association. If in dispute, the Executive Board will determine the type of membership of prospective members.

There are four (4) types of membership:

#### **A. Regular Member:**

A regular member is a correctional administrator and their designated staff member(s). Each local jurisdiction may have up to six (6) regular members, each with one (1) vote. All regular members have voting powers at membership meetings. All private organizations are considered one (1) jurisdiction, each member having one (1) vote. Member agencies must submit their representatives' names no later than October 1<sup>st</sup> of each year or within 45 days of a vacancy. Each State member/vote is specified hereafter. The following State agencies and institutions are eligible for regular membership.

#### **Specific State Agency:**

1. Secretary/Designee, Department of Public Safety and Correctional Services. Three (3) regular members/votes.
2. Commissioner/Designee, Division of Correction. Three (3) regular members/votes.
3. Director/Designee, Division of Parole and Probation. Three (3) regular members/votes.
4. Chairperson/Designee, Maryland Parole Commission. Three (3) regular members/votes.

5. Executive Director/Designee, Maryland Police and Correctional Training Commissions. Three (3) regular members/votes.
6. Executive Director/ Designee, Maryland Commission on Correctional Standards. Three (3) regular members/votes.
7. Commissioner/Designee, Division of Pre-Trial and Detention Services. Three (3) regular members/votes.
8. Executive Director/Designee: Governor's Office of Crime Prevention, Youth and Victim Services. Three (3) regular members/votes.
9. Executive Director/Designee, State of Maryland, Behavioral Health Administration. Three (3) regular members/votes.
10. Executive Director/Designee: Maryland Correctional Enterprises. Three (3) regular members/votes.

State and Private Correctional Facility:

11. Warden/Designee: Baltimore Central Booking and Intake Center. Three (3) regular members/votes.
12. Warden/ Designee: Eastern Correctional Institution. One (1) regular member/vote.
13. Warden/Designee: Maryland Reception, Diagnostic and Classification Center. One (1) regular member/vote.
14. Warden/Designee: Metropolitan Transition Center. One (1) regular member/vote.
15. Warden/Designee: Maryland Correctional Institution for Women. One (1) regular member/vote.
16. Warden/Designee: Maryland Correctional Institution – Jessup. One (1) regular member/vote.
17. Warden/Designee: Roxbury Correctional Institution. One (1) regular member/vote.
18. Warden/Designee: Maryland Correctional Institution - Hagerstown. One (1) regular member/vote.
19. Warden/Designee: Maryland Correctional Training Center. One (1) regular member/vote.
20. Warden/Designee: Western Correctional Institution. One (1) regular member/vote.
21. Director/Designee: Patuxent Institution. One (1) regular member/vote.
22. Executive Director/Designee: Central Home Detention Unit. One (1) regular member/vote.
23. Warden/Designee: Maryland Correctional Pre-Release System. One (1) regular member/vote.
24. Administrator/Designee: Baltimore City Correctional Center. One (1) regular member/ vote.
25. Warden/Designee: Chesapeake Detention Facility. One (1) regular member/vote.
26. Administrator/Designee: Dorsey Run Correctional Facility. One (1) regular member/vote.
27. Administrator/Designee: Eastern Correctional Institution Annex. One (1) regular member/vote.

28. Warden/Designee: Jessup Correctional Institution. One (1) regular member/vote.
29. Warden/Designee: North Branch Correctional Institution. One (1) regular member/vote.
30. Administrator/Designee: Central Maryland Correctional Facility. One (1) regular member/vote.

**B. Associate Membership:**

Any person sponsored or recommended by a Regular Member of the Association who may uphold its intent as noted in Articles II and III shall be deemed eligible for membership. Associate members do not have voting rights.

**C. Lifetime Member:**

Upon their retirement, any regular member may be eligible for lifetime membership. A lifetime membership recognizes and honors an individual's contributions to the association and the corrections profession throughout a career.

- A. Lifetime memberships are bestowed and conferred by a vote of the regular membership following appropriate nomination by a current regular member.
- B. Lifetime members are exempt from paying annual dues and have one (1) vote as outlined in Article V, Section III.
- C. Lifetime members cannot hold elected office but may serve on committees.
- D. Honoring Lifetime Members:
  1. Recognized at the Annual Banquet Dinner – Dinner w/guest paid by MCAA year voted.
  2. Admission to the Annual Conference without meals.
  3. Inclusion on all general emails to the membership.

**Section 2: Quorum:**

For voting purposes, a membership quorum, as defined below, must be present to conduct/transact the business of the Association.

- A. General Membership Meetings: At least twenty (20) regular members from at least eight (8) jurisdictions/ agencies must be present as determined by the Association's Secretary.
- B. Executive Board Meetings: At least eight (8) Executive Board members from at least five (5) jurisdictions/agencies must be present as determined by the Association's Secretary.

**Section 3: Vote**

- A. Simple Majority: A simple majority vote is required to pass any motion. The President may take a motion from the floor, which must be seconded for a vote. The vote may be a voice or a show of hands for or against a seconded motion. The presiding official determines the outcome of all simple votes, and their decision is final. A vote by proxy is not allowed under any circumstance.
- B. Voting Eligibility: For a regular member to exercise (his/her) vote, they must:
  1. Attend the regular membership meeting during which the vote is cast.
  2. Be current in paying annual dues as determined by the Treasurer.

#### Section 4: Membership Dues and Fees

Annual membership registration runs from July 1<sup>st</sup> through October 1<sup>st</sup> of each year. The amount of the various membership dues and any other association fees shall be proposed annually by the Budget and Finance Committee for approval by a vote of the Executive Board.

#### Section 5: Membership Year

The membership year will run from July 1<sup>st</sup> through June 30<sup>th</sup> annually. Any members whose dues are three months in arrears are ineligible for active participation in Association activities, including voting, until dues are paid.

#### Section 6: Rules of Order

The rules contained in the most current edition of *Robert's Rules of Order* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws. Any amendment to the By-Laws of this Association requires a two-thirds majority vote for approval.

#### Section 7: Endorsements

The Association shall neither endorse candidates for office, employment, services, or products. The Association may endorse or promote legislation, laws, rules, regulations, policies, and procedures in the Association's best interest as approved by the Executive Board.

### ARTICLE VI Officers and Meetings

#### Section 1: Association Officers

The elected officers of the Association are:

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary

#### Section 2: Eligibility

Only Regular Members are eligible to hold office. Each officer serves a term of two (2) years and cannot serve successive terms in the same office, except the Secretary or Treasurer.

#### Section 3: Executive Board

The Executive Board comprises the four (4) elected officers, the Committee Chairpersons, the Regional Representatives, and the most recent past President. Regional Representatives are appointed by the President when an officer or a committee chairman does not otherwise represent one of the regions listed below.

Region 1 Garrett, Allegany, Washington, Frederick, and Carroll Counties

Region 2 Montgomery County/Prince George's County

Region 3 Calvert, Charles, and St. Mary's Counties

Region 4 Anne Arundel, Baltimore, Howard, and Harford Counties

Region 5 State Agencies

Region 6 Cecil, Kent, Queen Anne's, and Caroline Counties

Region 7 Talbot, Dorchester, Wicomico, Somerset, and Worcester Counties

The Executive Board performs the following functions:

- A. Establish annual organizational goals consistent with the Association's objectives contained herein and make policy or establish positions consistent with these goals and objectives when time constraints prohibit the advice and consent of the membership regarding a particular issue.
- B. Review and approve an annual budget and, when necessary, approve expenditures beyond the annual budget only when such funds are available.
- C. Review and approve any grant application and special program activities sponsored by the Association and determine the management of grants.
- D. Review proposed legislation. A meeting of the Executive Board will be scheduled as needed to discuss legislative matters.
- E. Representing regional areas, Executive Board members will encourage and develop a broad-based membership and further determine membership categories.
- F. Review and approve recommended By-Law changes and amendments before presentation in writing to the general membership.
- G. Provide administrative oversight of the Maryland Correctional Administrator Scholarship Foundation by the organization's Articles of Incorporation and By-Laws.

#### Section 4: Transfer of Power

If, at any time, the President is unable to act because of absence or otherwise, the Vice-President takes their place and performs all the duties of the President. The Treasurer or Secretary presides in that order if neither the President nor the Vice-President can act.

#### Section 5: Meetings

General membership meetings will be held three (3) times yearly (September, March, and May). The specific time and place of the following general membership meeting is announced before the adjournment of each meeting. Bi-weekly virtual meetings will be held as well as special meetings may be called at the discretion of the President. The President calls an Executive Board meeting or special meetings at their discretion or when requested in writing, stating the business to be acted upon by six (6) or more members representing at least six (6) jurisdictions.

#### Section 6: Election of Officers

Biennial elections shall have candidates for the following offices: Vice-President, Treasurer, and Secretary. The Vice-President becomes President by acclamation in two years.

Elections are held before June 1<sup>st</sup> every other year beginning in 1995. The President establishes the election date and selects the Nominating Committee of seven (7) members representing each of the seven (7) regions as defined in Article VI, Section 3 of the By-Laws. The President appoints a chairperson from one of the seven (7) regions to serve in that capacity. This Committee is appointed at least six (6) months before the election meeting. At its first meeting, the nominating committee issues a memorandum requesting that the General Membership submit nominations to the committee. The nominating committee must receive all such nominations at least sixty (60) days before the scheduled election.

*Note: Nominations may be accepted from the floor up to and including the general membership meeting preceding the elections.*

The nominating committee shall select at least one (1) candidate for the following Association offices:

- A. Vice-President
- B. Treasurer
- C. Secretary

The slate of candidates is presented to each regular and lifetime member for voting on a separate and official written ballot if in person or an electronic vote if virtual. **The nominating committee shall be responsible for managing the electronic submission of ballots, including the nominee's biographical statements, and send them, in a format prescribed by the MCAA Executive Board, to all members of the MCAA Board and to all members of the Association not later than 45 days before the voting deadline.**

Write-in candidates are neither permitted nor accepted. The voting takes place in strict accordance with the following:

1. The Secretary determines each member's eligibility to vote.
2. A nominating committee member provides each eligible member a separate ballot with all candidates for the respective offices listed thereon.
3. Members cast their vote(s) in private and deposit the completed ballots in a secure ballot box.
4. When all votes are cast, the nominating committee chair opens the ballot box and supervises counting the ballots.
5. The nominating committee verifies the results and presents them in writing to the President, who in turn announces the results to the membership.

By acclamation, the Vice-President of the Association shall be elevated to the position of President for the next two (2) years. The term of each office shall be two (2) years.

## ARTICLE VII Vacancies and Removal

### Section 1: Vacancy

When a vacancy occurs in any office, such vacancy may be filled as follows: President and Vice-President upon recommendation of the Executive Board and approval of the General Membership; Secretary and Treasurer may be approved by the Executive Board. The term of such an officer shall be until the next biennial election.

### Section 2: Removal

Any officer or member of the association may be removed for adequate cause by a two-thirds majority vote of the Executive Board.

## ARTICLE VIII Duties of Officers

### Section 1: President

The President presides at all meetings of the Association, calls Executive Board meetings and special meetings of the members, affixes the name of the Association, and signs all instruments that may require the same, and discharges such other duties as may be required of them consistent with the law and these By-Laws.

#### Section 2: Vice-President

- A. The Vice-President assists the President in discharging their duties and functions and, in the President's absence, accedes to the functions and performs the duties which would otherwise be required of the President, if present.
- B. The Vice-President oversees all committees. Specifically, the Vice-President:
  1. Ensures committees meet;
  2. Monitors committee work and progress;
  3. Ensures mandated committee functions are performed and met.

#### Section 3: Treasurer

The Treasurer is assigned the following duties:

- A. Maintain all financial reports;
- B. Receive all funds of the Association and deposit same in such banks as directed by the Executive Board. The same shall be paid out only under the direction of the President, Executive Board, or a vote of the general members;
- C. At least annually, prepare and submit to the Association a statement showing the financial condition of the association;
- D. Obtain an independent audit of the Association's financial records annually;
- E. Notify the Secretary of those members delinquent in the payment of dues by October 1st of each year.

#### Section 4: Secretary

The Secretary is assigned the following duties:

- A. Keep a complete record of proceedings of the meetings;
- B. Keep a current list of all members and their addresses;
- C. Classify membership applications, and when in dispute, submit such applications to the Executive Board for a final determination.
- D. Notify members of their election to membership;
- E. Notify membership of arrears, dues, and meetings;
- F. Perform other administrative services as the Association may require.

### ARTICLE IX Committees

#### Section 1

Within sixty (60) days after the annual meeting for election, the President-elect appoints chairpersons and vice-chairpersons for each standing and ad hoc committee. Chairpersons and Vice-Chairpersons must be current MCAA members. The committee chairperson appoints committee members. In addition, the MCAA President has the authority to stand-up committees for the betterment of the organization. The following standing and Ad Hoc committees are established:

- A. Legislative Committee (Standing): It Shall:

1. Be comprised of highly qualified and experienced correctional professionals representing the diverse nature of the Corrections profession within Maryland.
2. Promote public safety by developing and implementing effective integrated statewide correctional processes.
3. Identify issues, develop policy statements, and foster cooperative action to assist correctional professionals in fulfilling their respective functions.
4. Offer guidance for decision-making in the field, inform political leaders, and educate the public whenever possible and appropriate.
5. Obtain, review, comment, and make recommendations (s) concerning proposed legislation.
6. Draft legislation and forward it to the Executive Board for review **and** final approval.
7. Educate and enlighten legislators and politicians regarding specific legislation on correctional issues in general, as by the membership of the Association.
8. Coordinate testimony on legislation identified and approved by the Executive Board and
9. Submit Committee Activity Reports to the Executive Board and General Membership.

B. Training, Research and Professional Development Committee (Standing): It Shall:

1. ***Develop training and recruit/invite speakers for the annual conference and roundtable sessions.***
2. Serve as Association liaison with the Maryland Correctional Training Commission staff to advise on County and State agency training needs and provide a mechanism for feedback concerning program outcomes.
3. Develop training resources and make them available to assist other agencies when needed.
4. Submit Committee Activity Reports to the Executive Board and General Membership.

C. Budget and Finance Committee (Standing): It Shall:

1. Prepare and submit an annual budget supporting the Association's goals and objectives to the Executive Board.
2. Conduct an internal audit annually and report results to the Executive Board.
3. Review and recommend financial strategies for the deposit of Association Funds.
4. Submit Committee Activity Reports to the Executive Board and General Membership.
5. Prepare and submit recommendations for each year's membership dues and association fees.

D. Behavioral Health/Substance Abuse (Standing): It Shall:

1. Coordinate collecting, evaluating, and disseminating information regarding behavioral health/substance abuse issues in corrections.
2. Identify and coordinate training and resources.
3. Identify and report on available Federal, State, and local resources.
4. Serve as Association liaison with State and Local agencies regarding Behavioral Health/Substance Abuse Issues.
5. Submit Committee Activity Reports to the Executive Board and General Membership.

E. Information Resource and Technology Committee (Standing): It Shall:

1. Develop and implement the Association's Public Relations Plan.
2. Promulgate and review the Association's Mission, Goals, and Objectives
3. Disseminate the Association's position on issues deemed relevant to the membership.
4. Prepare any documentation materials necessary to support the Association's position, including but not limited to press releases, fact sheets, and position papers.
5. Stay abreast of and report current trends and innovations in correctional technology.
6. Contact vendors, obtain samples, schedule demonstrations, and test and evaluate new technologies.
7. When possible and appropriate, coordinate BETA Testing of products.
8. Submit Committee Activity Reports to the Executive Board and General Membership.

F. Standards Committee (Standing): It Shall:

1. Keep the membership informed of the Maryland Commission on Correctional Standards activities.
2. Stay abreast of and report on current national trends affecting standards.
3. Ensure full representation of state, local, private, and other entities during the review and revision of Maryland's regulations.
4. Submit Committee Activity Reports to the Executive Board and General Membership.

G. Community Service Awards Program (AdHoc): It shall:

1. Annually, solicit nominations from the membership to honor and celebrate a correctional employee or group who volunteers to help others in our communities. Basic guidelines:
  - a. Select one (1) person to be honored at the annual conference.
  - b. Any member can submit one (1) nomination per year.
  - c. Any correctional employee in good standing from a local jurisdiction or the State Department of Public Safety and Correctional Services (DPSCS) can be nominated for a community service award for volunteer work performed.
  - d. A correctional facility or unit (squad) can be nominated for supporting a volunteer or non-profit organization program.
  - e. A correctional employee, a group of correctional employees, or a correctional facility or unit (squad) can be nominated for a lifetime achievement award for community service. However, only one (1) representative will be sponsored by MCAA to attend the annual conference.
  - f. Nomination Forms are accepted from January 1<sup>st</sup> to January 31<sup>st</sup>.
2. Select award recipient(s) and make notification.
3. Plan and coordinate the awards.
4. Submit Committee Activity Reports to the Executive Board and General Membership.

H. Legal issues Committee: (Ad Hoc): It Shall:

1. Keep the Association informed of relevant case law.
2. Provide or obtain legal advice at the request of the President.
3. Draft legislation for introduction by the Association.

4. Submit Committee Activity Reports to the Executive Board and General Membership.
- I. By-Laws Committee (Ad Hoc): It Shall:
  1. Conduct a biennial review of the Association By-Laws.
  2. Solicit and maintain By-laws concerns from the membership.
  3. Present to the Executive Board in writing any recommended changes to the By-laws before an Association vote.
  4. Submit all proposed amendments in writing to the membership at least ten (10) days before the General Membership meeting at which they will be considered. A simple majority vote is necessary for the amendment to be approved.
  5. Submit Committee Activity Reports to the Executive Board and General Membership.

## **Section 2**

The Committee Chairperson or Vice-Chairperson shall be prepared to make a report of committee activities at each membership and Executive Board meeting. Any recommendation presented to the membership at a general meeting or to the Executive Board for action must be submitted in written and oral form. Standing Committees shall meet at least quarterly or with such frequency as necessary to accomplish the committee's mission as approved by the President. Ad Hoc Committees shall meet as needed and as directed by the President.

## **ARTICLE X MCAA Talk**

### **Section 1**

The following may be part of MCAA Talk as long as payment of dues is current:

1. The following are automatically included:
  - MCAA Officers.
  - Chief Administrator of each Institution/ Agency.
  - Chairman of MCAA Committees.
  - Regular and Associate members whose Chief Administrator of the Institution/ Agency has listed their email addresses.
2. All others require approval by the President or Executive Board.

Approved by General Membership