



Georgia Jail Association

PO Box 490938

Lawrenceville, GA 30049

# By Laws

(1987-2015)

It is the consensus of the governing body of Georgia Jail Association that all terminology referring to gender with-in these Bylaws shall be generic, (e.g. him is used instead of him/her; he is used instead of he/she; Chairman is used instead of Chairperson, etc.) As Amended May 2013

## ARTICLE I - PURPOSE

The purposes of the Association, as stated in its Certificate of Incorporation, are:

Section 1. To band together all those concerned with or interested in the custody and care of persons awaiting trial, serving sentences, or otherwise locally confined, to improve the conditions and systems under which such persons are detained.

Section 2. To advance professionalism through training, information exchange, technical assistance, publication and conferences.

Section 3. To instill jail standards established by Georgia Sheriffs and present those standards through training, information exchange, programs and services. (Amended June 2013)

Section 4. To present and advance the interests, needs, concerns and proficiency of the professional as deemed appropriate by the membership and their representatives.

Section 5. Each local agency will strive to include in their yearly budget funds for paying for "full membership" in American Jail Association and the Georgia Jail Association for appropriate jail staff.

## ARTICLE II - MEMBERS

### Section 1. MEMBER

It was decided that the Georgia Jail Association would have two (2) categories for members:

#### (A) Professional - Voting Member:

Local (being city or county, Sheriff's Department/Police Department), jails and adult detention facilities employees interested in the purposes of the Association whose application for membership shall be accepted and who shall pay the prescribed fees and dues.

1) All serving Sheriff's of the State of Georgia shall be considered members of the Georgia Jail Association as an Honorary Member. (Added - August 7, 2001)

#### (B) Affiliate Members - Nonvoting: As Amended May 2013

All other persons interested in the purposes of the Association whose application for membership shall be accepted and who shall pay the prescribed fee and dues.

Section 2. VOTING Each "Professional" member shall be entitled to one vote on each matter submitted to a vote of the membership.

### Section 3. APPLICATION FOR MEMBERSHIP

(A) An application for Active Membership shall be made upon the official application blank of the Association.

(B) Application for Membership, which may include memberships through affiliate organizations, shall be forwarded to the Treasure with annual dues and assessments in the amount as established by the Board (Amended July, 1992).

(C) In the event an application is rejected, such dues and assessments as accompanied the application shall be returned to the applicant.

(D) If the applicant is accepted, he or she shall be notified by the Secretary of acceptance of membership who shall forward forthwith a certificate of membership and a current membership card, along with a copy of the Bylaws of this Association and other appropriate documents as directed by the Officers and the Board of Directors.

## ARTICLE III - MEETING OF MEMBERS

### Section 1. ANNUAL MEETING

An Annual statewide meeting of the membership shall be held each year, for the purpose of electing members of the Board of Directors and officers, and to transact other such business as may come before the meeting. Such conference shall be held following the Annual Training Conference of the American Jail Association, as scheduled in a reasonable and timely manner based on state level conference limitations. When reasonable, the conference shall be held within sixty -days (60) after the AJA conference.

(A) The annual Business Meeting of the Association shall be held at the annual conference meeting on call of the President. As Amended May 2013

(B) The President of the Association shall conduct the business meeting and the Secretary shall keep a full, accurate account of the proceedings.

(C) The business meeting shall be guided by the Manual of Roberts Rules of Order (revised) and the order of proceedings shall be as follows:

- (1) Calling the meeting to order by the President.
- (2) Invocation by the Chaplain
- (3) Addresses of Welcome
- (4) Report of the Secretary
- (5) Report of the Treasurer
- (6) Reports of Committees
- (7) Unfinished Business
- (8) New Business
- (9) Certification of Election of Officers and Board of Directors
- (10) Adjournment

(D) The membership at the Annual Meeting may direct the Board of Directors to take action concerning any and all business transactions that may have taken place.

### Section 2. NOTICE OF MEETINGS

## (A) Regular Meetings

Written or printed notice of the date, time and place of the regular annual meeting shall be mailed or posted on the Georgia Jail Association's website for each member at least thirty – days (30) prior to such meetings. (Amended July, 2005)

## (B) Special Meetings As Amended May 2013

Special meetings of the Board of Directors may be called as necessary by a simple majority of the Board.

In all cases of special meetings, the purpose of said meeting shall be stated in the notice, and only that business for which the meeting was called may be conducted. (Seven days minimum notice required.)

Special meetings may be held at any location designated by the Board. Minutes of all special meetings will be mailed to all Board members with-in two weeks after the meeting.

## Section 3. SITE SELECTION FOR ANNUAL MEETING

Announcement of a site vacancy shall be made to the general membership at the annual meeting, at Board meetings, and with-in the Newsletter. Jurisdictions wishing to be considered for selection of hosting an annual meeting should submit such request to the President.

Selection of annual meeting sites shall be made two (2) years in advance. County or city adult detention agencies will submit bids. The Board shall make recommendations to the general membership at the Annual Business Meeting, at which time the membership shall ratify or deny the site selection. The host site shall not succeed itself for a period of three (3) years. (Deleted July 2002)

## Section 4. ACTION BY DIRECTORS WITHOUT A MEETING

Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing setting forth the action was taken, is signed by all the members of the Board of Directors. Such consent shall have the same force and effect as a unanimous vote at a meeting duly called. The signed consent, or a signed copy, shall be placed in the Minutes Books of the Association.

## Section 5. TELEPHONE AND SIMILAR MEETINGS

Directors may participate in and hold a meeting by use of a conference telephone or similar communications equipment, by means of which all persons participating in the meeting can hear each other. (Amended - July 1992) As Amended May 2013

## ARTICLE IV - BOARD OF DIRECTORS

The Board of Directors shall be the governing body of the Association.

(A) The President shall be the presiding officer for all Board meetings. In his absence, the President-elect shall preside at Board meetings.

(B) The Board shall be empowered to authorize expenditures for the general business of the Association.

(C) The Board may authorize additional services and set appropriate charges.

(D) The Board may enter into any agreements with other persons or organizations for the betterment of the Association.

(E) In conducting business of the Association, the Board may conduct such business by correspondence or other means of communication as established by the President.

(F) The Board may appoint, employ, retain and supervise sufficient staff members necessary to accomplish the purposes of the Association.

(G) The Board shall act as advisory committee to the President and the Association.

(H) The Board shall receive written reports of all program activities at the annual meetings or at any special meetings when the Board deems necessary.

(I) The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority must be in writing and may be general or confined to specific instances. As Amended May 2013

(J) The GJA shall keep complete books and records of account and shall keep minutes of the proceedings of its Board of Directors.

(K) Regional representatives are responsible for all matters of GJA activity of interest to members with-in their region, and any region activity deemed proper for representing the interests of members with-in that region to the Board, including but not limited to, scheduling and holding meetings of members within that region in advance of regular Board meetings, so that representatives can provide RECOMMENDATIONS to the full Board in those meetings on activity in the region. (Added by Bylaws Amendment July 1989)

## Section 1. COMPOSITION OF THE BOARD

(A) The Board of Directors shall consist of the Immediate Past President, the President, President-elect, First Vice-president, Second Vice- President, Third Vice-president, Secretary, Treasurer, and twelve Regional Representatives elected by the membership; two representatives from each of the five regions and two At Large representatives.

(B) Region representation is shown In Article XIV. (Added July 2002)

(B) Representatives shall be elected as follows:

[1] Representatives shall be elected for a term of two (2) years. One-half of all the Representative posts shall be vacated annually.

[2] Regional Representatives will be elected by the vote of members within the region, and at Large Representatives will be elected by the membership statewide. The nominating committee shall limit candidates for open office to no more than one candidate from any one agency for positions of regional or at-large representatives; and one for any position on the Executive Board; for a total of no more than two representatives from any one agency serving on the Board concurrently. (Amended – June 2015)

Candidates receiving the highest number of votes for the respective offices shall be deemed elected. (Amended - June 2015)

[3] In any annual election, if there are no representatives from any one of the five regions, the President shall appoint a member from that region who is willing to serve as a representative, if possible not choosing a candidate from an agency already having a member serving on the board; however, in this situation this decision shall be at the discretion of the President. As Amended June 2015.

In the event there are no members in that region willing to serve as representative, the President shall appoint a member from the adjacent region to fill that vacancy. The appointment shall be subject to the same terms and conditions specified in Item 4. After a period of one year, prior to the next annual election, if there is no member from the region to fill that vacancy, the Board of Directors will review state-wide membership and recommend any appropriate amendment to these Bylaws to restructure the geographical boundaries of regions to provide for appropriate representation of all members in the region from which no representatives were elected.

[4] Should a vacancy occur in the Board officers, the President should appoint a member to fill the vacancy. Except as provided in Item 3 above, the member appointed shall be from their own region. The appointment must be ratified by the Board at the next regular meeting, or by special correspondence on that issue as proposed and submitted by the President.

Persons appointed to fill such vacancies and ratified by the Board shall serve until the next annual election following the first meeting of the nominating committee. Their names may be placed on the first election ballot after appointment for approval by the general membership. The nominating committee shall endeavor to provide a choice of candidates by presenting opposition for each office, where feasible.

## **ARTICLE V- OFFICERS AND EXECUTIVE COMMITTEE**

Section 1. THE OFFICERS OF THE ASSOCIATION SHALL BE:

- (A) Immediate Past President
- (B) President As Amended May 2013
- (C) President-elect
- (D) First Vice-president
- (E) Second Vice-president
- (F) Third Vice-president
- (G) Secretary (s) - Appointed by the President
- (H) Treasurer

Section 1, (G) revised July 1989.

Section 2. SUCCESSION AND TERMS OF OFFICE

- (A) The President, President-elect, First Vice-president, and Second Vice-president shall be filled each year from the next lower office at the close of the annual business meeting.
- (B) The Third Vice-president shall be elected annually.
- (C) The Secretary(s) shall be appointed by the President and shall serve at the pleasure of the President.
- (D) The Treasurer shall be elected during odd numbered year elections and shall serve a term of two (2) years.
- (E) One half of the Regional Representatives shall be elected annually for a term of two (2) years.

### Section 3. VACANCIES

(A) Should a vacancy occur in the President, President-elect, First Vice-president or Second Vice President positions, it shall be filled by continuing the line of succession until all the vacancies exist at the lower ranks.

(B) The President shall appoint board members to fill vacancies in all other board positions. The appointment must be approved or rejected by the Board at the next regular or special meeting. Persons appointed to fill such vacancies and ratified by the Board shall serve until the next annual election. As Amended May 2013

### Section 4. EXECUTIVE COMMITTEE

(A) The Executive Committee shall consist of the Immediate past President, the President, the President-elect, the First Vice-president, the Second Vice-president, the Third Vice-president, and the Treasurer. The Secretary shall be a non-voting ex-officio member. The President shall serve as Chairman of the committee, which shall conduct all business of the association between meetings of the Board.

(B) The Executive Committee shall investigate, upon adverse finding by a court of law and/or governmental entity, any member of the association upon a charge affecting that member's honor or conduct, provided the charge is made in writing and signed by the person making the charge. The Executive Committee has the responsibility of taking whatever action appropriate including expulsion from the Association.

(C) The accused shall have the right to appeal an adverse decision to the Board of Directors and to the membership at the next annual conference. The membership may overturn the Board's decision by a vote of two thirds of the membership present and voting.

(D) Meetings of the Executive Committee shall be upon call of the President, or upon request of any two of the voting members.

(E) The Executive Committee shall conduct all business for the Association when the Board is not meeting.

### Section 5. DUTIES OF THE PRESIDENT

(A) The President shall preside at all business meetings of the Association; all Board meetings; and the Executive Committee. He shall preserve order and decorum at such meetings.

(B) The President shall have the power to appoint special committees for the purposes of membership and publicity coordination.



(C) The President shall conduct day-to-day business for the Association when the Executive Committee and/or the Board is not meeting. However, the President shall not enter into As Amended May 2013 contracts or agreements on behalf of the Association without the approval of the Board.

(D) The President shall be the official spokesperson for the Association and shall represent the Association at official functions.

(E) The President shall be reimbursed for all usual and customary expenses of his office by the Treasurer. All expenditures must be approved by the Executive Committee.

#### Section 6. DUTIES OF THE PRESIDENT-ELECT AND THE VICE PRESIDENTS

(A) The President-elect or in his temporary absence or disability, the First Vice-president and in that numerical order up and including the Third Vice-president, shall act as Presiding Officer during the temporary absence or disability of the President.

(B) The President-elect shall automatically succeed to the Office of President in the event of death, resignation, or removal from Office of the President, and shall serve the unexpired term thereof. In the event of death, disability, resignation or removal from office of the President and the President-elect, the remaining Vice-presidents, in numerical order shall succeed the Office of President to fill the unexpired term.

(C) The Vice-president shall chair such committees as may be authorized by these Articles, or those committees, which may be established by the President and delegated to them.

(D) In the event a vacancy occurs due to death, resignation or other causes, such office shall remain vacant until the next annual election unless such vacancy is covered in Section 3 of this Article.

#### Section 7. DUTIES OF THE SECRETARY (S)

(A) The Secretary(s) shall keep the records and minutes of the Association, and keep a just and accurate account between the Association and its members. As Amended May 2013

(B) The Secretary(s) shall issue a membership card with the Association imprint and term of membership upon notification by the Treasurer of payment of dues.

(C) The Secretary(s) shall review all applications for Professional and Affiliate memberships submitted and processed in conformance with the provisions established by these Articles.

(D) The Secretary(s) shall provide all Regional Representatives with current rosters of members and agencies represented in their respective regions within 60 days of their taking

office. He shall provide other membership rosters in conformance with provisions established by these Articles. (Added by Bylaws Amendment - July 1992)

(E) The Secretary(s) shall perform such other duties as may be assigned to him by the President or the Board. (Added by Bylaws Amendment - July 1992)

(F) The Secretary(s) may be relieved of part or all of the duties when professional staff is contracted. The Board shall determine which responsibilities, if any, are assigned to professional staff.

## Section 8. DUTIES OF THE TREASURER

(A) The Treasurer shall receive all monies due to the Association, which includes all membership dues for the national and state chapter. The Treasurer will then send the listing of names, addresses, and a check for membership dues to the American Jail Association. The Treasurer shall keep a just and accurate record of all financial dealings of the Association.

(B) The Treasurer shall notify the Secretary of payment of dues.

(C) The Treasurer shall draw all warrants and checks for expenses of the Association, which shall be signed by him and the President of the Association. 1. In the event the President of the Association and the Treasurer are both employed by the same agency, the Immediate Past President and the Treasurer will sign the checks in order to prevent the possibility or appearance of one agency having control of the Association funds. (September 2012) As Amended May 2013

(D) The Treasurer shall furnish such bonds for the faithful performance of duties as the Board may require. The Board shall pay for the premium of all bonds.

(E) The Treasurer shall make the financial records of the Association available for audit by the Finance Committee as called for by the President.

(F) The Treasurer shall invest the funds of the Association in a manner most beneficial to the organization as directed by the President.

(G) The Treasurer shall perform such duties as may be assigned to him by the President or the Board. (Amended by Bylaws - July 1992)

(H) When the treasury has sufficient funds, a revolving fund shall be maintained by the Treasurer to defer the usual and ordinary expenses of his office. The amount to be decided by the Board of Directors, and reviewed by the Board of Directors at regular scheduled meetings.

(I) The Treasurer may direct professional staff under contract with the Association to perform part of his duties, subject to approval by the Board.

## Section 9. APPOINTED POSITIONS

(A) The President may appoint, subject to approval of the Board the following positions:

1. Secretary(s)
2. Historian
3. Parliamentarian
4. Chaplain
5. Sergeant-at-Arms
6. Legal Advisor
7. Editor as Amended May 2013

These positions shall be ex-officio, non-voting members of the Board of Directors. They shall serve for a term of one year or at the pleasure of the President.

(B) The duties of the Editor shall be to receive all articles and items of interest pertinent to the jail management profession. The Editor shall secure beneficial publicity for the Association. The Editor will be responsible to see that the d shall be professional in quality and content.

(C) The Newsletter of the Georgia Jail Association shall be published no less than two (2) times during each calendar year; with each issue published in a reasonable time frame to ensure a minimum of one (1) issue bi-annually. (Amended – June 2015)

(D) The Editor, with the approval of the Board and Finance Committee shall have the authority to sell space in the Newsletter. Money raised from the Newsletter shall be deposited in the general fund of the Association.

(E) The Historian shall search out, collect and have custody of all items of interest to the Association. The Historian shall identify, mark and record items and acknowledge the donor of each.

(F) The Parliamentarian shall be familiar with these Bylaws and with Roberts Rules of Order (Revised). He shall advise the President or Board on any question of parliamentary procedure.

(G) The Chaplain shall represent the Association in all religious matters. He shall furnish prayer when called upon to do so.

(H) The Sergeant-at-Arms shall permit no one to enter meetings of the Association who are not authorized to be admitted. He shall assist the President in maintaining order when so requested.

## **ARTICLE VI - ELECTION OF OFFICERS AND DIRECTORS**

### Section 1. ELIGIBILITY As Amended May 2015

(A) Only dues current professional members of the Association shall be eligible to hold office.

(B) All offices shall be filled by persons employed full time in positions in federal, state, county, or municipal government directly involved in the operation of local jails, detention centers, and/or similar programs not contracted to a private entity.

(C) In the event a person, after being elected to office, retires from full-time employment in any of the above specified jobs or fields, he or she may retain the office they are elected to provided:

1. The person maintains current status with GJA membership, and
2. For the remainder of that person's term of office, he or she maintains and stays current with any mandated or required training which the position from he or she retired would require of a person employed full time in that position.

(D) No member may hold more than one elected office at one time.

(E) No member (candidate) may seek to attain more than one position as an elected Board Member in an individual election. (Added - July, 2000)

### Section 2. NOMINATIONS

(A) The Nominating Committee shall consist of six members. The Chairman shall be the Immediate Past President, or if unable to serve, the President. Members shall consist of one elected regional representative from each of the regions. If that member is nominated for any other office, or is unable to serve, the other regional representative will complete the term of appointment to the Nominating Committee.

(B) The Nominating Committee shall nominate at least two individuals for Office of Third Vice-president every year and for Treasurer every other year, and each vacancy on the Board

of Directors every year. In addition, the Nominating Committee shall consider and shall nominate at least two individuals for any vacancies that may have occurred during the year.

(C) The Nominating Committee shall ensure that all nominees are dues current professional members and that the nominees shall accept and effectively serve, should they be nominated.

(D) The Nominating Committee shall submit its nominees to the Executive Committee sixty-days (60) prior to the annual statewide meeting of the membership

### Section 3. ELECTIONS

(A) The elections shall be supervised by the Board of Directors. As Amended May 2013

(B) The Executive Committee shall certify the list of nominees received from the Nominating Committee. It shall then have a paper ballot printed listing each candidate for office, in order as drawn by lot by the Executive Committee. In the event an individual's name is placed into candidacy for more than one elected position, the nominations committee shall contact him for his decision on his preference of position. (Added - July, 2000)

(C) The Executive Committee shall have a small box affixed beside the nominee's name and printed instructions on casting a vote with a 'check' or an 'X'.

(D) The Executive Committee shall have ballots printed with proper instructions and biographies and mailed to each Association member, of record, in good standing, no less than thirty-days (30) prior to the annual statewide meeting of the membership.

(E) The return Official Ballot shall have instructions to mail back the completed ballot postmarked no later than fourteen (14) days (Amended July, 1994) prior to the Annual Statewide Meeting (as stated specifically thereon). Ballots shall be sent to members by first-class mail, and shall be returned to the Association by first-class mail. The ballots mailed to the members shall have a return addressed envelope that must be used to validate the vote (as printed thereon). Ballots shall not be counted if: the designated envelope is postmarked later than the deadline; portions of the ballot will not be counted if instructions on the ballot have been disregarded in a manner that causes doubt or confusion as to which candidate the voter has selected (e.g. the ballot instructions specify that a vote may be cast for only one of the proposed candidates for a specific position and the voter votes for more than one candidate). This will only apply to portion of the ballot where instructions have been disregarded.

(F) The address printed on the return envelope shall be that of the Association Post Office Box. The Immediate Past-President shall serve as Chairperson of the Nominating Committee,

for these elections, and if unable to do so, the President or his Board Member Designee shall serve in his place. (Amended July 1994) As Amended May 2013

(G) The ballots shall be counted at an Executive Committee session attended by at least three Executive Committee members, and observed by at least two general members. The opening of the ballots, certification of the ballots, and the actual counting, must be done at the annual conference, and before the annual business meeting.

(H) The winner of each contest shall be the one receiving the most votes in a two-way race, and in the case of Directors, by the top or corresponding number of vacancies to be selected.

(I) In a tie for any position, the members attending the annual business meeting will cast ballots to break the tie.

(J) Challenged elections shall be decided by the Board of Directors.

(Article VI amended in its entirety July 1989)

## **ARTICLE VII - MEETINGS OF THE BOARD OF DIRECTORS**

Section 1. The Board of Directors shall meet on the day preceding the first full day of the annual conference and then shall reconvene at the call of the President, the purpose of such meetings to discuss such business as may be necessary. [The Board of Directors shall meet a minimum of two times per year. (Deleted - July, 2000)]

Section 2. The Board of Directors shall meet for a regularly scheduled bi-monthly meeting; and monthly, three months prior to the Annual Training Conference (modified August 7, 2001), to conduct the business of the Association. Any Board Member not attending three (3) scheduled meetings in a given term of office, without having the approval of the President of the Association shall be removed from his term of office, having another individual appointed to complete his present term year(s). (Added - July, 2000)

Section 3. There shall be a meeting of the newly elected Board of Directors at the conclusion of the annual conference.

Section 4. Nothing herein shall be construed as to preclude such meetings of the Board of Directors or Committees prior to the annual conference As Amended May 2013 as necessary to conduct the business of the Association. (Prior Section 2 - Retained as Section 4 - July 2000)

## ARTICLE VIII - COMMITTEES

Section 1. There shall be five permanent standing committees of the Association, which shall be:

### (A) THE TRAINING COMMITTEE

1. The Training Committee shall consist of at least six (6) members, which shall include the First Vice-president who shall serve as Chairman, and one (1) member from each region of the Association.

2. The Training Committee is charged with the responsibility for planning, developing and conducting training at the Association's annual conference. This program will consist of a minimum of fifteen (15) hours instruction. In addition, the Committee will provide for at least two training sessions to be held in regions of the state other than where the annual conference is held. Each of these programs will consist of at least six (6) hours of instruction. (Revised by Amendment - July 1992)

### (B) THE MEMBERSHIP COMMITTEE

1. The Membership Committee shall consist of at least six (6) members, who shall include the Second Vice-president who shall serve as Chairman, and at least one (1) member from each region of the Association.

2. The Membership Committee shall be charged with the responsibility for planning, development and implementation of an ongoing recruitment program for the Association and other such programs involving membership as the Board may authorize.

3. Each member of the Committee will be provided with a current roster of members and agencies represented in their respective regions with-in sixty-days (60) of assuming the position. (Paragraph three added by By-Laws Amendment - July 1992) As Amended May 2013

### (C) THE NOMINATING COMMITTEE

See Article VI - Elections

### (D) THE FINANCE COMMITTEE

1. The Finance Committee shall consist of at least three members which shall include the President, who will be the Chairman of the Committee, the President-elect and one other elected officer of the Association, who will be appointed by the President. The Treasurer shall serve in an ex-officio capacity of the Finance Committee.

2. The Finance Committee is charged with the responsibility for consulting with the Editor regarding development of advertising costs, making recommendations for the Board of Directors for submission to the membership regarding membership fees, development of a budget for the Association for presentation to the Board of Directors for ratification, for auditing the Association books as called for by the President.

#### (E) THE BY-LAWS COMMITTEE

1. The Bylaws Committee shall consist of at least six (6) members, which shall include the President-elect who shall be the Chairman of the Committee, and one Representative from each region of the Association.

#### Section 2. ADDITIONAL COMMITTEES

The President may appoint additional committees and chairmen as necessary to conduct the business of the Association.

### **ARTICLE IX - DUES AND ASSESSMENTS**

#### Section 1. DUES

(A) The annual dues for the Georgia Jail Association as set by the Board are payable in advance on the anniversary date of the original enrollment of each year. (Amended - July 1992) As Amended May 2013

1. The Annual for the Georgia Jail Association are to be set in the amount of fifteen (\$15.00) dollars. This to begin on January 1, 2001. (Added - July, 2000)

(B) It shall be the duty of the Treasurer to notify any member who is delinquent in the payment of his dues for more than Sixty (60) days, that such he will no longer be a member of the Association in GOOD STANDING. Said member's name shall be removed from the mailing list pending the payment of dues or reinstatement as hereinafter provided. (Amended July 1994)

(C) Any member who is suspended for non-payment of dues, or withdraws his/her membership while in good standing, may be reinstated only upon payment of such money or conditions as may be imposed by the Board of Directors.

1) All dues are due and are to be paid on or before January 1st each year. (Amended – June 2015)

#### Section 2. ASSESSMENTS: HOW LEVIED



Assessments against the membership shall be leveled by a simple majority vote of the membership when in its judgment; the needs of the Association require such action.

## **ARTICLE X - EMBLEM**

### 1. SELECTION AND USE OF THE EMBLEM OF THE GEORGIA JAIL ASSOCIATION

(A) The Board of Directors shall decide on the design of the official emblem for the Georgia Jail Association.

(B) The emblem shall appear on the stationary of the Association and on its membership cards and certificates.

## **ARTICLE XI - AMENDMENTS**

### Section 1. AMENDMENTS - HOW MADE TO BY-LAWS

(A) Any motions to change the Bylaws of this Association shall be made in writing to the President-elect, as Chairman of the Bylaws Committee. The President-elect shall submit the recommendations of the Bylaws Committee to the Board of As Amended May 2013 Directors prior to the Annual meeting. The President shall submit recommended changes to the general membership for ratification at the annual conference.

(B) Amendments to the Bylaws shall be posted during the general conference for ratification by membership at the general business meeting.

(C) Amendments to the Bylaws require a two-thirds majority of all votes cast.

## **ARTICLE XII - NOTICE TO DIRECTORS**

### Section 1. PROCEDURE

Whenever these Bylaws require notice to be given to any director, the notice shall be given as prescribed herein. Whenever notice is given to a director by mail, the notice shall be sent first-class mail by depositing same in a post office box or letter box in postage pre-paid sealed envelope addressed to the director at his or her address as provided by such director to the Secretary of the Association; and such notice shall be deemed as to have been given at the same time as the notice has been deposited in the United States mail. Notice shall be

deemed as to have been given by telegram or cablegram at the time notice is filed with the transmitting agency.

## Section 2. WAIVER As Amended May 2013

Whenever any notice is required to be given to any director by law, the Articles of Incorporation, or by the Bylaws, a waiver thereof in writing signed by the Director entitled to such notice, whether before or after the meeting the waiver pertains shall be deemed equivalent thereto.

## **ARTICLE XIII - TAX - EXEMPT STATUS**

### Section 1. TAX - EXEMPT STATUS

The affairs of the Association at all times shall be conducted in such a manner as to assure and maintain its status as "publicly supported" organization as defined in the Internal Revenue Code of 1986, as amended through Rules and Regulations issued pursuant thereto, so as to remain a qualified exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended.

### Section 2. INTERNAL REVENUE CODE

All references in these Bylaws to sections of the Internal Revenue Code shall be considered references to the Internal Revenue Code of 1986, as from time to time amended, to the corresponding provisions of any applicable future United States Internal Revenue Law, and to all regulations issued under the sections and provisions thereof.

## **Article XIV - Division of Region/County Representation** (Entire Article Added July 2002)

The State of Georgia is divided into five regions to provide representation basis for all jail personnel throughout the State of Georgia. The Division is:

Region I - Bartow, Carroll, Chattooga, Chatooga, Cherokee, Coweta, Dade, Fannin, Fayette, Floyd, Gilmer, Gordon, Haralson, Heard, Murray, Paulding, Pickens, Polk, Walker, and Whitfield.

Region II - Banks, Barrow, Butts, Clarke, Columbia, Dawson, Elbert, Forsyth, Franklin, Greene, Habersham, Hall, Hancock, Hart, Henry, Jackson, Jasper, Lincoln, Lumpkin, Madison, McDuffie, Morgan, Newton, Oconee, Oglethorpe, Putman, Rabun, Richmond, Spaulding, As Amended May 2013 Stephens, Taliaferro, Towns, Union, Walton, Warren, White, and Wilkes.

Region III - Baker, Ben Hill, Berrien, Bibb, Brooks, Calhoun, Chattahoochee, Clay, Colquitt, Cook, Crawford, Crisp, Decatur, Dooly, Dougherty, Early, Echols, Grady, Harris, Houston, Irwin, Jones, Lamar, Lee, Lowndes, Macon, Marion, Meriwether, Miller, Mitchell, Monroe, Muscogee, Peach, Pike, Pulaski, Quitman, Randolph, Schley, Seminole, Stewart, Sumter, Talbot, Taylor, Terrell, Thomas, Tift, Troup, Turner, Upson, Webster, Wilcox, and Worth.

Region IV - Appling, Atkinson, Bacon, Baldwin, Bleckley, Brantley, Bryan, Bulloch, Burke, Camden, Candler, Charlton, Chatham, Clinch, Coffee, Dodge, Effingham, Emanuel, Evans, Glascock, Glynn, Jeff Davis, Jefferson, Jenkins, Johnson, Lanier, Laurens, Liberty, Long, McIntosh, Montgomery, Pierce, Screven, Tattnall, Telfair, Toombs, Truetlen, Twiggs, Ware, Washington, Wayne, Wheeler, and Wilkinson.

Region V - Clayton, Cobb, DeKalb, Douglas, Fulton, Gwinnett, and Rockdale.