

Pennsylvania Juvenile Officers Association Index

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Constitution

Preamble

We, the **Juvenile Officers** of the Commonwealth of Pennsylvania and of the political subdivisions thereof, and other individuals who have a vested interest in juveniles as a result of their employment in the juvenile justice field do hereby associate together for the following purposes:

To support and defend the Constitution of the United States and of Pennsylvania; to inculcate loyalty and allegiance to the United States of America; to promote and foster the enforcement of law and order: to improve the individual proficiency of our members in the performance of their duties: to encourage social, charitable and educational activities among law enforcement officers: to advocate and strive for uniform application of the law throughout the (State) Commonwealth of Pennsylvania: to create a tradition of esprit de corps insuring fidelity to duty under all conditions and circumstances: to cultivate a spirit of fraternalism and mutual helpfulness among our members and the people we serve: to increase the efficiency of the law enforcement professionals and thus more firmly establish the confidence of the public in the service dedicated to the protection of life and property.

By-Laws of the Pennsylvania Juvenile Officers Association

Article I

Section 1: The name of this organization shall be the *Pennsylvania Juvenile Officers Association*. The seal of the association shall consist of the logo, “A Friend” encased in the keystone with its name and year of incorporation.

Article II Purpose

Section 1: The purpose of this organization shall be to create better understanding and cooperation among the police departments throughout the (State) Commonwealth of Pennsylvania. To present law enforcement goals, ideals and methods to Juvenile Probations Departments, Juvenile Court Systems, Schools (Public and Private), Private and Public agencies that provide services to juveniles. To work towards the advancement of methods and standards in the treatment of juveniles. To improve the welfare and climate of juveniles in the criminal justice system. To promote appropriate legislation. To monitor court decisions and where appropriate, seek legislative or judicial means to further the goals of law enforcement, and

to enhance public safety. To initiate and create programs in the field of delinquency prevention.

Article III

Membership

Section 1: There shall be five classes of membership in the *Pennsylvania Juvenile Officers Association*:

- First: Founding
- Second: Charter
- Third: Active
- Fourth: Associated
- Fifth: Honary

In the selection for candidates for membership, regard shall be to the character and integrity of applicants, and thereafter to such specific ability and qualifications as are best calculated to advance the interest, promote the objectives and to carry out the purposes for which this association is ordained and established.

Race, creed or sex shall not be a bar to membership but no person may be a member except a citizen of the United States of America.

- I. **FOUNDING MEMBERS:** Those members who participated in the founding of this association on November 17, 1978. All were sworn officers of the Commonwealth of Pennsylvania.
- II. **CHARTER MEMBERS:** Sworn Juvenile Officers in the Commonwealth of Pennsylvania who became members of the association within six months of the decree of Incorporation being granted (April 27, 1979).
- III. **ACTIVE MEMBERS:** Full time Police Officers in the Commonwealth of Pennsylvania (actively engaged in juvenile problems incident to their employment as a sworn law enforcement officer) and other individuals who have a vested interest in juveniles as a result of their employment in the juvenile justice field. A member in good standing who is reassigned away from juvenile work after being a member or who retires under honorable conditions (Pension, disability, etc.) and having completed five years as a member of this association, shall be permitted to retain his/her membership. Under any other condition, membership must be forfeited.
- IV. **ASSOCIATE MEMBERS:** This class may be bestowed, by actions of the general membership, after he/she is sponsored by a Founding, Charter or Active member of the association. The person shall be working in the juvenile field.

V. **HONORARY MEMBERS:** This class may be bestowed, by action of the general membership, if he/she has performed outstanding deeds towards furthering the ideals of the police profession or this association, on a motion of the ~~Board of Governors.~~ Executive Board.

Application for Membership

Section II: Application for membership in this association shall be proposed in writing on forms prescribed by the association, signed by an active member or Chief who will act as a sponsor.

Definition

Section III: Juvenile Officer – Full time sworn police officer whose assignment includes dealing with juvenile problems. Including supervisory and command personnel who direct the juvenile officers conduct in dealing with juveniles.

Section IV: Past Presidents Life Membership – Past Presidents shall be presented with a paid up life membership (gold) metal card bearing the inscription of their name and term of office. Past Presidents, who remain in good standing shall receive all benefits and privileges of the association and are automatically a member of the ~~Board of Governors.~~ Executive Board.

Article IV

Officers

Section I: Officers of this association shall consist of:

President	Recording Secretary
First Vice-President	Treasurer
Second Vice-President	Financial Secretary
Third Vice-President	Board of Governors <u>Past Presidents</u>

~~The Board of Governors shall consist of one representative from each county of the Commonwealth of Pennsylvania. For the purpose of this section the State Police shall be considered a separate county. Counties having fifty or more Founding, Charter or Active members are entitled to one representative for each additional fifty members or portion thereof on the Board of Governors.~~

All officers shall be elected at the April meeting. All terms in office will be for two years (May 1 to April 30) with the exception of the Treasurer and Recording Secretary who will serve one-year terms. The Treasurer and Recording Secretary's term will continue beyond one-year if unopposed. The Financial Secretary through the First Vice-President will progress to the next higher office at the end of each term. Committee chairpersons shall have the right to attend and vote at ~~Board of Governors~~ Executive Board meetings.

Article V

Powers and Duties of Officers

Section I: **President** – The President shall be the Chief Executive Officer of the association. He or she shall preside at all meetings and have general supervision of the affairs of the association. He/she shall be responsible for carrying out all orders and management of the organization. He/she shall have authority and power to appoint any committee to further the purpose of the association. The President shall have the authority, in the event of cancellation of the regularly scheduled meeting, to reschedule the meeting at a time and place designated by him/her. The President shall have the power to appoint an Executive Director.

Section II: First Vice-President - He/she shall have the authority, in the absence of the President, to perform the duties and exercise the powers of the President. In the event of death, disability or removal of the President, the First Vice-President shall be declared the President of the association. The First Vice-President shall also chair or appoint a chair to the Ways and Means Committee ~~and shall chair the Board of Governors Meetings,~~ ~~voting only to break a tie.~~

Section III: Second Vice-President – He/she shall be the Chairperson of the Audit Committee.

Section IV: Third Vice President – He/she shall be Chairperson of the Election Committee.

Section V: Recording Secretary – He/she shall be the custodian of the Seal of the association and all its records, books and documents. He/she shall be responsible for preparing accurate minutes of all meetings. He/she will also assist the Chairperson of the Membership Committee ensuring that proper notice of all meetings is within the regulations of these by-laws.

Section VI: Treasurer - He/she shall be responsible for the security and receipt of all funds and property of the association. He/she shall establish and maintain an accounting system for the association in order to record accurately all of its financial transactions and be the custodian of the associations’

financial records. The Treasurer shall deposit all funds and valuable property of the association in its name and to its credit with a depository approval by the ~~Board of Governors~~ Executive Board. Whenever called upon to do so (By the President and/or the ~~Board of Governors~~ Executive Board) the Treasurer shall make a report of the financial condition of the Association.

Section VII: Financial Secretary - He/she shall prepare, at the direction of the Treasurer, such reports as are necessary and proper for the accurate recording of the associations transactions. In the absence of the Treasurer, the Financial Secretary shall make a report of the financial conditions of the association when called upon by the President and/or the ~~Board of Governors~~ Executive Board.

~~**Section VIII: Board of Governors** - They shall be responsible for conducting inquiries into and submitting reports as are necessary to establish policy of this association, not specifically covered in the by laws and present said reports to the general body for approval or disapproval, at regularly scheduled meetings.~~

Section IX: Executive Director - He/she will be appointed by the President when a vacancy exists in this office. The duties of this officer will be to carry out the orders and policies of the organization and assist the president with the

operations of the organization. He/she can only be removed by resignation or by a majority vote of the ~~Board of Governors~~ Executive Board attending a meeting of the Board.

(Section X) In order to be elected to any office, in this association, members qualifying as Founding, Charter, or Active must have attended two of the four previous meetings. The Recording Secretary will verify all eligible nominees, reporting to the President and ~~Board of Governors~~ Executive Board. Voting for any and all officers will be done by Founding, Charter and Active members of this association. Nominations shall be made by the nominating committee or they can be made ~~from the floor at the January or April meeting.~~ by members from the floor at the April meeting.

(Section XI) Removal from office: An Officer or Committee Member can be removed from office in the event he/she is unable or fails to fulfill the duties of their appointed or elected position. The Executive Board will use a majority vote to remove the Officer or Committee Member from office. The Executive Board will appoint an individual to replace the Officer or Committee Member in a timely manner. The Third Vice President [Election Committee Chairperson] will present this information at the next scheduled membership meeting asking for a nomination should this have been an elected position.

Article VI

Meetings

Section 1. Meetings of this association will convene:

~~January~~ _____ ~~April~~

_____ ~~September~~ _____ ~~November~~

~~The meeting day will be the fourth Friday at the date, time and location designated by the President. Memberships meetings will take place at a minimum in April and at the annual conference each year. The date may be changed when it conflicts with a holiday.~~

Section 2. The President and/ or a majority of the ~~Board of Governors~~ Executive Board may call for a special meeting, as they deem necessary. Notice for a special meeting must be given to all members, stating the purpose, the meeting time and location, with a least two weeks notice. Only such stated business will be discussed at this special meeting.

Article VII

Dues

Section 1. All members of the association will be required to pay a five-dollar application fee upon acceptance, and dues of fifteen dollars per annum. Dues are payable January 1st of each year.

Section 2. Persons becoming new members after January 1st of each year shall pay a five-dollar application fee, upon acceptance, and dues of two dollars per month for each month remaining in the calendar year (Not to exceed fifteen dollars).

Section 3. There shall be no refunding of dues.

Article VIII

Amendments of these By-Laws

Section 1. These by-laws may be altered, amended or revised, subject to the following rules and regulations:

A) Changes must be presented to the President or ~~Chairperson of the Board of Governors~~ First Vice-President in writing.

B) Changes must be approved by the ~~Board of Governors~~ Executive Board, prior to the presentation to the general body, at the next scheduled meeting, by the ~~Board of Governors~~ President.

- C) If changes are approved by the majority of the members present then the changes takes effect.
- D) Any amendment, revision or alteration of the by-laws, brought up by a member at a meeting, and presented to the ~~Board of Governors~~ Executive Board must be in writing.
- E) Any amendment, revision or alteration brought up by a member at a meeting shall be approved by the membership at the annual meeting. Membership will be notified of the proposed amendment at least thirty days prior to the annual meeting. Notification will be made to each member by email and posted on the association website www.pjoa.org. Comments on the proposed changes can be made by the membership during this thirty-day period. must be approved at two successive meetings of the membership, and these meetings must be at least thirty days apart.

Article IX

Miscellaneous Provisions

Section 1. The fiscal year of this association shall begin on the first day of January.

Section 2. The President shall review expenditures of the organization prior to release. The Treasurer, President, Financial Secretary and Executive Director have the authority to sign checks or demands for monies and notes of this association. These individuals have access to view financial

transactions of the association. All checks shall have a minimum of two signatures.

Section 3. The President shall have the power to appoint a Solicitor with the approval of the ~~Board of Governors~~ Executive Board. The Solicitor shall advise the President and/ or the Officers of the association on any legal matters that are brought to his/her attention. The Solicitor shall give opinions on principles of the law any other information that may be requested by the Officers of the association.

Article X

Committees and their Duties

Section 1. The association will have two classes of Committees: Standing and Temporary.

Section 2. Standing Committees:

- A) **Ways and Means Committee** to be chaired by the **First Vice-President** or their designee with three other members. Duties will be fund raising for the association (Ideas must be approved by the President).
- B) **Training Committee** chairperson to be appointed by the President with three other members. Duties will be to monitor any and all legislative changes pertaining to juvenile work and have information

presented at our regular meetings. The committee will also ascertain from the membership and officers items of interest to the association. Notify association members of any and all training that is available in the area of juvenile justice. The annual training seminar will be scheduled, planned and run by this committee.

- C) Membership Committee** chairperson is appointed by the President members are **Financial** and **Recording Secretaries** and two other members. Duties will be to compile, maintain and update all personnel information files for the association. Prepare bills for dues, collect and record in the associations' records. Notify membership by mail of all meetings twenty-one days prior, ascertain a luncheon count and notify the President as to the meeting count. Recruitment of new members.
- D) Registration Committee** chairperson is appointed by the President members are **Second Vice-President, Financial Secretary** and two other members. Duties will be to notify by mail the membership of the dates, times, locations and subject of the annual training seminar. Collect fees, compile list of attendees for seminar and handle duties of seminar registration.
- E) Nominations Committee** chaired by the **Executive Director** members to include **First, Second and Third Vice-Presidents** and two other members. Duties will be to make notifications to the officers of the association and ~~Board of Governors~~ the Executive Board, of

nominees. Nominees may be made from any **Founding, Charter, or Active Member** (See nominations section for process).

F) Awards Committee:

- a. Galdi Award - chaired by the senior Galdi award recipient and the other committee members will be the last four Galdi award recipients. Duties will be to obtain nominations for the Galdi award, prepare a ballot for committee members and select a winner. Candidates should possess the characteristics of not only **Ray Galdi** and the previous recipients, but what is considered a quality officer, as it pertains to police service, loyalty and service to the community. The committee is also responsible for the issuance of any and all awards from the association. Recommendations for an award can be made by any member of the association.
- b. Father Mattes Award – The committee will consist of five prior recipients chaired by the senior Father Mattes award winner.
- c. Founders Award – Chaired by the senior award recipient with a committee of two other award recipients. The award is designated to be given to someone working with juveniles who shows the highest level of dedication, commitment and loyalty to the youth of Pennsylvania. The person in their employment

must embody the spirit of professionalism and fraternalism the PJOA was built on.

- d. Youth Recognition Award – The recipient, a high school senior who possesses the qualities of commitment to academic excellence, commitment to community, outstanding character, and leadership, will be chosen by the President, First Vice-President and Recording Secretary.

G) Audit Committee is chaired by the **Second Vice-President**, members are the **Recording Secretary** and three other members. Duties will be to audit the records of the Treasurer and Financial Secretary. A report is due at the ~~September meeting~~ annual conference. The committee will also determine when an independent audit by a certified public accountant or firm is needed. An audit can also be requested by an elected officer of the association.

Section 3. Temporary Committees – Any committee appointed by the President, not covered under Section 2.

Article XI

Procedural Manual

Section 1. The officers of this association shall prepare a manual that will outline the operating procedures of this association. This manual shall be updated as deemed necessary by the officers to insure good business practices. These

procedures shall be followed by the officers and committees pursuant to their duties and responsibilities under these by-laws. Nothing in this manual shall be in conflict with these by-laws.

Article XII

Miscellaneous

Section 1. Anything not covered under these by-laws, will be covered by Roberts Rules. This association will be governed by these by-laws and Roberts Rules.

As revised on January 27th , 1989

Joseph Goebel, President

James J. Bonner Jr., Executive Director
(Chairperson, By-laws Committee)

As revised on September 19, 2003

James Waltrop, President

Robert Holland, Executive Director
(Chairperson, By-laws Committee)

As revised on November 2006

Mark Cottom, President

Thomas W. Piatek Jr., Executive Director

As revised on October 19, 2011

Keith Keiper, President

Thomas W. Piatek Jr., Executive Director