

**Constitution and By-Laws of  
National Organization of Hispanics in Criminal Justice**

**CONSTITUTION**

**ARTICLE I**

**DEFINITION**

**SECTION I.**

The name of the organization shall be the National Organization of Hispanics in Criminal Justice (NOHCJ), a professional affiliate of the American Correctional Association.

**SECTION II.** The Organization is non-sectarian and nonpartisan.

**ARTICLE II**

**PURPOSE, GOAL, and OBJECTIVES**

**SECTION I. MISSION:** NOHCJ strives to promote equality for people of Hispanic descent and other minorities in the criminal justice field through the examination of its members needs, concerns, talents and strengths.

**SECTION II. GOAL:** To provide an organization which serves to increase knowledge, awareness, and recognition of Hispanic and other minority professionals in law enforcement, the judicial system, corrections, probation and parole, juvenile justice, and interested citizens.

**SECTION III. OBJECTIVES:** The objectives of the NOHCJ:

To provide a mechanism for a meaningful interchange of information between the disciplines of the criminal justice system nationally for Hispanics and other minorities;

To keep citizenry informed and educated as to the purposes, goals, achievements, and challenges of the criminal justice system;

To solicit citizen volunteer involvement and to perform and promote community service;

To promote high standards of professional practice in the criminal justice system;

To conduct national seminars, workshops and institutes, and other training programs for criminal justice practitioners.

ARTICLE III

GOVERNING BODY

SECTION I. GOVERNING BODY

This organization is governed by the Membership of the Organization and the Executive Board, which consist of the Officers of NOHCJ.

EXECUTIVE BOARD

The Executive Board of the organization consists of the Officers of the organization: Immediate Past President, President, Vice-President, Secretary and Treasurer.

The Executive Board members are elected bi-annually and the new board will be announced at the National NOHCJ Conference and will begin office August 1 of that year. Only persons who are current Members in good standing are eligible for office.

The term of office of each elected officer is for one (1), two (2) year term following installation (or until the end of the respective term of the predecessor if the person has not completed such term) and until the election of a successor.

In the event of death, disability, incapacity, removal, resignation, or becoming a member not in good standing, these offices are to be filled from the membership for the balance of these terms.

DUTIES OF THE OFFICERS

1. The duties of the Officers are implied by the respective titles and as specified in these bylaws. Each officer will keep accurate records of his/her work and turn them over to his/her successor.

**IMMEDIATE PAST PRESIDENT:** The immediate past president is responsible for assisting the President in continuing the goals and objective of NOHCJ and the progress set from the previous two years. The immediate past president is also the chair of the Nominations committee and sits on the Past Presidents advisory board.

**PRESIDENT:** The President shall preside at all Conferences of NOHCJ and at all meetings, appoints the Chairpersons of each standing committee and has final approval of all committee members, is an ex-officio member of all committees except the nominating committee, serves as the Chairperson of the Executive Board meetings, represents the Executive Board between its meetings, reports to the Executive Board regarding all interim actions, and submits annual financial status reports to the Corporation Commission to ensure maintaining exempt/nonprofit status.

**VICE-PRESIDENT:** The Vice-President shall act in the absence or disability of the President.

**TREASURER:** The Treasurer is the Financial Officer of the Organization responsible for the custody and disbursement of all funds, other assets, financial records of the Organization, and has charge of the investment of funds subject to the approval of the Officers. The treasurer shall ensure that Organization funds are secured by deposit in banks of financial institutions meeting Federal Depository Standards and having Depositors' Insurance coverage. The treasurer gives such bond for the faithful discharge of his/her duties as the Executive Board may require, at the expense of the Organization, and performs others duties as are assigned to him/her by the Officers. The treasurer keeps in a permanent file an itemized record of all receipts and expenditures, prepares and presents a financial quarterly report to the Executive Board and turns over to his/her successor within thirty (30) days of vacating office all books, records and papers.

**SECRETARY:** The Secretary shall keep the records of the proceedings of all meetings of the Organization and the Executive Board and shall preserve them as permanent records and have charge of all correspondence, records and letters of value belonging to the NOHCJ. The secretary will also send meeting minutes to all members within thirty (30) days of meetings. Executive board meeting minutes will be sent to the Officers within the same time frame.

## POWERS AND DUTIES OF THE EXECUTIVE BOARD

### POWERS:

The Executive Board exercises powers of the Organization as specified in the by-laws.

### DUTIES: The Executive Board

1. Supervises the affairs of the Organization and any business of the Organization in the interim between meetings that fulfills Organization purposes.
2. Makes recommendations to the Organization regarding proposed amendments to the bylaws.
3. Considers all recommendations proposed by Committee Chairpersons or by the Organization before recommendations are presented at meetings.
4. Establishes and/or dissolves committees and tasks forces based on the program and administrative needs of the Organization and develops, recognizes and, when necessary, withdraws recognition from and

- determines levels of support of all activities within established guidelines of the Organization.
5. Supervises and supports programs for the recruitment of new members.

**NATIONAL ORGANIZATION OF HISPANICS IN CRIMINAL JUSTICE**

**BY LAWS**

**ARTICLE I**

**MEMBERSHIP**

SECTION I. Definition: Membership is obtained by all individuals who join the NOHCJ and sustain their membership by paying annual dues. There will be a Membership Committee responsible for establishing and implementing membership guidelines.

SECTION II. Types of Membership

Professional Membership: Professional Members are those persons currently employed in or retired from the criminal justice filed on a federal, state, or local level. These members have the right to vote on all matters arising before the Organization and to hold office in the Organization.

Corporate/Agency Membership: Corporate/Agency Members are those corporations or donors who support the efforts of the NOHCJ and join the Organization by paying annual dues. These members have the right to vote on all matters arising before the Organization. These members are not eligible to run or hold an office in the Organization. Corporations/Agencies can be either for profit or non-profit companies.

Affiliate Members: Affiliate membership are those associations, organizations or Criminal Justice College students groups whose purpose is to promote similar goals as NOHCJ. These groups will need to have a minimum of 50 members to apply for affiliate membership of NOHCJ, will have annual dues, and will have one voting representative for every 50 members of their association, organization or college student group.

SECTION III. Application for membership:

Applications must be in writing on the form provided by the NOHCJ Membership committee.

SECTION IV. Termination of Membership:

A member remains in good standing as long as membership dues are current.

SECTION V. Membership Dues:

The Executive Board is authorized to adopt, modify and revoke membership rules and regulations as proposed by the membership committee and in accordance with by-law amendment procedures.

ARTICLE II

ELECTIONS AND INSTALLATION

SECTION I. ELECTION and INSTALLATION of Executive Board Members, (i.e. President, Vice President, Secretary, Treasurer)

The Nominations committee will begin soliciting active members who are interested in becoming board members. The existing board with the exception of the President will be given the opportunity to run for the next level of office. The Vice President would run for President, Treasurer would run for Vice President, Secretary would run for Treasurer, leaving the Secretary position vacant. These positions will be open to members in good standing wanting to be nominated and serve.

The President will automatically become the Immediate Past President and will become part of the Past Presidents Advisory Board. .

In the event there is an existing board member who does not want to run for the next level of office, the remaining board members will be eligible to run for the next level of office, if they so chose. Nominations for those vacant positions will be solicited by the Nominations committee. Nominations for all positions will also be solicited as to not exclude anyone interested in running for an office.

Note: there is the potential for an executive board member to serve on each position within the NOHCJ board of directors, which entails a possible eight (8) year commitment.

Elections are conducted by mail or e-mail through a ballot process sent to the members in good standing prior to the National NOHCJ Conference. The outcome of the election is determined by the plurality of the voting members.

SECTION II. Installation

The new Executive Board of Directors is to be announced at the National NOHCJ Conference and will begin office August 1<sup>st</sup> of the same year.

SECTION III. Term of Office: See Article III Section I of the Constitution

SECTION IV. Removal from office for Non participation

Officers and Executive Board members may be removed from their seat on the board by a two-thirds vote of the members in attendance when the officer or executive board member has missed three consecutive regular scheduled meetings without good cause or if he/she displays unprofessional or hostile behavior towards the purpose, goals, objectives or duties of the NOHCJ.

SECTION V. Replacement of Removed Board of Directors member

The runner up in the appointed selection process will be contacted by the President or designee to fill the position if he/she is interested in holding the vacated position. If the unseated person ran unopposed or the opponent is no longer interested in holding a seat on the board the seat will remain vacant until the end of the term and applications are received for new appointments.

ARTICLE III

COMMITTEES AND TASK FORCES

SECTION I. Formation of Standing Committees

The President shall appoint a Chairperson of each standing committee, except the Nominations Committee and will have final approval of all committee members. In making the appointments to the Standing Committees the President will give consideration to the representation of a

variety of criminal /juvenile justice areas, ethnicity, geographic representation, and special competence.

SECTION II. Other Committees and Task Forces

The President may appoint ad-hoc committees or task forces as needed to fulfill the objectives of the Organization. Committee and task force

members will perform duties assigned by the President. Committee and task force members need not be on the Executive Board, but must be a NOHCJ member in good standing. The Executive Board will review the composition and duties of Ad-Hoc Committees and task forces annually or as needed.

### SECTION III. Terms of Office

The term of office of each committee or task force Chair is for two years. The new incoming President has the option to change and appoint new committee chairs, except the Chair of the Nominations Committee, and members.

### SECTION IV. Duties of Standing Committees

NOTE: All Committee chairs are to provide the incoming President with suggestions on members for their committee for review and appointment.

Membership committee: The membership committee promotes membership in the organization.

Legislative committee: The duty of the legislative committee is to monitor, follow and report state and national legislation pertaining to state and national justice concerns, specifically information impacting Hispanics and other minorities, and other Criminal Justice and Corrections National Associations. The Chair of this committee will make recommendations to the President for action, when appropriate.

Publications Committee: The duty of the Publications Committee is to develop and publish an Organization newsletter for the membership, materials for membership used in speaking engagements, and gather and maintain cultural and criminal/juvenile justice information for dissemination.

Constitution and Bylaws Committee: The duty of the Constitution and By-Laws Committee is to study the organizations Constitution and By-Laws and provide whatever revisions appear necessary.

Committee on Inquiry: The duty of the Committee on Inquiry is to examine the books of the Treasurer, submit a written report to the President and the Executive Board at annual meetings and be responsible for hearing complaints filed in accordance with Organization rules.

Nominations Committee: The Nominations committee is chaired by the Immediate Past President. The duties of the Nominations Committee is to explore and nominate NOHCJ members who are interested in running for Board positions, who are dedicated and can promote the goals and objective of NOHCJ. The Nominations committee also explores and suggests NOHCJ members who would be possible candidates for Committee Chair positions that are appointed by the President.

#### ARTICLE IV

##### SECTION I. Meetings:

Meetings will be held a minimum of (3) three times per year in conjunction with ACA's Annual Winter and Summer Conferences and the NOHCJ Conferences.

#### ARTICLE V

##### SECTION I. Incorporation:

This Organization is incorporated as a non-profit organization under the laws of the State of New Mexico. The Executive Board shall seek and appoint a legal advisor to ensure that all practices and procedures of the NOHCJ are within the scope of the non-profit corporation guidelines. Review of financial records will also be conducted in accordance with non-profit corporation guidelines.

#### ARTICLE VI

##### SECTION I. Amendments to By-laws

These By-Laws may be amended by action of the general membership.

##### SECTION II. Amendment Recommendations

Amendments may be recommended by the Executive Board.

##### SECTION III. Membership Approval

Proposed amendments are provided by mail or e-mail to the general membership. Amendment changes and additions may be approved by the

plurality of the general membership. The effective date of the amendments are provided with proposed changes and amendments. Ballots are mailed to voting members at least forty-five (45) days prior to a scheduled meeting. All other procedures for mail balloting are in accordance with Bylaws Article II – Election and Installation.

## ARTICLE VII

### MISCELLANEOUS

#### SECTION I. Representing the Association

No NOHCJ member may speak on behalf of the organization without the written approval of the Executive Board.

#### SECTION II. Fiscal Year

The Fiscal Year of the Organization is January 1 through December 31.

#### SECTION III. Organization Rules

All meetings of the organization and the Executive Board shall be governed by Roberts Rules of Order. A parliamentarian shall be appointed by the President to assist in ruling on proper procedures and rules that govern.