

CEA-W CONSTITUTION

(Approved as amended March 11, 2016)

FOR THE CONTINUING Correctional Education Association-Wisconsin (CEA-W) Chapter that is an affiliate of the Region III Correctional Education Association and Correctional Education Association (CEA), a national organization.

ARTICLE I – ORGANIZATION

SECTION 1 The legal name of this organization will be "Correctional Education Association Wisconsin Chapter", but it will also be called "Correctional Education Association - Wisconsin (CEA-W)".

ARTICLE II – PURPOSE

SECTION 1 The primary purpose of CEA-W is to maintain leadership in the promotion of quality education and training for the offender population in Wisconsin and to advance the professionalism of its members.

The Association is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code. This association strives to:

- a. Promote the interest of correctional education at the county, state, regional, and national levels:
 - (1) Meet periodically with the Department of Corrections Secretary, state legislators, and Department of Corrections Central Office education staff to discuss correctional education.
 - (2) Correspond when necessary with Region III CEA officers to promote county, state, regional, and national priorities.
 - (3) Support the CEA-W organization by attending the annual Region III conference to represent Wisconsin and the correctional education system.
 - (4) Support state membership attendance at the annual regional and international CEA conferences.
- b. Promote the professional status and public image of correctional education:

- (1) Provide a newsletter to state membership and professional educators.
 - (2) Inform local agencies on correctional education issues.
 - (3) Provide input to the regional and national newsletters to disseminate information on correctional education issues.
- c. Promote contacts with other professional educational and correctional organizations at local, state, and national levels:
- (1) Communicate with the state Department of Corrections, the Division of Adult Institutions, county jails, and national organizations to provide information in current trends in correctional education.
 - (2) Provide workshops to educators at various levels of correctional education to enhance partnerships.
 - (3) Assist in planning CEA-W professional development activities.
- d. Promote to innovation in correctional education
- (1) Recognize and support innovations in correctional education.
 - (2) Encourage members to submit articles for publication on innovative correctional education initiatives to the Journal of Correctional Education.
- e. Provide information to youth and adult facilities on current correctional educational initiatives.
- f. Report to the membership professional development activities and pertinent research and literature.
- g. Provide scholarship opportunities to the membership.

ARTICLE III – MEMBERSHIP

SECTION 1 Membership in (CEA-W) shall be open to anyone interested in the progress of correctional education.

SECTION 2 The annual membership fee shall be payable to the CEA national office.

SECTION 3 Membership in the state chapter shall coincide with membership in the National Correctional Education Association.

SECTION 4 Voting membership shall be defined as those persons whose dues are current.

ARTICLE IV – EXECUTIVE COMMITTEE

- SECTION 1 The Executive Committee of the Correctional Education Association -Wisconsin shall be President, President-elect, Secretary, and Treasurer. The Executive Committee shall be elected to a term of two years. The President-elect shall automatically assume the office of President upon normal expiration of the term of office of the President.
- SECTION 2 CEA-W Executive Committee members may not simultaneously serve as a national or regional CEA officer.
- SECTION 3 The Executive Committee members shall be nominated by the voting membership. Elections shall be conducted by the Executive Committee members installed as prescribed in the Bylaws.
- SECTION 4 In the event a vacancy occurs in the offices of President, President-elect, Secretary or Treasurer, the vacancy shall be filled by the Board of Directors. A position is considered vacant if an Executive Committee member resigns his/her position or is unable to perform his/her assigned duties. The vacancy is filled by unanimous vote of the other Board of Directors members.
- SECTION 5 The Executive Committee shall meet on the call of the President.

ARTICLE V – BOARD OF DIRECTORS

- SECTION 1 To be eligible to serve on the Board of Directors, individuals must be current CEA members. The CEAW Board of Directors shall consist of the four (4) Executive Committee positions and nine (9) director positions representing the following:
- a. One (1) maximum/minimum security facility representative
 - b. One (1) medium security facility representative
 - c. One (1) juvenile services representative
 - d. One (1) Education Director representative
 - e. One (1) local education agency representative
 - f. One (1) jail/detention center representative
 - g. Three (3) at large members

The president or designee shall chair the Board of Directors meeting. To hold a position on the CEA-W Board of Directors, the director must be employed at the specific level of security or by the agency he/she represents. Executive Committee Member and Member-at-Large positions are exempt. If employment status changes, the person may choose to finish his/her term with board approval.

SECTION 2 Voting members shall be the four (4) Executive Committee members and the nine (9) directors.

SECTION 3 The Board of Directors shall meet at least five (5) times a year to conduct business. To remain in good standing, all members of the Board of Directors are expected to attend all meetings. If a board member is unable to attend, he/she must notify the President prior to the meeting.

SECTION 4 Three (3) Executive Committee members constitute a quorum of Executive Committee meetings. Three-fifths of the filled board member positions will constitute a quorum at the Board of Directors meetings.

SECTION 5 In the event a vacancy occurs, the position may remain vacant until the annual vote or the Board may seek nominations from the membership. Selection of a replacement director will be based on a majority vote of the Board of Directors.

SECTION 6 A director may be removed by two thirds (2/3rds) vote of the Board of Directors then in office if:

a. The director is absent and unexcused from two or more meetings of the Board of Directors in a twelve-month period. The Board President is empowered to excuse directors from attendance for a reason deemed adequate by the Board President. The President shall not have the power to excuse him/herself from the board meeting attendance and in that case, the President-elect shall excuse the president.

OR

b. For cause. Before any meeting of the board at which a vote on removal will be made, the board member in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at meeting of the board.

ARTICLE VI – STANDING COMMITTEES

SECTION 1 The President shall appoint standing committee members from the Board of Directors for the following: Documentation Review, Membership, and Nominating

SECTION 2 Each Standing Committee shall be limited to three (3) Board of Directors members unless prior approval is secured from the President.

SECTION 3 Each Standing Committee shall meet on the call of its chairperson conduct business at least once a year.

SECTION 4 Ad Hoc Committees will be formed as needed.

ARTICLE VIII – AMENDMENTS AND BYLAWS

SECTION 1 The Constitution of CEA-W shall be amended by the process described by ARTICLE VIII of the Bylaws.

SECTION 2 Bylaws to be considered for adoption must be consistent with CEA-W Constitution.

SECTION 3 The Bylaws of CEA-W shall be amended by the process described in ARTICLE VIII of the Bylaws.

CEA-W BYLAWS

(Approved as amended March 11, 2016)

ARTICLE I – EXECUTIVE COMMITTEE DUTIES

SECTION 1 The duties of CEA-W President shall be to:

- a. Provide leadership to CEA-W during his/her term of office.
- b. Chair regular meetings of the Board of Directors and meetings of the Executive Committee.
- c. Prepare an annual budget and submit to the Board of Directors for approval.
- d. Represent CEA-W to other organizational affiliates.
- e. Appoint the chairpersons of Standing and Ad Hoc Committees and publish committee rosters for the membership.
- f. Maintain communication with CEA-W webmaster and approve all postings to the CEA-W website.
- g. Maintain communication with the Region III Director and National CEA Office.
- h. Turn over the public records of his/her office within thirty (30) days to his/her successor.
- i. Receive and disseminate membership list (active and non-active).

SECTION 2 The duties of the President-elect shall be to:

- a. Serve in the capacity of CEA-W President in his/her absence.
- b. Automatically succeed the President in accordance with ARTICLE IV, Section 1 of the Constitution.
- c. Serve as chairperson of the Membership Committee.
- d. Serve as chairperson of the Constitution Committee.
- e. Turn over the public records of his/her office within thirty (30) days to his/her successor.

SECTION 3 The duties of the Secretary shall be to:

- a. Record and distribute minutes of all CEA-W meetings of the Executive Committee and Board of Directors.

- b. Maintain minutes and treasurer reports of CEA-W
- c. Send official correspondence when needed as directed by the Board of Directors.
- d. Maintain the archives of CEA-W. These archives should include CEA-W publications and documents.
- e. Verify ballot results and notify the President.
- f. Turn over the public records of his/her office within thirty (30) days to his/her successor.

ARTICLE II – ELECTIONS

- SECTION 1 A call for nominations shall be published in the CEA-W News Review.
- SECTION 2 The Nominating Committee will accept and present nominations for election to the Board of Directors.
- SECTION 3 Nominees must be voting CEA-W members. A consenting nominee should submit a professional profile, not to exceed 75 words, to the Nominating Committee. Current board members running unopposed for re-election are excluded from submitting a professional profile.
- SECTION 4 The Nominating Committee shall prepare a slate of candidates for the Board of Directors members from the nominations received.
- SECTION 5 Board of Directors members will be elected bi-annually by a vote of CEA-W members. In the case of uncontested elections, the unopposed candidates may be elected by the Board of Directors by a majority vote.
- SECTION 6 The results of the election will be published in the first edition of the CEA-W News Review following the election.
- SECTION 7 The term of office begins at the first board meeting following elections.
- SECTION 8 The Secretary shall inform the Region III Director and the CEA National Office of the newly installed President.

ARTICLE III – BOARD OF DIRECTORS MEETINGS

- SECTION 1 Members of the Board of Directors shall maintain professional etiquette during all meetings.
- SECTION 2 Regular business meetings shall be held at times and locations determined by the Board of Director.

- a. The President may call a special meeting at any time.
- b. The President shall chair the meetings.
- c. Official matters, unless otherwise stated in the Constitution and Bylaws, shall be decided by a majority vote of the Board of Directors.
- d. The agenda for each meeting shall include previous meeting minutes, treasurer's report, President's report, old business and new business.
- e. Meetings will follow Roberts Rules of Order.

SECTION 3 The President shall prepare and distribute an agenda to the Board of Directors prior to the meetings.

SECTION 4 The Secretary shall prepare and distribute minutes to the Board of Directors prior to the subsequent meeting.

ARTICLE IV – FISCAL POLICY

SECTION 1 The Board of Directors shall authorize and adopt an annual budget. The budget shall contain sufficient line item provisions to clarify the amounts budgeted for conferences, committees, and initiatives of CEA-W.

SECTION 2 Procedures for fiscal responsibility shall be as follows:

- a. All obligations and indebtedness created in the name of CEA-W must have prior approval of the Board of Directors.
- b. All check payments and financial transactions shall be signed by the Treasurer or designated board member.
- c. The funds of CEA-W shall be disbursed only for those purposes set forth in the approved budget or otherwise approved by the Board of Directors.
- d. Any source of income to CEA-W deemed proper by the Board of Directors may be solicited and accepted.
- e. The Treasurer shall report the financial condition of CEA-W to the Board of Directors. A complete fiscal report to the general membership may be made by the Treasurer once a year and may be published in the CEA-W News Review.
- f. The Treasurer shall submit the annual account(s) of CEA-W to the Documentation Review Committee following the close of each calendar year.

SECTION 3 The Treasurer shall be the chief financial officer of CEA-W and is responsible for the custody and disbursement of all CEA-W funds and assets. He/She shall

be custodian of the financial records of CEAW and have charge of the investment of funds, subject to the approval of the Board of Directors.

ARTICLE V – STANDING AND AD HOC COMMITTEES

- SECTION 1 The President shall annually appoint all committee members. Committees are advisory to the Board of Directors.
- a. A member may serve on more than one committee.
 - b. The total number of committee members for each committee shall not exceed three (3) unless approved by the President.
- SECTION 2 DOCUMENTATION REVIEW COMMITTEE. The duties and responsibilities of this committee shall include verifying receipts and disbursements and all pertinent financial documents of CEA-W and reviewing the Treasurer's Report at the close of the calendar year. At the end of each Treasurer's official term, the committee shall perform a documentation review of the Treasurer's records.
- SECTION 3 MEMBERSHIP COMMITTEE. The duties and responsibilities of this committee shall include the promotion and renewal of memberships for CEA.
- SECTION 4 NOMINATING COMMITTEE. The duties and responsibilities for this committee shall be to verify the eligibility of nominees and hold an annual election of Board of Directors positions using the established procedures in ARTICLE II of the Bylaws.

ARTICLE VI – PUBLICATIONS

- SECTION 1 CEA-W shall publish the CEA-W News Review newsletter. One board member shall serve as Editor.
- a. The Editor shall oversee all tasks associated with writing, printing, and distributing the newsletters.
 - b. The Editor shall have a newsletter line item budget amount to draw upon for incidental expenses.
- SECTION 2 Other publications deemed necessary and appropriate may be authorized upon approval of the Board of Directors.

ARTICLE VII – MISCELLANEOUS

- SECTION 1 All written correspondence in the name of CEA-W shall be conducted on organizational stationery.

- SECTION 2 The business address of CEA-W is designated by the President. The Treasurer, Secretary, and Editor may each maintain a mailing address that may be different than the President.
- SECTION 3 CEA-W shall not engage in any activities that will jeopardize its tax-exempt status under section 501.C.3 of the current Internal Revenue Code.
- SECTION 4 These steps will govern the dissolution of CEA-W:
- a. A motion proposing dissolution must be supported by at least two-thirds of the Board of Directors.
 - b. Upon dissolution, any assets of CEA-W remaining after all liabilities have been paid will be donated to the Correctional Education Association national organization and/or any other tax-exempt 501(c)(3) organization that supports correctional education as determined by the majority of the Board of Directors.

ARTICLE VIII – AMENDMENTS

- SECTION 1 The Constitution and Bylaws of CEA-W may be amended in accordance with this Article.
- SECTION 2 The President shall appoint a Constitution Committee to draft, review, and edit proposed amendments. The recommendations of said committee shall be forwarded to the Board of Directors.
- SECTION 3 The President will distribute the final drafts of any proposed amendments to the Board of Directors for balloting.
- SECTION 4 All ballots shall contain the precise wording of the existing portion of the passages to be amended and the proposed alteration.
- SECTION 5 The Secretary shall tally and verify balloting results. A minimum of three-fifths of the filled board member positions votes shall be required to pass the proposed amendments.
- SECTION 6 Results of the balloting will be verified by the President and becomes effective immediately. Results will be shared with the membership. A copy of the changes shall be sent to the CEA National Office and the IRS.