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CONSTITUTION AND BY-LAWS

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1ST REVISED EDITION	
Ratified and adopted ...(Sept.)	1981
2ND REVISED EDITION	
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3RD REVISED EDITION	

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4TH REVISED EDITION

Ratified and adopted ...(Dec.) 1992

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Ratified and adopted.... (Oct.) 1998

CONSTITUTION AND BY-LAWS REVISION COMMITTEE
1997

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Carolyn Berry
Christopher B. Lynch
Marie Thompson

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Co-Chair
Co-Chair

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PREAMBLE

The long strides Blacks or Afro-Americans have taken in the past decade both domestically and internationally are due to the activities of many organizations which were formed by and for

Black or Afro-American peoples.

Our organization is dedicated to the protection of human

rights, progress, social betterment and the consideration of the individual and collective problems of its members and their presentations to the proper authority.

ARTICLE I
NAME / SEAL / BANNER

Section 1. The name of this Organization constituted here shall be: "*The Correction Guardians, Association, Inc.*" It has also been known as, *Afro Americans*", and "The Correctionaires". Hereinafter shall be referred to as, The Organization, in accordance with the laws, mandates, statutes and edicts of the City of New York, State of New York and the United States of America.

Section 2. The Organization shall have a seal bearing the following information, "Correction Guardians Association, In, Dept. of Correction" New York, N. Y.

Section 3. The Organization shall have a banner with the following information and fitting the following description. Black red and green background with a gold shield superimposed in the center as the official Organization insignia. The Logo shall consist of a shield with an eagle with wings spread locate inside the center top, with balance scale on face at lower center middle thereof; at the upper part of shield is inscribed "Correction Guardians Association Inc.". At bottom of shield is inscribed "The City of New York".

ARTICLE 11 PURPOSE

Section 1. The Organization is a Fraternal Organization formed to develop and preserve the spirit of comradeship and fellowship among its members; to improve, individually and collectively, the civic service of its members, to focus the efforts of its members; kindred organizations and the community of its members in the improvement of the administration of justice so as to more effectively combat crime and juvenile delinquency; and to promote and support those efforts to improve humane relationship in the communities of its members. This Organization will initiate and foster measures to:

- (a) Improve group relations within the Department, and in the communities of its members.
- (b) Promote and further the accepted concepts of modern penology towards the professionalism of its members.
- (c) Improve the social standing of its members.
- (d) To combat injustices wherever they exist.

Section 2. The Correction Guardian Association is an Organization comprised of African-American Uniformed and Civilian employees of the Department of Correction. Our mission is:

- (a) To provide a strong African-American forum to address the purpose of resolving any bias, unethical or discriminatory treatment.
- (b) To provide guidance to our members with mentorships, networking and training that will enhance our knowledge and professionalism.
- (c) To provide positive role models for the Department, our families and our communities.

ARTICLE III MEMBERSHIP

(Membership in this Organization shall be granted in three categories: **ACTIVE, HONORARY, AND CONTINUED OR RETIRED**). Member in good standing defined as a member, whose annual dues are paid in the current year.

Section 1. Active Membership: Any member of the Department of Correction, Custodial or Civilian, of good moral character and of African-American heritage, shall be eligible for active Membership and shall become a member immediately upon payment of dues. An active member who is financially in good standing has the right to vote, to hold office if qualified, and to participate in all organizational activity. Wherever the word member is used, it shall mean a member in good standing.

Section 2. Honorary Membership: will be offered to those within the community who have demonstrated outstanding service to the Organization and or Community. To be approved by the General Membership. Honorary members may attend meetings but have no rights of active membership.

Section 3. Retired or Continued Members are those member of the Organization who resigned or retired from the Department, and who are desirous of maintaining continued membership in the Organization. **RETIRED MEMBERS SHALL BE HELD IN THE SAME STANDARDS AS ACTIVE MEMBERS IN THE ORGANIZATION THEIR DUES SHALL BE ONE HALF THAT OF AN ACTIVE MEMBER WITH THE EXCEPTION OF THOSE GRANTED PAID UP LIFE MEMBERSHIPS.**

ARTICLE IV (ELECTED OFFICERS)

Qualification, Term of Office, How Elected, Ranking in Organization, Duties, Etc.)

Section 1. **PRESIDENT:** A member in good standing on the rolls of the Organization for no less than one (1) year prior to nomination; a member of the Department of Correction, City of New York, Retirees, Civilian or Custodial, male or female, for no less than two (2) years prior to nomination; shall be elected by a plurality of votes cast by only those active members in good standing on the rolls of the Organization as of October first in the year set aside for elections; shall be the head of the Organization; shall serve for a term of three (3) years, unless his (her) position is vacated either by resignation, removal or otherwise; is Ex-Officio Member of all Committees of the Organization; Except Nomination Election Committee shall be directly responsible for the proper display as well as the possession of the Organization Charter at all Regular meetings; to preside at all Regular Meetings; shall be representative of the Organization on all occasions or conditions as warranted by the General Membership; shall be chairperson of the Delegation of the Organization to the Federation of Negro Civil Service Organization and shall appoint to all affiliate member Organizations; except nomination-election committee may call an emergency meeting of the Organization or any Committee as conditions warrant; **SHALL BE CO-SIGNATOR ON ALL FISCAL PAPERS, DOCUMENTS, ETC. TOGETHER WITH THE TREASURER AND THE FINANCIAL SECRETARY;** shall be signatory of all papers and documents together with the Recording Secretary, Corresponding Secretary of any other Organization epistle whether bearing or not the Organization Seal; To appoint all Committees, whether Standing or Special (within sixty (60) days); except nomination-election committee to make interim appointments of Officers in the event of a vacancy in any position so stated in the constitution, to notify the Commissioner of the Department of Correction and heads of Facilities in writing, the names of; elected officers and delegates to their respective Command Shall at the end of each year, render an Annual Report to the General Membership of his or her Stewardship; at the end of his or her term of office, to turn over to his or her successor, Organization property and documents entrusted to his or h care during his or her stewardship (within thirty (30) calendar days).

Section 2. FIRST (1st) VICE-PRESIDENT: Qualification, term of office, manner of election, the same as the President. Second (2nd) ranking officer of the Organization; shall preside in the absence of the President at any regular or special meeting of the Organization; shall be chairperson of the Sick and Welfare committee, to serve as President, if the post is vacated for any reason whatsoever; perform any other duties so designated by the President; shall be a member of the Executive Committee and the Entertainment Committee; shall be Vice-Chairperson of the delegation to the Grand Council, Negro Federation and the NBPA; the end of his (her) term of office, shall turn to his (her) successor any proper belonging to the Organization (within thirty (30) calendar days).

Section 3. SECOND (2nd) VICE-PRESIDENT: Responsible for the recruitment and training of delegates. Qualification term of office, manner of election, the same as the President Third (3rd) ranking officer of the Organization; shall preside the absence of the President and the 1 St Vice-President at a regular or Special meeting of the Organization; Shall be chairperson of the membership committee; shall be member of Executive and Entertainment Committees; to perform any other duties so designated by the President, at the end of his (her) term of Office, shall turn over to his (her) successor any property belonging to the Organization (within thirty (30) calendar days).

Section 4. EXECUTIVE SECRETARY: Qualifications, term of office, manner of election the same as the President. Fourth (4th) ranking officer of the Organization; shall preside in the absence of the three (3) aforementioned officers, and rank in that order of succession to the Presidency; a Member of the Executive Committee: To assist the President and other presiding officers of the Organization (Vice-Committee Chairperson) in the preparation of an agenda; to be present (if possible) at all conferences entailing Organization business, with any groups, agencies or Departmental Officials, together with the President or his duly appointed delegates or proxies, recording minutes of same; to assist the President in the preparation of his (her) Annual Stewardship Report to the General Membership; at the end of his (her) term of office, shall turn over to his (her) successor any property belonging to the Organization (within thirty (30) calendar days).

Section 5. TREASURER: Qualifications, term of office, manner of election the same as the President. Fifth (5th) ranking officer of the Organization in the line of succession; to be responsible for the handling of all monies or fiscal deposits and holdings; to keep a true and accurate account of same as well as the accountancy of any and all petty cash funds to be disbursed to and for the needs and uses of the

Organization; shall be a member of the Budget Committee; to maintain a proper accounting of all monies in conjunction with the records of the Financial Secretary frequently to maintain competency and consistency of responsibilities; if at any time requested by Auditing Committee, comprised of a group selected by the President; to disburse funds by check or cash, upon request the General Membership; shall be signatory together with the President and the Financial Secretary for the Disbursement Organization funds; to submit a financial report of his (her) Stewardship at the end of March, June, September and December of each year, or when asked by The Executive Committee; shall be a member of the Executive and Entertainment Committee; shall at the end of his (her) term of office, turn over to his (her) successor any and all property belonging to the Organization (within thirty (30) calendar days).

Section 6. FINANCIAL SECRETARY: Qualifications and term of office, manner of election the same as the President. Six (6th) ranking officer of the Organization in line of succession shall be a member of the Budget, Executive and Entertainment. Committees; a signatory, together with the President and Treasurer of all fiscal documents; to acknowledge receipt of membership dues and keeping proper records as to the name and addresses of all Financial Members; making proper receipt of same and maintaining consistency of accurate accounting together with the Treasurer to satisfy the demands of a duly appointed Auditing Committee, so designated by the President in March of each calendar year to notify all Delegates in writing of all delinquent members in their commands. To submit to General Membership at the end of each year, a true financial report of his (her) Stewardship; at the end of his (her) term office, to turn over to his (her) successor all property belonging to the Organization (within thirty (30) calendar days). In the election year shall turn over to the Election Committee Chairperson, a complete list of names and addresses of all financial members and paid up Life Members as of October 1st of that year within three (3) working days of such date.

Section 7. RECORDING SECRETARY: Qualification and term of office, manner of election the same as the President; Seventh (7th) ranking Officer of the Organization in line of Succession. Shall be a member of the Executive and Entertainment Committees; shall be the keeper of the Organization Seal; shall be the keeper of all records, other than those in the hands of the Treasurer, Financial Secretary, Executive Secretary or Corresponding Secretary and Business Manager, including minutes of all Regular, Special and General Membership Meetings; a copy of all Committee reports, copies of all reports submitted by all elected and appointed Officers, Delegates and proxies relative to the business of the Organization; a signatory together with the President on all documents bearing the Organization Seal; to call the Roll of Officers at all Regular Meetings and to read off the agenda at same; to perform any other duties so designated by the President; to record the minutes of all regular meetings; to

issue Certificates of Appointment bearing the Organization Seal together with the signature of the President and/or the Executive Secretary confirming Special Appointments, Commissions, or Honorary Awards, or other designated confirmed by the General Membership; at the end of his (her) term of office, to turn over to his (her) successor any and all property belonging to the Organization (within thirty (30) calendar days).

Section 8. CORRESPONDING SECRETARY: Qualifications and term of office, manner of election the same as the President. Eighth (8th) ranking officer of the Organization in the line of succession. Shall acknowledge, under direction of the President or his proxy, receipt of all communications to the Organization; to notify the General Membership of all Regular, Special or Committee Membership meetings by any medium as directed by the President or his Proxy; to be responsible for the care and maintenance of any equipment used by his (her) office in the discharge of his (her) official duties; a member of the Executive and Entertainment Committees, to Maintain a file system of all organization correspondence (via.: All committees as well); for quick appraisal and verification; at the end of his (her) term of office, turn over to his (her) successor any and all property belonging to the Organization (within thirty (30) calendar days).

Section 9. BUSINESS MANAGER: Qualifications and term of office, manner of election the same as the President. Ninth (9th) ranking officer of the Organization in line of succession. Shall be a member of the Executive Committee, the Budget Committee; shall be chairperson of the Entertainment Committee; shall be purchasing agent for the Organization; shall be a member of a special Purchasing Committee selected by the President; shall work closely with the Budget Committee throughout his (her) term of office in the creation of the scopes and plans necessary for the ensuing year; to keep copy of all Business transactions; to make an Annual Report for his (her) Stewardship to the General Membership; at the end of his (her) term of office, to turn over to his (her) successor any and all property belonging to the Organization (within thirty (30) calendar days). To make financial report to the Executive Committee within thirty (30) days after an event has taken place.

Section 10. SERGEANT-AT-ARMS: Qualifications and term of office, manner of election the same as the President Tenth (10th) ranking office of the Organization in line succession. Shall be a member of the Executive and Entertainment Committees; shall be Chief-Master-of-Arms of any group of members of the Organization; so notified of any appearance in strength at any affairs necessitating a guard of honor, a protective unit, a funeral cortège or an ushers unit. To keep order at all Regular Meetings or Special Meeting of the Organization at the direction of the President or his proxy; to Chief Bearer of the National Colors or the Organization Banner at any and all occasions wherein the Organization is designated to take part; at the end of his (her) term of office, to turn over to his (her) successor any and a property belonging to the Organization (within thirty (30)

calendar days).

Section 11. BOARD OF DIRECTORS: Qualifications and (term of office, manner of election the same as the President shall be members of the Executive Committee and Entertainment Committee. Shall consist of past Executive Committee members. The number shall be (7) seven members.

FUNCTIONS: Advisory committee to the Executive Board and all committees: To preside over all trials, hearings, and impeachment proceedings against members or elected officials of the Organization. The Board of Directors shall meet at least (4) four times each year and the chairperson of the Board shall report to the Executive Committee and to the (membership any action of the Board of Directors which is relevant to the best interest of the Organization. The first one in order of plurality shall be the chairperson of the Board and shall preside at all meetings of the same; the second in order of plurality shall be the Secretary of the Board and shall act as chairperson in the absence of same; at the end of their terms of office, to turn over to their successors any and all property belonging to the Organization (within thirty (30) calendar days).

Section 12. DELEGATES: Qualifications must be financial As of October first of the election year Term of office, same as the President. At least two (2) delegates shall be elected from each command in the Department. Each command shall be entitled to just two (2) delegate votes on any voting matter on the executive committee requiring a vote. Manner of election writes on *ballot method*.

FUNCTIONS: To attend all Executive Committee and membership meetings unless excused for good cause; be responsible for the continuous recruiting of new members from his or her command, keep membership within command informed on all Guardian matters; receive and forward all dues and assessments to Treasurer, without delay and maintain accurate records of paid up and or delinquent members within command; notify Organization of the death or serious illness of any member of the Organization; to perform any duties as may be assigned to the President or Vice President from time to time.

ARTICLE V COMMITTEES

SECTION I STANDING COMMITTEES

(1) **THE EXECUTIVE BOARD:** is the highest governing body this Organization and is made up of the ten (10) elected official from the President down to the Sergeant-at-Arms elected by the General membership of this Organization.

(2) **THE EXECUTIVE COMMITTEE:** shall consist of all elected and appointed Officers and Command Delegates of the Organization. To serve a term of three (3) years until the next regular Elections of Officers of the Organization; to determined the policy of the Organization. To approved; appointments made by the President.

(3) **THE BOARD OF DIRECTORS:** shall serve as the committee on impeachment

hearings, and removals, upon presentation facts, in writing, attested by competent witnesses, due to at acts of commission or omission that is criminal, of any elected or appointed officer or member that is considered improper or otherwise, in accordance with the constitution and by-laws o the Organization or the Rules and Regulations, Laws, Statutes etc., of the Department of Correction of the City of New York, the State and City of New York or the United States Government The Chairperson shall be the presiding officer and the next ii plurality vote shall be the committee secretary. Persons making charges and being charged cannot be part of the Committee on impeachment-Trials and Removals, to serve as overseer of the Election process and to resolve any issue or challenge that may occur in a timely manner.

(4) SICK AND WELFARE COMMITTEE: Term of office three years. Chairperson shall be the first Vice-President; shall consist of All Delegates and voluntary members from each Institution of the Department, to cover all five (5) boroughs of the City, of New York, as well as the Chaplain, a ranking member; to select own Secretary; to investigate and report upon all sick and distressed members and their families; and to make reports to the General Membership of same for their consideration.

(5) THE BUDGET COMMITTEE: Term of office three (3) years to consist of the President, the Treasurer, the Financial Secretary, the Business Manager, Delegates and voluntary member from each Institution in the Department to share the fiscal policy of the Organization with its consent; to submit an Annual budget Report of the Organization's Financial Holdings in the form of Budget Plan for its approval and enactment. The President shall select the Chairman of this committee and the will elect its own secretary.

(6) MEMBERSHIP COMMITTEE: Term of office three- (3) year. The Second (2nd) Vice-President shall serve as Chairperson consist of all Institutions' Delegates of the Department; to select its own Secretary; to recruit all new members and work diligently to seek 100% Membership, paid up to date of all personnel same. To report progress at each regular meeting and to ma the necessary recommendations for the good and welfare campaign. Shall be responsible for the issuance, processing and substance of applications of new members and t reinstatement of delinquents, making the proper reports same to the General Membership for final consideration.

(7) ENTERTAINMENT COMMITTEE: Term of office three years. The Business Manager shall be the Chairperson of this Committee, the Committee shall consist of all Elected and Appointed Officers and Command Delegates together with at least one (1) volunteer from each Command in the Department. To make proper report to the Executive Committee no more than thirty (30) days after the termination of any affair fiscal or otherwise.

(8) DELEGATION TO THE FEDERATION OF NEGRO CIVIL SERVICE EMPLOYEES ORGANIZATION: Term of office three (3) years. To consist of the President as Chairperson, the 1st Vice President shall be Vice-Chairperson, the Executive

Secretary shall be the Secretary of the Delegation and four (4) other delegates selected by the President. The Chief function of all delegates shall be to report to the membership all activities involving the Correction Guardians Organization and the Federation.

(9) **DELEGATION TO THE GRAND COUNCIL OF GUADIANS:** Term of office three (3) years. To consist of the President as Chairperson, The First Vice President as Vice-Chairperson and five (5) other delegates. Delegates appointed by the President. The chief function of all delegates shall be to report to the General Membership on all activities involving the Grand Council.

(10) **NATIONAL BLACK POLICE ASSOCIATION:** Term of office three (3) years. To consist of the president as chairperson the 1 St vice-president as Vice-Chairperson and up to four (4) other delegates appointed by the president. The chief function of all delegates shall be to report to the membership all activities involving the Correction Guardian Association and the NBPA.

ARTICLE V SECTION 11 APPOINTED COMMITTEES

(1) **BOARD OF TRUSTEES:**

Shall consist of five (5) members appointed by the President with the approval of the Executive Committee. They shall be active and or retired members who have exhibited themselves in the best interest of the Organization. Shall be members of the Executive Committee and shall have the same voting privileges enjoyed by the other members of the Committee.

FUNCTIONS: To serve as liaison to the President to outside agencies and Organizations; to Community groups; and to political officials for the good of the Committees. To serve as advisor to the President and to the Organization, and to attend all Executive Committee, Membership, and Committee meetings.

(2) **PARLIAMENTARIAN:**

Appointed by the President, to interpret the accredited parliamentary rules of Order for the smooth functioning of the Organization. To possess a copy of "Roberts' Rules of Order," for said usage. At the end of term of office to turn over Book to successor (within thirty (30) calendar days).

(3) **CHAPLAIN:**

Shall be appointed by the President. To serve as a member, the Sick Committee, the Executive and Entertainment Committees and to perform such duties as designated by the President to keep a Holy Bible for the purpose of oath taking, or ministering Spiritual Guidance; at the end of his (her) term of office, turn over

(1/3) of the members in good standing at the time of the meeting voted in opposition to the proposed Amendment.

Section 5. At the General Meeting that this Constitution presented, this Constitution shall be in full force and effect from and after its ratification and adoption. (Unless otherwise specified).

Section 6. All committees appointed or otherwise shall approved and in place within a ninety (90) day period after a new administration takes office. The President shall make reports of all such appointment in writing to the Organization.

ARTICLE VIII (QUORUM)

Section 1. A Quorum shall consist of at least five (5) percent c the members in good standing at all General Membership and Special Meetings.

Section 2. A Quorum shall consist of at least a majority at an Executive Board, Executive Committee and Board of Director Meetings.

ARTICLE IX (GRIEVANCE PROCEDURE)

(a) A member of the Organization shall submit his or her grievance in writing to their respective command delegate.

(b) After a preliminary investigation the delegate or committee member will submit your grievance to the committee.

(c) If a committee member or committee is unable to resolve their grievance or complaint informally, the committee will take your matter under advisement and will notify you the grievant within ten (10) business days whether it will handle your complaint and recommend what course of action that should be pursued.

(d) Should an emergent condition exist, the committee chairperson will be contacted and an immediate effort will be made to resolve the grievance.

ARTICLE X (ELECTION PROCEDURE)

Section 1. The Nominations-Election Committee shall prepare and certify members, distribute, receive, safeguard, number and tabulate all ballots. No member running for an office shall be a member of this committee. All members must be financial as of October 1st in the election year.

Section 2. On the second Wednesday in September of the election year the Nominations-Election Committee shall present to the membership the guidelines according to the constitution for the upcoming election (including qualifications, dues deadline date, resolvment of ties and correspondence mailing guidelines).

Section 3. The Financial Secretary shall submit to the Nomination Election Committee Chairperson, a list of names and addresses of all financial members and paid up life members as of the deadline date October 1st within three (3) days of that date.

Section 4. Slates of candidates and persons running for office shall be submitted in writing to the Nominations-Elections Committee no later than ten (10) days prior to nominations. (These persons shall be on the election ballot and need not be nominated.)

Section 5. Slates and nominations shall be accepted for Executive Board and board of directors. Delegates shall be elected by the write on ballot method for each Command.

Section 6. On the second Wednesday in October of the election year the Nominations-Election Committee shall present the slate of Candidates to the membership, and shall accept additional nominations from the floor for each office if there be at any.

Section 7. For persons nominated at the nominating meeting a financial status check shall be made immediately during meeting to determine qualification for office after the nominations, and then removed from ballot.

Section 8. The Nominations-Election Committee must verify the acceptance of nomination from all persons not present a nominating meeting prior to finalizing ballot. Persons not accepting nomination may be removed from ballot.

Section 9. The Nomination-Election Committee may accept correspondence for mailing to the membership from all individual candidates or slates of candidates running for executive board and board of director positions until October 30th o the election year.

- a. Unless otherwise directed, all correspondence shall be placed in A sealed and stamped envelope with the required amount of postage, ready for mailing. (one mailing only)
- b. The nomination-election committee shall then place on each piece of correspondence the proper mailing label, of all eligible voting members.

- c. All correspondence mailing shall be completed at least seven (7) days prior to the mailing of the official ballots.

Section 11. Any member not receiving a ballot shall notify the Nominations-Election Committee at least ten (10) days prior to the counting of ballots. Ballot shall then be dispatched to member for his/her vote and returned to Committee prior to the Election day.

Section 12. On the second Wednesday in December of the election year the Nominations-Election Committee shall deliver all ballots to the place of election. The Committee shall then tabulate all ballots and announce all new Executive Boa I members and Trustees. Delegates may also be announced but pending verification of qualifications.

Section 13. All challenges to the nomination or election procedure shall be received in writing no later than three days after the nomination or election meeting by the nomination-election chairperson.

Section 14. After receiving bonafide challenge the nomination election committee shall meet immediately to resolve issue and to notify member in writing of it's disposition within five business days. If the election committee cannot resolve the issue. Then the matter shall **IMMEDIATELY BE PRESENTED TO THE SITTING BOARD OF DIRECTORS FOR AN IMMEDIATE RESOLUTION PRIOR TO THE END OF THEIR TERM OF OFFICE.**

Section 15. After the elections have been certified, the Installation of all new officers shall follow immediately- All newly elected officers term of office shall begin on January 1st of the New Year.

BY-LAWS ARTICLE I

Section 1. Vacancies for President and First Vice President - In event of a vacancy for President, it shall be filled automatically by the then First Vice President, and the Second Vice President shall become the First Vice President.

Section 2. If for any reason vacancies for President or First Vice President cannot be filled by the succession of officers, the Executive Committee or Board of Directors will then make a recommendation to the membership as to the course of action to follow.

- (a) They can recommend a member from the Executive Board or Executive Committee fill the vacancy or,
- (b) They may recommend that a new election be held.
- (c) A majority vote of members present is needed to approve any Executive committee recommendation.

Section 3. All vacancies which may occur from the Second Vice President down to the Sergeant of Arms shall not be filled by the succession of other officers. Said vacancies shall, for their unexpired term, be filled by person chosen for that office by the President with the approval of the Executive Committee by a majority vote, of a person chosen from that committee.

Section 4. Expulsion and Dismissal: Any member dismissed from the Department for cause can be expelled from the Organization after a hearing.

Section 5. MISCONDUCT: Any member may be expelled suspended for conduct prejudicial to the high morals of t Organization.

Section 6. REINSTATEMENT: Any member whose membership has been terminated for nonpayment of dues, may reinstated by the payment of arrears to the Organization at any regular meeting.

- (a) Any member expelled pursuant to Section 1 of this article may be reinstated if he/she is reinstated to the Department.
- (b) Any member expelled from the Organization by the membership shall not be eligible for reinstatement.

Section 7. IMPEACHMENT PROCEDURE: Charges against any member or impeachment proceedings against any member shall be submitted in writing to the Board of Directors of the Organization. After an investigation, the secretary of the Board of Directors shall then forward a copy of it together with a notice of the time and place of a hearing to be held by the Board of Directors of the Organization. Persons bring charges and persons being charged cannot sit in judgement at the hearing.

Section 8. HEARINGS: The Board of Directors shall hold, hearing of all cases where charges are preferred against members or Officers of the Organization. Written notice of the proposed action shall be given to the officer at least (2) two weeks before date of which meeting is to be held. After the hearing, the Board of Directors shall present their finding and recommendations to the membership at the next regular meeting. A majority vote of the members present shall be necessary to expel any member, or remove an elected Officer from office. In proceeding involving the President or St Vice-President of the Organization all

members shall be notified by mail of such action and vote at least ten (10) day, before date of which meeting is to be held.

ARTICLE 11 MONIES

Section 1. Annual dues shall be twenty-five (25) dollars; Dues are due on January First (1st) of each calendar year.

Section 2. Any new member joining the Organization for the first time after October 1st of any calendar year, shall get credit for being financial throughout the entire next year.

Section 3. Any member who is delinquent in the payment of hi her dues, forfeits all benefits enjoyed by financial members. Al member not paying dues by March 31 St. of each calendar year shall be considered delinquent.

Section 4. The spending limit for the President in any thirty (30) day period shall not exceed the amount of two-hundred-fifty dollars (\$250) with the approval of the executive board. This is not a personal account. It shall be used expressly for emergency Organizational expenses only. The President at the next Executive Committee meeting must present any amount spent.

Section 5. The spending limit for the Executive Committee shall Twelve Hundred dollars (\$1,200.00) in any thirty-day period. The membership body must approve any money issue about that amount, after approval by the Executive Committee.

Section 6. Once a specific project along with it's expenses or projected expenses have been approved by the executive committee (\$ 1,200.00 limit) or by the membership body (over \$1,200.00) the money issue does not have to be resubmitted or put back on the floor when payment or balance of payment is due. The amount of such payments shall not count towards the monthly spending limit in the month payment is to be made.

Section 7. Any member who owe monies for any reason or collects monies belong to the Organization for membership dues, dance tickets, raffles, etc., shall pay the same to the Financial Secretary, Treasurer, or Committee Chairperson at the next regular or special meeting.

Section 8. Any member who collects monies belonging to the Organization pursuant to Section 7 and fails to pay to the Financial Secretary, Treasurer or Committee Chairperson at the next regular or special meeting shall be given two

(2) weeks to pay all monies due, or be guilty of misusing Organization Funds.

Section 9. Under no circumstances shall the Organization make a personal loan to a member for any purpose or spend any other monies other than as defined in this Constitution.

Section 10. All outside request for donations must be made in writing to the Organization in order to be considered. The request shall be examined by the Executive committee and if approved, the executive committee shall then determine t amount within its limits or present its recommendations to the membership body for approval.

Section 11. No one (a member or otherwise) shall be allowed to promote a product or business before the membership body unless authorized to do so by the President, Executive Board Executive Committee.

Section 12. That Committee shall write a record of all money appropriations by the Executive Committee into the monthly minutes, after approval, the Treasurer shall then dispense checks.

Section 13. No committee or person should involve the Executive Board or Executive Committee in any way or incur any debts unless given the authority to do so by the Organization.

Section 14. It shall be adopted as standard procedure for t Organization to sponsor the president and first vice-president or their designees (two (2) members only) on trips that require them to represent the Organization. (Travel Lodging and Conference fees).

Section 15. It shall be the duty of the president and first Vice President or their designees to present a projected list expenses they expect to incur for approval by the executive committee and or membership body thirty (30) days prior to going on any such trip.

Section 16. All committee chairpersons must give a financial report to the executive committee within thirty (30) days after the event has taken place. A copy of the financial statement shall be given to the President, Treasurer, and Business Manager and Financial Secretary.

ARTICLE III SICK AND WELFARE/LEGAL FUND

SICK AND WELFARE FUND: The Chairperson of this committee shall be the First Vice President. This fund has been established to provide funds to pay the organization's sick benefits and death benefits for guardian members in good standing and their immediate families. One dollar (\$1.00) of each member's dues is to be transferred into this fund at the end of each calendar year. Additional monies to support this fund may be transferred from the general treasury with the approval of the executive committee. The Treasurer along with the Financial Secretary shall keep accurate records as to the financial status of this fund.

ARTICLE IV RESUME OF BENEFITS

DEATHS:

Section 1. Upon notification and verification of any member in good standing, the Correction Guardians Association, Inc. Sick and Welfare Fund shall pay a cash benefit of two-hundred-fifty (\$250.00) dollars to a surviving family member and donate flowers not to exceed seventy-five (\$75.00) dollars.

Section 2. The Welfare Committee upon notification and verification of the death of any paid-up members' spouse, child, legal guardian, or parents shall send a sympathy card and flowers or any equivalent sum of money not to exceed fifty (\$50.00) dollars in the name of the Guardian Association.

PAID UP LIFE MEMBERSHIP

Section 1. Qualification, any active or retired members who have exhibited themselves in the best interest of the Organization and have been financial for at least twenty (20) years, shall become eligible to be awarded a Paid-up Life Membership.

Section 2. Any member of the Executive Committee before that committee can recommend any qualified member for a Paid-up Life Membership. Upon approval by the executive committee the Paid-up Life Membership award shall be presented at the scholarship dinner-dance, the award luncheon or the special award event.

Section 3. The financial secretary shall keep an accurate list of names and current addresses of all Paid-up Life members.

ARTICLE V SCHOLARSHIPS

Section 1. The Correction Guardian Association has established two (2) annual scholarships for recent high school graduates who have enrolled in their first year of college at a college or university. A cash award of one thousand dollars (\$1 000.00) each, shall be presented to the two candidates with the highest SAT Scores.

Section 2. A cash award of five hundred dollars (\$500.00) each, shall be presented to the next three candidates with the next highest SAT scores, all applicants may also be required to write an essay and be registered to vote subject to age.

Section 3. All applicants must be children of guardian members, or be sponsored by a guardian member in good standing who has been financial for at least one (1) year. (The education committee shall check with the financial secretary for the financial status of all sponsors).

Section 4. The filing period for the annual scholarship awards shall begin October 1 St. of each year and last through the end of January of the next year, a period of four (4) months. The awards shall be presented at the annual scholarship dinner-dance or the special awards event or the awards luncheon.

Section 5. The Corrections Guardian Foundation will fund and operate the scholarship fund of the Correction Guardians Association that will distribute a minimum of six (6) Annual Scholarship to youths sponsored by C.G.A. members. The requirement for Scholarship qualification will be in accordance to those set by the Correction Guardians Association.

Section 6. The Correction Guardian Association's annual scholarship awards shall honor the following distinguished members of organization; and shall be known as: **THE COMMISSION R JACQUELINE M. McMICKENS AWARD: THE WARDEN JAMES THOMAS MEMORIAL AWARD: THE WARDEN VERNON C. BAIN MEMORIAL AWARD: THE CORRECTION OFFICER IDA ROBBINS AWARD AND THE CORRECTION OFFICER ARNOLD PEMBERTON MEMORIAL AWARD.**

Section 7. **PRIVATE DONATIONS:** All funds donated by individuals or corporations for scholarship awards shall be presented to applicants under the name of the individual or corporation. The additional scholarships may be added at five hundred dollar's (\$500.00) each upon recommendation of the education

to his (her) successor all property belonging to the Organization (within thirty (30) calendar days).

(4) HISTORIAN:

Appointed by the President to compile and document all historical data relative to the birth, growth and present functions of the Organization and its members; to submit same to the Director, of Public Relations for publication; shall be a member of the Executive and Entertainment Committees; at the end of his (her) term of office to turn over to his (her) successor any and property belonging to the organization (within thirty (30) calendar days).

(5) CONSTITUTION AND BY-LAWS COMMITTEE:

The President appoints the chairperson. Selects own Vice-Chairperson and Secretary. Shall consist of volunteer who must possess a thorough knowledge of the Organization and how it functions; shall be able to establish guidelines for the good and welfare of the Organization.

(6) EDUCATION /SCHOLARSHIP COMMITTEE:

Presidents to appoint chairperson and at least four (4) others, select own secretary. The chief function of this committee is to select scholarship awardees through SAT scores and other requirements for our annual scholarship awards affair; to set up and supervise promotional classes and to provide an educational forum for all members of the Correction Guardian Organization.

(7) NOMINATION-ELECTION COMMITTEE:

CHAIRPERSON TO BE SELECTED AND APPROVED BY THE EXECUTIVE COMMITTEE; To consist of delegates from all the Institutions of the department of correction; To select own Chairperson, to make the proper nominations (checking with the Financial Secretary for standing on the rolls of the Organization and to preside as judges and tellers at all regular elections at the special elections of officers of the Organization, in accordance to the Constitution and by-laws of the Organization. To certify the final tabulation of official votes for the election of at and all elected officers. The secretary of this committee shall; call the roll of duly elected officials at the following regular general membership meeting of all persons running for office a mailing of correspondence to all voting members; To make sure all election guidelines are followed. President shall not be Ex-officio of this committee. At the end of his or her term of office to turn over to his or her successor all records and property belonging to the organization within thirty (30) days.

(8) GRIEVANCE COMMITTEE:

Presidents to appoint chairperson and at least four (4) others, select own vice chairperson and secretary. The chief function this committee shall be to investigate and resolve all grievances submitted by members of the organization and to make

recommendations to the Organization and to members regarding such grievances or complaints.

(9) LEGAL COMMITTEE:

President to appoint Chairperson, to consist of volunteers are appointees from each Command; to select own Secretary, members preferably should have some Legal background training in Law equipped or possessed with knowledge of the Department's Rules and Regulations. To advise the Executive Committee on all legal problems pertaining to the proper course of action. To be available at all times for the good and welfare of the Organization.

(10) AUDIT COMMITTEE:

Chairperson to be appointed by the President. Qualification preferably accounting background. To consist of voluntary members from each Command in the Department; to select own Secretary; to audit all fiscal records of the Organization at least every six (6) months and at the end of each year, particular prior to the termination of any administration of office. They are now empowered to examine the books of the Treasurer, the Financial Secretary, or any other person handling fiscal business of the Organization.

(11) PUBLIC RELATIONS DIRECTOR:

Appointed by the President, to serve as Public Relations Officer of the Organization. To be Editor of any and all Organization Periodicals and to choose Staff from newsletter, reliable and experienced members of the Organization for the benefit of all to work with the Historian in the compilation and publication important Historical data, as well as the Command Delegates, the end of his (her) term of office, to turn over to his (her) successor any and all property belonging to the Organization (within thirty (30) calendar days). To perform any other duties so designated by the President.

(12) MEMORIAL COMMITTEE:

President to appoint chairperson and at least four (4) others selects own vice-chairperson and secretary. The chief function of this committee shall be to organize and supervise the annual memorial service.

(13) AWARDS COMMITTEE:

President to appoint chairperson and at least four (4) others, to select own vice-chairperson and secretary. The chief function of this committee shall be to organize and supervise the annual awards ceremony honoring our own members as well as people from our communities. This event is to be held only in the third year of each duly elected Administration.

(14) CHILDREN'S OLYMPICS:

President to appoint chairperson and at least four (4) others selects own vice-chairperson and secretary. The chief function of this committee shall be to organize and supervise the annual summer event for guardian member's children.

(15) CIVILIAN AFFAIRS COMMITTEE:

President to appoint chairperson and up to four (4) others. To select own vice-chairperson. The chief function of this committee shall be to serve as liaison between the civilian member's c the department of correction and -the- organization.

(16) PUBLIC AFFAIRS/ COMMITTEE:

President to appoint chairperson. The chief function of this Committee shall be to keep the organization informed of 11 significant events happening in the public sector that may affect the organization, and to make media contacts.

**ARTICLE V
SECTION III**

(17) ADHOC/SPECIAL COMMITTEES:

These committees may be appointed by the President who shall also appoint the Chairperson to perform acts of an immediate important nature, for a period of time for the good and welfare of the organization.

(18) YOUTH COMMITTEE!

President to appoint chairperson and vice-chairperson and at Least four (4) other persons to serve as liaison between the Organization and the youth committee members; to organize, Raise monies, keep proper records, sponsor events and activities for guardian members' children; to give financial reports of each event or activity or as required by the executive committee and treasurer. The Youth Committee Is a committee formed to develop and preserve the spirit of comradeship and fellowship among the children of guardian members of the Correction Guardian Association, Inc.; to afford the opportunity to enhance and enrich the lives of our children through each-one teach-one by establishing a humanhood program. **THE COMMITTEE SHALL INITIATE AND FOSTER MEASURES TO:**

- A. Provide positive role models and mentors.
- B. Provide positive educational activities, enhance learning skills
- C. Promote a sense of community spirit.
- D. Develop self-esteem, pride and awareness.
- E. Enlighten knowledge about the NYC Dept. of Correction.
- F. Foster an understanding about parental guidance.
- G. Develop survival skills.

(2) BUILDING COMMITTEE:

President to appoint chairperson and at least four (4) others selects own vice-chairperson and secretary. The chief function of this committee shall be to organize and raise monies for the organization's building fund.

ARTICLE VI

(Meetings-Membership and Executive Board or Executive Committee)

Section 1. There shall be at least nine (9) General Membership meetings during the year (June, July and August optional). Membership meetings shall take place during the second (2nd) week on Wednesday of each month. The Executive Committee shall designate the specific dates of meetings; an official notice will be mailed to delegates' home to be posted in all commands at least one (1) week prior to each meeting.

Section 2. The Executive Committee shall meet at least once in each month of the year. The first Wednesday of each month.

Section 3. The Executive Board shall meet whenever necessary for the good of the organization.

Section 4. The provisions of "Roberts' Rules of Order shall govern all meetings".
ALL RULES CONTAINED IN THIS, CONSTITUTION AND BY-LAWS SHALL GOVERN THIS ORGANIZATION IN ALL CASES TO WHICH THEY ARE APPLICABLE.

ARTICLE VII

(AMENDMENTS OF THE CONSTITUTION)

Section 1. Amendments to the Constitution shall be proposal in the following manner:

- (a) A petition bearing the signature of fifty (50) members,
- (b) Recommendation of the Executive Board or Executive Committee.

Section 2. Written notice of the proposed formulated amendment must be distributed to the members at least one (1) week before the meeting wherein it is to be first considered.

Section 3. A two-thirds (2/3) majority of votes cast at the Regular Membership Meeting is required to amend the Constitution. (See Quorum)

Section 4. The Amendment shall become effective immediately after the meeting wherein the vote was taken providing that not more than one third

committee and with the approval of the executive committee. Any surplus monies left over shall be added to the next year's pool.

ADVICE TO THE MEMBERSHIP
AN ORGANIZATION IS ONLY AS GOOD AS IT'S MEMBERS!
COME MAKE US STRONG!

1. Read and know your Rules and Regulations.
2. Be at all times fit for duty.
3. Obey the last order given without question, unless asked anyone told you to do anything else (another supervisory officer), these orders given by superior officers only. Use memo books-these may be used as legal documents. Use discretion.
4. Have an experienced person review your reports. Always contact an officer - preferably your delegate when having c) make a report of some kind.
5. Watch A.W.O.L.-Lateness and sickness whether on probation or not. Fatal while on probation. Absence and lateness are critical to your future. They will cost you your job.
6. Watch your appearance. Watch your attitude, always appear to take advice, weigh it and use it accordingly. Don't be a know it all.
7. Do your job; don't "Goof Off " because you see another officer "Goof Off ". It may work for them, but not for you. Follow good role models and you are a good role model for others.
8. Watch what you say to others, your comments may get to other ears, and work against you, be careful talking about superior officers - it's dangerous. Remember the game telephone, your words change as others repeat it.
9. Don't do anything if it tends to incriminate you. Be very careful when writing reports and once you write it, do not change it for anyone, regardless of the undue pressures that might be put upon you. Have your report looked over by an experienced officer whoknows the rules and regulations and is willing to help you.
10. Never do business with an inmate - no matter what the inducement may be professional, do not get friendly with inmates, even if you are related, it is frowned upon and dangerous to you and your career.
11. Don't make any calls, take any letters, verbal or written messages for any inmate; once this is done you have compromised yourself, and your tenure is very shaky in deed, even after probation.
12. If you need to know something "ask" another officer. Don't feel uncomfortable to ask a supervisory officer, it's their job to assist you.
13. Don't bring anything into any institution unless it is a part of your equipment or work clothing (including newspapers). Do not bring in medicines of any kind containing drugs or any opiate (narcotic) unless prescribed and stored in control rooms with a report for its usage.

14. Watch the company you keep on the outside, also the places you go while on probation, stay clear of fights and other personal involvement. Keep your outside activities to yourself - your mouth can get you into trouble.
15. Keep your home and financial affairs in order, be careful if over burdensome affairs. Do not fraternize with anyone n the job. Keep your professional career and your personal affairs separate.
16. Join your organization - you never know when you will need them. Make a friend before you need one.

**Have A Better Career
Be A Participating Guardian**

IMPORTANT REMINDERS

1. Your dues are due on January 1st. of each year. After March 31st. you are delinquent.
2. Please stay financial; if you become delinquent you lose valuable benefits.
3. Make sure the organization has on file your name; address, and shield number, telephone number, and your command.
4. Make sure you know your faculty delegate and the elect d Officers of your Organization.
5. Meetings are held the second Wednesday at 6 o'clock each month at the Harlem State Office Building. Please attend.
6. Your Organization needs you, please attend meetings; serve on committees, and patronize your Organization' activities.
7. If you have death in your immediate family, please notify your Organization; we are here to assist you.
8. If you have problems on or off the job, consult with your Organization. It can help you.
9. If you have a grievance, put it in writing and notify your Guardian delegate, or grievance committee.
10. You should not only be interested in what your organization can do for you, but what you can do for it.

IN UNITY THERE IS STRENGTH!

CALENDAR OF EVENTS

- | | |
|--|-----------------|
| (1) Black and Hispanic Caucus | (Jan. - Feb.) |
| (2) Federation Luncheon | (March) |
| (3) Scholarship-Dinner Dance | (Mar.- Apr.) |
| (4) 369th Parade | (May) |
| (5) Awards Luncheon | (May - June) |
| (6) Albany Bus Trip | (June) |
| (7) Children's Olympics | (June - July) |
| (8) Summer Disco | (Aug. - Sep.) |
| (9) Afro-American Day Parade | (September) |
| (10) Memorial Service | (October) |
| (11) Christmas Party With
Donations to needy Children | (December) |
| (12) United Negro College Fund | (December) |
| (13) Seminars-Workshops | (Spring - Fall) |