

BYLAWS OF
COLORADO ASSOCIATION OF PRETRIAL SERVICES
(Revised April 2015)

ARTICLE I

NAME

Section 1. The name of this organization shall be the Colorado Association of Pretrial Services and shall be referred to hereinafter as "CAPS."

ARTICLE II

PURPOSE

Section 2. The purpose of CAPS is to join together those persons in Colorado who work in the area of Pretrial Services (i.e. release, diversion, etc.) and those persons who have an interest in the following;

- A. Promote the exchange of ideas and issues, professional competence and responsibility in Pretrial Services;
- B. Support the establishment of responsible professionals to provide Pretrial Services in the State of Colorado, to include legislative issues.

ARTICLE III

MEMBERSHIP

Section 1. Members of CAPS shall be those individuals, programs, organizations, or agencies who formally apply for membership and pay their membership dues for a current year. Members shall belong to one of the following categories:

Level I Membership:

Pretrial and Diversion Professionals: (employees of County, State or Federally operated Pretrial and Diversion Services departments).

Level II Agency Membership:

Pretrial and Diversion Agencies: (County, State or Federally operated Pretrial and Diversion Services departments).

Level III Membership:

Individuals, students, volunteers, interns, service provider employees: (i.e. treatment providers) and Criminal Justice Professionals not employed in either the Pretrial or Diversion Services fields (i.e. Probation, Parole, Community Corrections).

ARTICLE IV

MEMBERSHIP DUES/BENEFITS

Section 1. Membership dues will be reviewed by the Executive Committee at its November business meeting and adopted by a majority vote by the Executive Committee.

A. All members in good standing will be given advanced notice to all proposed changes.

Section 2. To remain in good standing with CAPS and receive benefits, annual membership dues shall be current. Annual membership is defined as the current calendar year.

Section 3. When a membership is paid by an organization for a staff member and the staff member leaves the organization, a replacement staff member may assume the membership for the remainder of the current year.

Section 4. Membership benefits will include:

A. LEVEL I MEMBERSHIP

- The right to run for and hold Executive Committee Office.
- The right to elect Executive Committee Officers.
- The right to nominate Level I Members for Executive Committee elections.
- The opportunity to attend Executive Committee meetings and provide feedback to the Executive Committee.
- Eligibility for training scholarship funds to the annual NAPSA Conference.
- The right to attend all trainings.
- The right to attend the annual NAPSA training conference at a reduced rate as a member of a NAPSA affiliate organization (CAPS).
- Training certificates

B. LEVEL II AGENCY MEMBERSHIP

- The right to run for and hold Executive Committee Office.
- The right to elect Executive Committee Officers.
- The right to nominate Level I Members for Executive Committee elections.
- The opportunity to attend Executive Committee meetings and provide feedback to the Executive Committee.
- Eligibility for training scholarship funds to the annual NAPSA Conference.
- The right to attend all trainings.
- The right to attend the annual NAPSA training conference at a reduced rate as a member of a NAPSA affiliate organization (CAPS).
- Training certificates

C. LEVEL III MEMBERSHIP

- The opportunity to attend Executive Committee meetings and provide feedback to the Executive Committee.
- The right to attend all trainings and events held by CAPS.
- Training certificates

ARTICLE V

EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of: President, Vice-President, Secretary, Treasurer and three Members-at-Large. Duties of the Officers shall be as follows;

- A. The President shall prepare the agenda and chair all general membership meetings and all meetings of the Executive Committee; attended Pretrial Executive Network meetings as a CAPS representative; shall assign special projects to Executive Committee Members as needed; shall sign and execute, in the name of CAPS, all contracts, deeds, or other instruments except in cases which the signing and execution thereof have been expressly delegated to some other Officer or Agent of CAPS by the Executive Committee.
- B. The Vice-President shall perform such duties as the President and/or the Executive Committee may designate and in the absence of the President, shall perform the duties of the President.
- C. The Secretary shall be responsible to keep record of all meetings; shall see that all notices are duly given in accordance with the provisions of these Bylaws; shall be the custodian of the records of CAPS during the term of Office; shall be responsible for sending notice to members regarding training, additional events and upcoming opportunities; shall be responsible for completing all updates needed for the CAPS website; and other such duties as may be assigned by the President or the Executive Committee.
- D. The Treasurer shall have charge of and be responsible to maintain all funds, securities, receipts, and disbursements of CAPS, and shall deposit, or cause to be deposited, in the name of CAPS, all monies or other valuable effects in such banks, or trust companies, or other depositories as shall be selected by the Executive Committee; shall prepare the CAPS budget report annually and report spending quarterly; shall ensure that NAPSA dues are expended annually; shall ensure all tax obligations are completed as needed throughout the year; shall render an account of the financial condition of CAPS at each general membership meeting and each meeting of the Executive Committee; shall complete updates to the PayPal account as needed; shall be responsible for receiving training registration and payment; and other such duties as may be assigned by the President or the Executive Committee.

- E. The Members-at-Large shall attend Executive Committee meetings, CAPS activities and assist in the planning and preparation for all CAPS sponsored events, and other such duties as may be assigned by the President or the Executive Committee.

Section 2. The business and affairs of CAPS shall be managed by the Executive Committee. The Executive Committee may exercise all the powers of CAPS between meetings of the membership and shall keep full and fair accounts of its transactions (i.e. use of credit card or checkbook). All spending must be pre-approved by the President and/or Treasurer. The Executive Committee shall be responsible for reviewing bylaws annually in accordance with article IX.

Section 3. Executive Committee Members shall serve a two year term. The term of the President, Secretary and one Member-at-Large will end on the alternate year of the Vice President, Treasurer and two Member-at-Large.

Section 4. Four members of the Executive Committee constitute a quorum.

Section 5. Selection of Officers shall be made by the membership of CAPS annually and by majority vote in accordance to article VII.

Section 6. Officer vacancies due to termination or resignation shall be filled by appointment of the President, with the exception of a vacancy in the Office of President. A vacancy in the Office of President shall be filled by the Vice-President, who shall fulfill the unexpired portion of the current term. All other Officers appointed to fill vacancies shall serve in their offices only the remainder of the term of the terminated or resigned Officer, but shall then be eligible to run for a full term in said office. Any member of the Executive Committee may, with cause, make a motion at any regular business meeting, to replace an Officer from his/her duties. A majority vote will constitute the final decision.

Section 7. The Executive Committee shall meet at least once per quarter during each year, said year beginning on each January 1. Special meetings of the Executive Committee may be called by the President, or by the least four members of the Executive Committee, upon submission to the President of a request for a special meeting. If a special meeting is called by at least four members of the Executive Committee, the President must schedule said meeting within fifteen days.

ARTICLE VI

ELECTIONS

Section 1. The President, Vice President, Secretary, Treasurer and Members-at-Large shall be elected in the month of December in the year the term expires, by majority vote of Level I and II Members in good standing. Elected Officials will take office in January of the year following December elections.

Section 2. Level I and II Members in good standing shall submit their letter of intent to the Secretary, electronically no later than October 15. Letters received past this date shall not be considered for election. All nominees shall be included on a written ballot, which shall be distributed electronically to Level I and II Members in good standing two weeks prior to voting. A Level I and II Member in good standing may request, from the Executive Committee, a hardcopy of the ballot to be mailed to them no later than two weeks prior to voting. All electronic and mail in ballots shall be received by the Executive Committee no later than 5:00 PM on the voting deadline. No ballots received past this date will be counted.

Section 3. Every Level I and II Member in good standing may cast one (1) vote per office vacancy.

ARTICLE VII

MEETINGS

Section 1. All Executive Committee meetings can be attended by members in good standing for the purpose of transacting business of CAPS. Members can request meeting location, information date and time from any Executive Committee Member or through the website. When possible, the meeting location, date and time will be posted on the CAPS website.

Section 2. All Level I and II Members who have paid their dues for the current year, shall be considered in good standing and eligible to vote for Executive Committee elections.

Section 3. Special meetings of the general membership may be called upon submission of a written request to the President of the Association, said request to be signed by no less than 25% of the general membership. Upon receipt of such a written request, the President must schedule a general membership meeting within thirty days.

Section 4. General members are encouraged to attend all scheduled Executive Committee meetings, but shall have no voting rights.

ARTICLE VIII

COMMITTEES

Section 1. The Executive Committee may create special committees upon recognition of the need for such committees. The President shall appoint a Chair for any special committee. Committee Chair may then appoint members of CAPS to their committees.

Section 2. Committee Chair shall expire with the expiration of the President's term or unless deemed necessary by majority of the Executive Committee.

ARTICLE XI

COLORADO PRETRIAL RISK ASSESSMENT

Section 1. The Colorado Pretrial Risk Assessment shall be referred to hereinafter as “CPAT.”

Section 2. The CPAT Manual, which was originally created by the Pretrial Justice Institute, shall be a document managed by the CAPS Executive Committee.

Section 3. The Executive Committee is responsible for reviewing requests to change contents in the manual at meetings when directed by the President or designee. Once changes have been made by the Executive Committee, they shall send amended information to all Members. The most current revision of the manual can also be found on the CAPS website.

Section 4. When CAPS Members have questions regarding how to score particular items within the CPAT, the CAPS Executive Committee shall be available for clarification.

ARTICLE X

BYLAWS

Section 1. These Bylaws may be amended by the Executive Committee at any meeting. The Executive Committee will notify Level I and II Members of proposed changes. In order for comments of the proposed changes to be considered, they should be received within 30 days from the notification date.

Section 2. Amendments to these Bylaws shall take effect when they have been approved by a quorum of the Executive Committee.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Section 1. This Association shall utilize *Roberts Rules of Order* as its parliamentary authority at all meetings of the Executive Committee and the general membership.

ARTICLE XII

DISSOLUTION CLAUSE

Section 1. In the event of dissolution of CAPS, all assets of CAPS shall be transferred to the National Association of Pretrial Service Agencies (NAPSA).

ADOPTED THIS 29TH DAY OF MAY, 2015.

President: 
STEVE CHIN


Vice President: 
CASEY BARILLA

Secretary: 
MALLORY STARR

Treasurer: _____
ANDREW BRADFORD

Member-at-Large: 
ALLISON TAPIA

Member-at-Large: 
ALLISON HEEMER

Member-at-Large: 
KAMIE COOLEY

