

KENTUCKY JAILERS' ASSOCIATION, INC.

Kentucky Jailers' Association Bylaws

ARTICLE ONE

Name

SECTION I: This organization shall be known as The Kentucky Jailers' Association, Incorporated, hereafter referred to as the KJA.

ARTICLE TWO

Preamble

SECTION I: The object of this organization shall be to form an organization, establish harmony of action, insure protection and success, provide pecuniary support, secure protection and to promote the best interests of the Jailers in the state of Kentucky.

ARTICLE THREE

Membership

SECTION I: Membership shall be defined as follows:

Every active Jailer, Deputy Jailer and Jailer-Elect of the State of Kentucky shall be eligible for membership in the Kentucky Jailers' Association.

Appointed Jail Administrators for Urban County Governments in the Commonwealth of Kentucky shall be eligible for membership in the Kentucky Jailers' Association.

Appointed Jail Administrators for Regional Jail Authorities in the Commonwealth of Kentucky shall be eligible for membership in the Kentucky Jailers' Association provided that the Regional Jail Authority pays dues in full for the size of facility it represents. Appointed Jail Administrators for Regional Jail Authorities shall not be eligible to vote or hold a position on the Kentucky Jailers' Association's Board of Directors.

For use in these By-Laws, the term Jailer shall mean any elected Jailer, or Urban County Government Corrections Administrator.

SECTION II: The President may, by resolution and approval of the Board of Directors, prescribe the conditions of eligibility, rights and privileges and procedure for the selection of Associate, Life Time and Honorary members; provided, however, that no Associate, Life Time or Honorary member shall be entitled to vote on any matter

before the association, nor shall he or she be eligible to hold any office in the association.

ARTICLE FOUR  
Association Dues

SECTION I: The dues of the association shall be set at the annual meeting. The structure is:

Group I	Jails with 301 or more certified beds	\$1,500.00
Group II	Jails with 201 to 300 certified beds	\$1,000.00
Group III	Jails with 101 to 200 certified beds	\$ 750.00
Group IV	Jails with 51 to 100 certified beds	\$ 500.00
Group V	Jails with 1 to 50 certified beds	\$ 250.00
Group VI	Closed Jails	\$ 100.00

Associate Memberships shall be \$250.00 per year.

SECTION II: If a jailer is or has been a member during their term and elects not to be a member, he/she must pay past dues in order to return to active member status.

SECTION III: The registration fees for all jail conferences shall be set by the Board of Directors. The fee structure should include the following: early bird registration fee, member fee, non-member fee, vendor fee, and vendor late fee.

ARTICLE FIVE  
Meetings

SECTION I: The annual business meeting of the association shall be held in conjunction with the annual jail improvement conference. The time and place of each annual meeting shall be established by the Board of Directors. Notice of the annual meeting shall be given to each member.

SECTION II: Special meetings of the association may be called at such time and place as the President or the Board of Directors may designate. Notice of such meetings shall be given to each member at least ten (10) days prior to the meetings.

SECTION III: Fourteen (14) Officers and Directors of the association shall constitute a quorum for the conduct of any business which may come before any regular or special meeting of the Board of Directors.

SECTION IV: The Board of Directors shall meet at least quarterly each year at preset times and places as set by the president and the board. Written notice of any special meetings of the Board of Directors shall be given to each Board member at least ten (10) days prior to such meetings.

ARTICLE SIX  
Officers/Directors

SECTION I: The following officers shall be elected at the Annual Jail Improvement Conference: President, Vice President, Treasurer, and Sergeant-At-Arms. These officers shall serve a two-year term. The President and Sergeant-At-Arms shall be elected on even years while the Vice President and Treasurer shall be elected on odd years. These officers and the immediate past president shall serve as the Executive Committee. In the event no immediate past president exist, the President shall recommend a jailer to fill the position. The recommendation must be confirmed by a vote of the full board. The Board of Directors shall consist of the Officers and the Directors as outlined in SECTION II below.

SECTION II: Twenty members of the Kentucky Jailers Association shall be elected to serve as the Board of Directors on an annual basis.

SECTION III: No member of the Kentucky Jailers' Association who is a member of an organization affiliated with jails and not sanctioned by the Kentucky Jailers' Association may serve as an Officer or Director of the Kentucky Jailers' Association.

SECTION IV: A vacancy shall be created when a jailer resigns or at the time a jailer vacates his/her office as a result of being defeated. Vacancies in any office, except that of President, shall be filled by recommendations of the President and with the confirmation of the Board of Directors for the unexpired term.

SECTION V: Any Officer/Director may be removed by the Board of Directors for cause shown. Any board member who misses two consecutive board meetings shall be removed from office unless excused by the President. It shall be the responsibility of the Board member to notify the President or Executive Director that they will be absent from a Board meeting. Any Officer/Director removed from a position on the Board of Directors shall not be eligible for nomination for the following election.

SECTION VI: The Filing Committee shall report the results of the filings for Officers and Directors of the association to the members attending the annual conference at the first business meeting. Filings shall be closed by the Filing Committee chairman thirty days prior to the

election at the Annual Jail Improvement Conference. No filings will be taken from the floor at the Annual Jail Improvement conference, however write in candidates will be accepted.

SECTION VII: The election of officers from among those duly filed shall be held at the date, place and time as approved by the Board of Directors during the Annual Jail Improvement Conference. Voting shall be by secret ballot or a voting machine certified by the Treasurer and filing committee. The Treasurer shall determine who is eligible to vote pursuant to section VIII of this section. The President shall designate an election committee which shall tally and certify the results of the election. The results shall be announced immediately. In the event of a tie, a coin toss will determine the winner.

SECTION VIII: No Jailer shall vote in any election or be eligible for filing for officer or director unless all dues and fees for his/her jail are paid in full. On all matters, including the election of Officers/Directors, each jailer shall have one vote. Continuing voting membership is contingent upon being up to date on all membership dues and fees owed to the Kentucky Jailer's Association. There shall be no proxy votes allowed at any regular or special meeting of the membership or Board of Directors.

SECTION IX: No member of the Board of Directors or Executive Board shall endorse any other individual for the office of jailer other than his or herself. However, this by law cannot restrict an individuals right to freedom of speech. If an individual chooses to exercise their freedom they shall not use the title of a board member or executive board member.

#### ARTICLE SEVEN Duties of Officers

SECTION I: President: He/she shall preside at all meetings of the association, appoint all committees, approval of all other committees, install his/her successor in office, and do all other things appropriate to his/her office. He/she shall also serve as chairperson of the Board of Directors. He/she shall only vote in case of a tie vote on matters before the Board or membership.

SECTION II: Vice-President: The Vice-President shall perform the duties of the President in the event of his/her absence or disability and succeed to his/her office in the event of a vacancy.

SECTION III: Treasurer: The Treasurer shall be the financial officer of the association and shall be responsible for overseeing the maintainace

of accurate financial records. All funds shall be collected by and deposited by the executive director or financial assistant as hired by the Board of Directors to the credit of the association in such depository or depositories as the Board of Directors may designate. The Treasurer shall approve the disbursement of the association's funds for authorized expenditures. The Treasurer via the financial assistant shall keep such records as the Board of Directors may prescribe. At each board meeting the treasurer with the help of the financial assistant shall report the financial status of the association and at each annual meeting of the association; he/she shall submit a complete written financial report to the membership. He/she shall upon request of the president, submit a report at anytime concerning the finances of the association. The financial assistant must furnish a bond prior to handling any funds as directed by the elected treasurer. The Association shall be responsible for the financial payment of aforementioned bond. Before commencing performance of his/her duties, the Treasurer shall furnish bond, with corporate surety, upon such terms and in such amount as the Board of Directors may prescribe. The bond shall be in favor of the association and conditioned upon the faithful performance of his/her duties. The premium on such bond shall be paid by the association. The treasurer shall be responsible for reconciling the bank accounts of the association, as well as approving all bills prior to being paid. The treasurer shall be one of the two signatures required on any checks written on behalf of the Kentucky Jailers Association.

SECTION IV: Sergeant-At-Arms: The Sergeant-At-Arms shall maintain order at any meetings of the association and shall act as doorkeeper at such meetings.

#### ARTICLE EIGHT Officers/Board of Directors

SECTION I: The business and property of the association shall be managed by the board of Directors. The President, Vice-President, Treasurer, and Sergeant-At-Arms, the twenty (20) directors elected by the association plus the immediate past President shall serve as the Board of Directors for their term of office.

SECTION II: The President shall serve as Chairperson of the Board of Directors, and in his/her absence or incapacity, the Vice-President shall serve.

SECTION III: The Executive Director shall serve as records custodian to the Board of Directors. He/she shall take minutes of all meetings of the Board of Directors and shall preserve them as permanent record. Furthermore, he/she shall keep financial records dating back

five years and shall aid the financial assistant in the financial bookkeeping of the association.

SECTION IV: In case of an emergency, as declared by the President, any transactions of business may be accomplished by mail, fax or other acceptable means of communication.

#### ARTICLE NINE Executive Director

SECTION I: The President may recommend an Executive Director who shall be approved by the Board of Directors.

SECTION II: The Executive Director shall be the business manager of the Association, subject to supervision by the President and the Board of Directors. He/she shall receive such compensation for his services as the Board of directors may direct. He/She may be required to furnish bond, with corporate surety on such terms and in such amount as the Board of Directors may prescribe. The bond shall be in favor of the association and the condition upon the faithful performance of his duties. The premium on such bond shall be paid by the association.

SECTION III: The Executive Director shall be directly responsible to the President and the Board of Directors for all matters involving the association. When called upon by any member, he/she shall render such advice and assistance in any matter pertaining to the member's public office as may be required.

SECTION IV: The Executive Director shall maintain a permanent office. Said office shall be maintained as a central headquarters of the association and all records and other documents of the association shall be kept there. The Executive Director shall maintain facilities for furnishing information to the members of the association.

SECTION V: The Executive Director shall assist the Legislative Committee in developing its programs and shall assist said committee in its activities before any session of the Kentucky General Assembly or other Legislative body.

SECTION VI: The Executive Director shall assist other committees duly appointed by the President.

#### ARTICLE TEN Committees

SECTION I: The Board of Directors shall serve as the legislative committee.

1. Any member of the association may appear before the committee to suggest legislation which would be of benefit to the members of the association;
2. The committee shall coordinate through the Legislative Research Commission in Frankfort on the wording of bills going to the Kentucky Legislature; and
3. The committee shall have power to represent and to speak for the association before the Kentucky General Assembly or any member thereof. The committee, acting in behalf of the association may agree to any amendment, revision or deletion in any bill or resolution in which the association may have an interest.

SECTION II: The President shall appoint a Nomination Committee no later than the last regular Board of Directors meeting prior to the Annual Jail Improvement Conference. The nomination committee shall attempt to provide a full slate of officers and board of directors for the election process.

SECTION III: The President shall appoint a Curriculum Advisory Committee to work with the Department of Corrections for the Jailers training curriculum for the upcoming year in accordance with KRS 441.115.

SECTION IV: Selection for the Kentucky Jailer of the Year.

1. The nominating committee shall meet in January to set deadlines which include submitting of nominations and voting ballots.
2. The nominating committee will accept nominations from any Jailer who is in good standing. The nominee must also be in good standing to be considered for this award. The nomination must be submitted in writing to the nominating committee and must include the Jailer's name, his county, and the reason for the nomination.
3. After nominations have been received, the Chairman of the Nominating Committee shall report them to the Board of Directors. The Board of Directors shall then review the nominations and select three (3) candidates.
4. The Nominating Committee shall prepare a ballot listing the three (3) candidates. Ballots will be mailed to all Jailers with instructions and a deadline to be returned to the Chairman of the Nominating Committee.

5. The committee shall tally the votes and report the results only to the Kentucky Jailers' Association President who will announce the winner at the annual Jail Improvement Conference
6. In the event of a tie, a coin toss will determine the winner.

SECTION V: Deputy Jailer/Correction's Officer Of-The-Year Award

i. Committee Protocol

Each year at the Summer Conference the Kentucky Jailers' Association shall recognize a Deputy Jailer or Correction's Officer in the State of Kentucky whose performance goes above and beyond the call of duty.

A. Deputy Jailer/Correction's Officer Awards Committee

1. The Deputy Jailer/Correction's Officer Awards Committee shall consist of the President of the KJA and four (4) members from the Kentucky Jailer's Association appointed by the President.
2. Committee members shall serve a term of one (1) year and may be reappointed.
3. The President shall appoint one member as the Chairperson

B. Eligibility for Awards

Any Deputy Jailer/Correction's Officer or any other jail employee of the State of Kentucky shall be eligible for award consideration.

C. Nominations of Employees for Awards

Nominations for awards shall be submitted by the Jailer, or Jail Administrator, in writing to the Chairperson of the Committee.

ii. CLASSIFICATION FOR CONSIDERATION OF AWARDS

Deputy Jailer/Correction's Officer of-the-year will be awarded each year at the KJA Summer Conference based on the submitted nominations of the following categories:

A. Medal of Honor

The Medal of Honor may be awarded to an employee who, while in the line of duty, distinguishes themselves by exceptional bravery in the face of serious, imminent danger to their life or personal safety above and beyond the call of duty.



B. Award of Valor

The Award of Valor may be awarded to an employee who distinguishes themselves by the performance of an act or acts when facing grave and imminent danger to their life above and beyond the call of duty.

C. Award of Merit

The Award of Merit may be awarded to an employee whose actions are instrumental in saving or attempting to save a life; whose work performance is extraordinary, as characterized by consistent and sustained effort and exceptional quality; by making a significant contribution to the community at large; or which adds significantly to improve facility operations.

iii. COMMITTEE PROCEDURE

1. The Chairperson will review all nominations on at least a quarterly basis and present the nominations to the Committee for review.
2. After reviewing the submitted nominations the Committee will give consideration for award.
3. Once the Committee determines the nominee(s) for award the Committee will make arrangements for presentation of awards.
4. All individuals that have received an award during the year between April 1<sup>st</sup> and March 31<sup>st</sup> will automatically be eligible for the Deputy Jailer/Correction's Officer of-the-year award.
5. Prior to the summer conference and after March 31<sup>st</sup> of each year the committee will review all award recipients and select three finalists to be recognized at the KJA Summer Conference. From those three finalists the committee will select one to be the recipient for the award.

iv. AWARDS RECOGNITION

1. Deputy Jailer/Correction's Officer of-the-year award will be presented at the KJA Summer Conference by the Chairperson of the Committee.
2. All other awards presented throughout the year will be presented by a member of the Committee to the recipient in the County in which they serve.
3. The Committee Chairperson will coordinate with the recipient's Jailer or Jail Administrator a date and time of the event.
4. The Committee Chairperson will coordinate with the recipient's Jailer or Jail Administrator all media releases regarding the award.

SECTION VI: The Board of Directors shall serve as the Annual Jail Improvement Conference Committee.

1. Beginning in 2003 the Kentucky Jailers' Association shall select future sites based on proposals submitted by proposed host jailers;
2. The Executive Director shall assist interested host jailers in soliciting proposals from hotels/motels;
3. Conference site proposals shall be solicited two years in advance with the exception of 2004, which shall be selected one year in advance; and
4. In the absence of a proposal from a host jailer the Board of Directors shall solicit proposals from various communities.
5. Conference site proposals shall be due no later than the last quarterly Kentucky Jailers' Association Board meeting prior to the annual conference.

SECTION VII: The President may, by resolution and approval of the Board of directors, appoint a member of the Kentucky Jailers' Association as the Kentucky Jailers' Association Chaplain. The Chaplain shall be responsible for performing necessary functions as directed by the President or the Board of Directors. The Chaplain shall not have a vote on the Board, unless he also serves as a Board Member.

#### ARTICLE ELEVEN Miscellaneous

SECTION I: Contracts executed by the Association shall be signed by the President or his/her designee and by the Treasurer.

SECTION II: The By-Laws may be amended by the Board of Directors at any meeting thereof provided that notice of the proposed amendment is contained in the notice of the time and place of the meeting. Each amendment shall be subject to approval of the membership at the next regular annual meeting.

SECTION III: These By-Laws shall become effective upon adoption by the membership at the regular annual meeting held this 7th day of January 2015, and shall govern the affairs of the Association.

President: Brad Boyd, Christian County Jailer

Vice-President: Vacant

Treasurer: Jamie Mosley, Laurel County Jailer

Sgt-At-Arms: Roger Ford, Marshall County Jailer