**KENTUCKY JAILERS’ ASSOCIATION, INC.**

**BYLAWS**

ARTICLE I

Name

The organization shall be known as The Kentucky Jailers’ Association, Limited Liability Corporation, hereafter referred to as “KJA.”

ARTICLE II

Preamble

The object of the KJA is to develop, operate, and maintain an organization to educate, promote, and support the interest of the Jailers and jail employees within the Commonwealth of Kentucky.

ARTICLE III

Offices and Agents

Principal Office: The principal business of the Corporation shall be conducted at the presiding Presidents official jail address. The Corporation may have other offices and places of business at such places within the Commonwealth of Kentucky as shall be determined by the Board of Directors.

Registered Office: The registered office of the Corporation shall be 601 Central Avenue, Newport, KY 41071. The address of the registered office of the Corporation may be changed from time to time as provided in the Kentucky Nonprofit Corporation Act.

Registered Agent: The Corporation shall maintain a registered agents in the State of Kentucky, the Registered Agents is The Executive Board of the KJA. Such registered agent may be changed from time to time as provided by the Kentucky Nonprofit Corporation Act.

ARTICLE IV

Membership

Membership shall be defined as follows:

Every duly elected or appointed Jailer pursuant to Section 99 or 152 of the Kentucky Constitution, Jailer-Elect, Appointed Jail Administrators for Urban County Governments and appointed Jail Administrators for Regional Jail authorities shall be eligible for membership in the KJA.

Appointed Jail Administrators for Regional Jail Authorities in the Commonwealth of Kentucky shall be eligible for membership in the KJA provided the Regional Jail Authority pays dues commensurate 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 KJA Board of Directors.

The President of the KJA, may, by resolution and approval of the Board of Directors, prescribe the conditions/requirements for the selection of Associate, Lifetime, and Honorary members. No Associate, Lifetime, or Honorary members shall be entitled to vote on any matter before the KJA, nor shall they be eligible to hold any office in the organization.

ARTICLE V

Association Dues

The annual dues of the KJA shall be proposed and approved at the annual meeting; or in case of an emergency with a substantial need may be approved by a majority vote of the board during an annual business meeting.

Category Dues

Group I Jails with 301 or more certified beds $1575.00

Group II Jails with 201 to 300 certified beds $1075.00

Group III Jails with 101 to 200 certified beds $825.00

Group IV Jails with 51 to 100 certified beds $575.00

Group V Jails with 1 to 50 certified beds $325.00

Group VI Associate Member $250.00

Group VII Closed Jails $175.00

The calculation of dues for a Regional Jail Authority in the Commonwealth of Kentucky shall include all certified beds within the area served by the Regional Jail Authority. Additionally, any KJA member with multiple facilities, shall pay dues based on the total of all certified jail beds as determined by the Department of Corrections.

Dues are to be calculated based on the Jailer’s certified beds as of the first day of the calendar year.

Any member of the KJA who elects to voluntarily discontinue their membership in the KJA shall pay all past dues in order to be considered a member in good standing. When a new jailer is elected in a county, he or she shall not be responsible for the delinquent dues of a past jailer. This provision may be subject to review by the executive committee.

All dues must be paid a minimum of sixty (60) days prior to the June 1.

Conference Fees

All Jail Conference registration fees shall be set by the Board of Directors. The fee structure shall include the following: early bird registration fee, member fee, member late fee vendor fee, and vendor late fee.

ARTICLE VI

Officers/Directors

Powers and Duties

The Board of Directors shall have all powers and duties necessary, appropriate, or convenient for the administration of the affairs of the KJA and for the management and operation of the KJA's property and activities and may do and perform all acts and things as are not prohibited by law, the Articles of Incorporation, or these Bylaws. These duties and power of the Corporation shall include, but not be limited to:

1. Establishing and reviewing board policies governing the KJA and its operations; and
2. Ensuring adequate resources for operation of the KJA; and
3. Establishing and supervising adequate accounting and financial procedures; and
4. Promoting the goals and purposes of the KJA, and Kentucky Jails and Jailers; and
5. Anything in these Bylaws to the contrary notwithstanding, the Board of Directors is not empowered to perform any activity on behalf of the KJA not permitted to be carried on by an organization exempt from Federal income taxation under Section 501 (c) (6) of the United States Internal Revenue Code.

Directors shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties. Nothing herein shall preclude any director from serving the KJA in any other capacity and receiving compensation therefor.

Twenty members of the KJA shall be elected annually to serve on the Board of Directors of the KJA.

The following officers shall be elected at the annual Jail Improvement Conference: President, Vice President, Treasurer, Secretary, and Sergeant-At-Arms. These officers shall serve a two-year term. The President and Sergeant-At-Arms shall be elected on even years and the Vice President, Treasurer, and Secretary shall be elected on odd years. The elected officers along with the immediate past president shall serve as the Executive Committee.

The Board of Directors shall consist of twenty elected Directors, five elected officers and the immediate past President of the KJA.

Only an elected or appointed Jailer pursuant to Section 99 or 152 of the Kentucky Constitution, charged with the responsibility of administering the jail may serve as a Director or Officer of the KJA.

Any vacancy which may occur on the Board of Directors or Officer’s position, due to resignation, death, incapacitation or as a result of being defeated through the democratic process, except the office of President, shall be filled by the recommendation of the President with the confirmation by the Board of Directors, to serve the unexpired term of the position. This appointment shall take place within 60 days of notification of the vacancy. In the event the presidency is vacated, the Board of Directors shall vote to elect a new president from their ranks, to serve the unexpired term.

Any Member, Officer and/or Director may be removed from the KJA by the Board of Directors for cause shown. Charges are to be preferred to the President of the KJA. The President shall have thirty (30) days to determine if the charges represent an offense that is of sufficient degree to justify removal. If the President determines the charges are serious in nature, he shall present the charges to a quorum of the Board of Directors for a vote to dismiss the charges or proceed with a hearing. At the hearing all charges shall be considered traversed and put in issue, and the trial shall be confined to matters related to the issues presented. Within forty-five (45) days after the charges have been presented to the board of directors, the President shall appoint a five (5) member committee of the board of directors to hear the charges. The President shall act as the hearing officer and not have a vote in the charges, unless to break a tie. At least twenty (20) days before the hearing the member accused shall be served personally or by registered mail with a copy of the charges and a statement of the day, place, and hour at which the hearing of the charges will begin. The hearing shall be conducted in a professional manner, but the rules of judicial evidence shall not be controlling. Any such hearing shall be open to the public. The decision of the board shall be final.

Filing committee

A filing committee shall be established for the purpose of presenting candidates for election to the Board of Directors. The filing committee shall consist of the Executive Director (ex-officio), a chair and the Executive Officers in their off-election years. Any Member seeking election to the KJA Board of Directors shall first pay their dues in full at least sixty (60 days) prior to June 1 and submit their intent to seek election to the KJA office at least thirty (30) days prior to the annual business meeting. The current address for election filings is 601 Central Avenue, Newport. KY 41071 or as amended by the Board of Directors.

All voting shall be by secret ballot, or a voting machine contracted by the filing committee. The election shall be held at a date, time, and place approved by the Board of Directors and when possible, held during the Annual Jail Improvement Conference. On all matters, each Jailer shall have one vote. Voting shall be in-person only, no proxies, or write in candidates are allowed. In the event of a tie, the winner shall be determined by KRS 118.425 (6).

No Member, in their official capacity as a member of the Board of Directors or Executive Board of the KJA, shall endorse for the office of jailer any other individual for the office of Jailer other than themselves.

ARTICLE VII

Meetings

Annual Meeting

The annual meeting of the KJA shall be held in conjunction with the annual jail improvement conference. For unforeseen purposes if unable to comply, the Executive Board may set a time and location to hold the annual meeting. The time, place, and manner of member notice of the annual meeting shall be established by the Board of Directors.

Special Meeting

Special meetings of the KJA may be called at such time and place as the President, or a majority of the Board of Directors may designate. Notice of such meetings shall be given to each member at least five (5) days prior to the meeting, the subject matter of the meeting may be sent by any reasonably acceptable electronic means.

Quorum and Voting

A quorum shall consist of a majority of the members of the Board of Directors. Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn; provided, however, that in the event of a vacancy on the Board of Directors or any such committee by reason of resignation, removal, death or otherwise, pending the appointment of a replacement director, a majority of directors then serving on the Board of Directors or any such committee shall constitute a quorum.

Each director shall have one (1) vote on each matter submitted to a vote of the Board or such committee.

Majority Action as Board Action

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater *or* lesserpercentage or different voting rules for approval of a matter by the board.

ARTICLE VIII

Duties of Officers

President

The President shall be the chairperson of the Board of Directors, preside at all meetings of the KJA, appoint all committees, install their successor in office, and all daily task for the benefit of the organization. The President shall only vote to break a tie in all matters.

Vice President

The Vice President shall perform the duties of the President in their absence or disability.

Past President

The Past President is the immediate past president of the KJA and shall act as an advisor and special assistant to the executive board.

Treasurer

The Treasurer shall be the head financial officer of the association. The Treasurer or his or her designees shall be responsible for maintaining accurate records and providing timely reports to the Board of Directors. The Board of Directors shall employee an accountant or bookkeeper to assist the Treasurer in maintaining the KJA financial records. All KJA funds shall be deposited by the Treasurer or his or her designee in a financial institution as designated by the Board of Directors. The Treasurer or his or her designee shall collect and deposit all monies owed the KJA, pay all KJA expenses, and provide financial reports, as prescribed by the Board of Directors, at every regularly scheduled Board of Directors meeting and the annual KJA business meeting. The Treasurer and his or her designee shall furnish bond, with corporate surety upon terms approved by the KJA Board of Directors. The premium for any surety bond shall be paid by the KJA.

Secretary

The Secretary shall be the record keeper and take meeting minutes at all meetings of the KJA. The Secretary will also call role at the meetings of the KJA to ensure that there is a quorum for the meeting.

Sergeant-At-Arms

The Sergeant-At-Arms shall act as doorkeeper and maintain order at any KJA meetings.

ARTICLE IX

Executive Director

The President may recommend an Executive Director who shall be approved by a vote of the Board of Directors. The Executive Director shall facilitate the daily business of the KJA by direction of the President and Board of Directors. They shall receive compensation as determined by the Board of Directors. Bond shall be required if the Executive Director handles any cash or cash equivalents of the KJA.

The Executive Director shall answer directly to the President concerning all KJA matters, he or she should be available to advise all Members of the Association.

The Executive Director shall take official meeting minutes in the absence of the Secretary of the Board of Directors and maintain a permanent record of the meeting minutes.

The Executive Director shall assist the Legislative Committee in developing programs and presenting KJA priorities before any session of the Kentucky General Assembly or other legislative body. The Executive Director shall perform all duties as assigned by the President, Executive Committee, and Board of Directors.

ARTICLE X

Committees

The President shall appoint all committee members, with the Board of Directors’ approval.

Legislative Committee

The Legislative Committee shall consist of ten (10) members of the KJA, appointed by the President. The President or his designee shall serve as the chairperson and may appoint a vice chairperson to act in their absence.

Any KJA member may appear before the KJA legislative committee to suggest legislation which will benefit the KJA members and jails.

The Legislative Committee shall have the authority to represent the KJA before the Kentucky General Assembly and any member thereof. The committee, acting on behalf of the KJA, may agree to any amendment, revision, or deletion in any bill or resolution in which the KJA may have an interest.

Ethics Committee

The ethics committee shall be established for the purpose of hearing and/or investigating ethics related matters of Kentucky Jailer’s Association and its members. The KJA President shall appoint a 6-member committee that is comprised of elected jailers who are members of the association in good standing.

The term of the appointed committee shall be a 12-month calendar year period. These members will hear / investigate ethics related matters and make recommendations to the executive board of the KJA. These ethics related matters include but are not limited to criminal activity, professional misconduct, and general conduct that could discredit the association, its members, or the Office of Jailer.

Upon the decision of the executive board, the affected member can appeal to the KJA President. An appeal hearing will be conducted with the final decision on the matter resting with the full KJA Board.

Curriculum Committee

The President shall appoint a Curriculum Advisory Committee, consisting of five (5) members of the KJA, to propose and coordinate training with the Kentucky Department of Corrections in accordance with KRS 441.115.

Jail Improvement Conference Committee

The Board of Directors of the KJA shall serve as the Annual Jail Improvement Committee. The KJA shall select future sites based on request for proposals written by the conference coordinator and approved by the Executive Board. Conference sites shall be chosen, when possible, two (2) years in advance.

Kentucky Jailer of the Year Committee

The President shall appoint a Kentucky Jailer of the Year (KJY) Committee, consisting of five (5) members of the KJA. The KJY Committee shall meet in January of each year to set deadlines for the submission of nominations and approval of ballots. Nominations may be for any Jailer in good standing. The nomination shall be in writing, and include the Jailer’s name, county of residence, and qualifications for KJY. No Jailer may self-nominate for KJY. The KJY Committee shall forward the nominations to the Board of Directors who shall review the nominations and select three final candidates for the KJA general membership to vote upon. The KJY Committee shall prepare a ballot listing the three (3) candidates and mail the ballots to all members in good standing along with instructions and the deadline for return of their vote. The KJA Committee shall tally the votes and report the results to the President, who will announce the winner at the annual Jail Improvement Conference.

In the event of a tie in the KJY election, a coin toss shall determine the winner. The President shall preside over the coin toss. A quarter shall be used. The Jailer whose name comes first in the alphabet shall make the call of “heads” or “tails” while the coin is in the air and the coin shall be allowed to fall to the floor.

Deputy Jailer/Correction’s Officer Awards Committee

The Deputy Jailer/Correction’s Officer Awards Committee shall consist of the President and four (4) members of the KJA appointed by the President. Members of this committee shall serve a one (1) year term and may be reappointed to successive terms. The President shall appoint a member of the committee as chairperson.

The committee shall establish deadlines for nominations. The Deputy Jailer/Correction’s Officer of the Year award is awarded annually at the KJA summer conference. To be eligible for an officer award, nominees shall have a minimum of five (5) years of documented experience in the field of corrections. Nominations for awards shall be submitted by the officer’s Jailer or Jail Administrator, in writing to the Chairperson of the Deputy Jailer/Correction’s Officer Awards Committee.

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.

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 correction facility operations.

Civilian Award

The civilian award may be given to any non-sworn staff who goes above and beyond the call of duty to ensure the safety, security, and well-being of the local correctional facility, its staff or inmates. The applications for this award shall be given to the Deputy Jailer of the year Committee for selection. Two awards may be given from this category each year.

Committee Procedures

1. The Chairperson will review all nominations at least quarterly and present the nominations to the full Committee for review and award consideration.
2. Upon determination of award merit, the Committee shall notify the recipient’s Jailer/Administrator of the award and a Committee Member shall make arrangements to present the award to the recipient.
3. All award recipients recognized during the year prior to the KJA annual conference, are automatically nominated and eligible to receive the Deputy Jailer/Correction’s Officer of the Year Award.

ARTICLE XI

Miscellaneous Provisions

The President may, by resolution and approval of the Board of Directors, appoint a member of the KJA as the KJA 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.

Contracts executed by the KJA shall be signed by the President, or their designee and by the Vice President and or the treasurer. Any contract exceeding $10,000 shall be ratified by the Executive Board.

The Bylaws may be amended by a majority vote of the Board of Directors at any meeting thereof, provided that notice of the proposed amendment is included with the time and place of the meeting. Each amendment shall be subject to approval of the Membership at the next regular annual meeting.

These Bylaws shall become effective upon adoption by the Membership at the regularly scheduled meeting held this \_\_\_ day of \_\_\_\_, 2024, and shall govern the affairs of the KJA until amended.