

# GUARDIANS

ASSOCIATION, INC.



CONSTITUTION & BY-LAWS

# TABLE OF CONTENTS

Article I (Name, Seal and Banner) .....	4
Article II (Purpose).....	5
Article III (Membership).....	6
Article IV (Officers).....	7
Article V (Committees).....	11
Article VI (Meetings).....	15
Article VII (Amendments).....	15
Article VIII (Quorums).....	16
Article IX (Grievance Procedure) .....	16
Article X (Nominating/Election Procedure) .....	17

## BY-LAWS

Article I (Membership, Dismissal, Impeachment, Hearings, Reinstatement and Payment of Dues) ....	19
Article II (Monies).....	21
Article III (Sick/Welfare Fund) .....	22
Article IV (Resume of Benefits) .....	23
Article V (Scholarship).....	24
Advice to the Membership.....	25
Have a Better Career.....	26

# CONSTITUTION AND BY-LAWS

First Edition

Ratified and adopted 1977

1<sup>st</sup> Revised Edition

Ratified and adopted September 1981

2<sup>nd</sup> Revised Edition

Ratified and adopted November 1983

3<sup>rd</sup> Revised Edition

Ratified and adopted November 1987

4<sup>th</sup> Revised Edition

Ratified and adopted December 1992

5<sup>th</sup> Revised Edition

Ratified and adopted October 1998

6<sup>th</sup> Revised Edition

Ratified and adopted January 2016

## CONSTITUTION AND BY-LAWS REVISION COMMITTEE

Verna Burt Chairperson

Kenneth Burris Co-Chair

Vincent Capers Co-Chair

Charles Billups

Christopher B. Lynch

Regina Washington

## 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, Inc., Dept., of Corrections, New York, NY.

**Section 3.** The Organization shall have a banner with the following information and fitting the following description. Black, red 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 located inside the top center with balance and scale on the face at lower center middle thereof at the upper part of shield is inscribed “Correction Guardians Association, Inc.” At the bottom of the shield is inscribed “The City of New York”.

## Article II

### Purpose

**Section 1.** The Organization is a Fraternal Organization formed to develop and preserve the spirit of comradeship and fellowship among 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 relationships 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 may be granted in three (3) categories: ACTIVE, HONORARY, AND CONTINUED/RETIRED).

Members in good standing shall be defined as a member whose annual dues are paid in the current year.

Section 1. Active Membership: Any member of the Department of Correction uniformed, 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 may participate in all organizational activities. Wherever the word 'member' appears it shall mean a member in good standing.

Section 2. Honorary Membership: 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 Membership: Those who have 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 REGARDS 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 MEMBBERSHIP.

## ARTICLE IV

### ELECTED OFFICERS

(Qualification, Term of Office, How to be Elected Ranking in the Organization, Duties, Etc.)

Section 1. President- Qualifications: A member in good standing on the role of the Organization for no less than one (1) year prior to a nomination; a member of the Department of Correction, City of New York, Retiree, 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 members on the role of the Organization as of October 1<sup>st</sup> in the year set aside for election. 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 the Ex-Officio member of all Committees of the Organization; except the 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 and 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 Organization, except Nomination/Election Committee; may call an emergency meeting for the Organization or any Committee as conditions warrant; SHALL BE CO-SIGNATOR ON ALL FISCAL DOCUMENTS TOGETHER WITH THE TREASURER AND THE FINANCIAL SECRETRETY; shall be signatory for all papers and documents together with the recording Secretary and 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 with 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/her stewardship; at the end of his/her term of office turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 2. First (1<sup>st</sup>) Vice President: Qualification, term of office, manner of election, the same as the President. Second (2<sup>nd</sup>) 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, shall serve as President, if the position is vacated for any reason whatsoever; shall be a member of the Executive Committee and the Entertainment Committee; shall be the Vice Chairperson of the delegation to the Grand Council Negro Federation and the NBPA; at the end of his/her term of office turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 3. Second (2<sup>nd</sup>) Vice President: Qualification, term of office, manner of election, the same as the President. Third (3<sup>rd</sup>) ranking officer of the Organization. Shall be responsible for the recruitment and training of delegate; shall preside in the absence of the President and 1<sup>st</sup> Vice President at a regular or Special meeting of the Organization; shall be chairperson of the Membership Committee; shall be a member of the Executive and Entertainment Committees; shall perform any other duties so designated by the President; shall oversee all committees to ensure they are operating within their guidelines and timelines; at the end of his/her term of office turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 4. Third (3<sup>rd</sup>) Vice President: Qualification, term of office, manner of election, the same as the President. Fourth (4<sup>th</sup>) ranking officer of the Organization. Shall be responsible to carry out any duties appointed by the President, shall preside in the absence of the President, 1<sup>st</sup> Vice and 2<sup>nd</sup> Vice Presidents at a regular or Special meeting of the Organization; shall be the chairperson of the Grievance Committee shall be a member of the Executive and Entertainment Committees; shall be the reason for a vote not to be stalemated at a tie; at the end of his/her term of office turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 5. Executive Secretary: Qualifications, term of office, manner of election the same as the President. Fifth (5<sup>th</sup>) 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; shall be a member of the Executive Committee, 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 or agencies of the department together with the President or his/her duly appointed delegate(s) or proxy(ies), shall record minutes of the same; to assist the President in the preparation of his/her term of office, at the end of his/her term of office turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 6. Treasurer: Qualifications, term of office, manner of election the same as the President. Sixth (6<sup>th</sup>) ranking officer of the Organization. Shall be responsible for the handling of all monies or fiscal deposits and holdings; to keep a true and accurate account of the 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; shall 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; shall disburse funds by check or cash, upon request and approval of the General Membership; shall be signatory together with the President and the Financial Secretary for the disbursement of Organization funds; shall submit a financial report of his/her stewardship at the end of March, June, September and December of each year inclusive to this report the Treasurer is responsible for making a presentation of the status of the EIN number and 501c3 (Non-Profit) status, or when asked by the Executive Committee; shall be responsible for filing the form 990 with the IRS to enable the Organization to maintain its Non-Profit tax exempt status; shall be held accountable for any misappropriation of funds that are found to be the cause of the treasurer's negligence; shall be a member of the Executive and Entertainment Committee; shall communicate to the President prior to all meetings the available balance to give clarity of the spending limit; at the end of

his/her term of office turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 7. Financial Secretary: Qualifications and term of office, manner of election the same as the President. Seventh (7<sup>th</sup>) ranking officer of the Organization. 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 keep proper records as to the name and address of all Members; making proper receipt of the 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 arch of each calendar year; shall notify all Delegates in writing of all delinquent members in their commands; shall submit to the General Membership at the end of each year a true financial report of his/her stewardship; shall communicate to the President prior to all meetings the available balance to give clarity of the spending limit; at the end of his/her term of office turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 8. Recording Secretary: Qualification and term of office, manner of election the same as the President. Eighth (8<sup>th</sup>) ranking officer in the Organization. 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, 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 or appointed Officers, Delegates and proxies relative to the business of the Organization; shall be a signatory together with the President on all documents bearing the Organization Seal; shall call the role of Officers at all Regular Meetings; shall read the agenda; shall perform any other duties so designated by the President; shall record the minutes of all regular meetings; shall issue Certificates of Appointment bearing the Organization Seal together with the signature of the President and/or Executive Secretary confirming special appointments, commissions, or honorary awards designated and confirmed by the General Membership; at the end of his/her term of office turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 9. Corresponding Secretary: Qualifications and term of office, manner of election the same as the President. Ninth (9<sup>th</sup>) ranking officer of the Organization. Shall acknowledge under direction of the President or his proxy, receipt of all communications to the Organization; shall notify the General membership of all Regular, Special or Committee membership meetings by any medium as directed by the President or his/her proxy; shall be responsible for the care and maintenance of any equipment used by his/her office in the discharge of his/her duties; shall be a member of the Executive and Entertainment Committees; shall maintain a file system of all organization correspondence including all committees as well for quick appraisal and verification; at the end of his/her term of office turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 10. Business Manager: Qualifications and term of office, manner of election the same as the President. Tenth (10<sup>th</sup>) ranking officer in the Organization. Shall be a member of the Executive and Budget Committees; 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; shall keep a copy of all business transactions; shall make an annual report for his/her stewardship to the General Membership; at the end of his/her term of office turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 11. Sergeant-At-Arms: Qualifications and term of office, manner of election the same as the President. Eleventh (11<sup>th</sup>) ranking officer in the Organization. Shall be a member of the Executive and Entertainment Committees, shall be Chief-Master-of-Arms of any group of members of the Organization; shall be so notified of any appearance in strength at any affairs a guard of honor may be needed (i.e. a protective unit, a funeral detail or an usher unit); shall keep order at all Regular meetings or Special meeting of the Organization at the direction of the President or his/her proxy; shall be the 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 turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 12. Board of Directors: Qualifications and term of office, manner of election the same as the president. Shall be members of the Executive and Entertainment Committees; shall consist of past Executive Committee members. The number shall be seven (7) members.

Functions: Advisory committee to the Executive Board and all committees: To preside over all trial, hearings and impeachment proceedings against members or elected officials of the Organization. The Board of Directors shall meet at least four (4) times per 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 the same; at the end of his/her term of office turn over to his/her successor Organization property and documents entrusted to his/her care curing his/her stewardship (within thirty (30) calendar days).

Section 13. Delegates: Qualifications must be financial as of October first (1<sup>st</sup>) of the election year. Term of office is the 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*.

Function: To attend all Executive Committee and membership meetings unless excused for good cause; be responsible for the continuous recruiting of new members from his/her command, keep membership within command informed on all Guardian matters; receive and forward all dues and assessments to the Treasurer without delay and maintain accurate records of paid up and/or delinquent members within their command; notify the 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 1. Standing Committees

- A. The Executive Board: The highest governing body of the Organization and is made up of the ten (10) elected officers from the President to the Sergeant-At-Arms.
- B. 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 election of Officers of the Organization; to determine the policy of the Organization. To approve appointments made by the President.
- C. The Board of Directors: shall serve as the committee on impeachment, hearings and removals upon presentation of facts in writing attested by competent witnesses, due to acts of commission or omission that are criminal, of any elected or appointed officer or member that is considered improper or otherwise in accordance with the Constitution and By-Laws of the Organization or the Rules and Regulations, laws, statutes, etc. of the Department of Correction of the City of New York, of the State of New York of the United States Government. The Chairperson shall be the presiding officer and the next plurality vote shall be the committee secretary. Persons making charges and being charged cannot be part of the Committee on impeachment trials and removal, to serve as overseer of the election process and to resolve any issue or challenge that may occur in a timely manner.
- D. Sick and Welfare Committee: Term of office is three (3) years. The 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 the same for their consideration.
- E. Budget Committee: Term of office three (3) years to consist of the President, the Treasurer, the Financial Secretary, the Business Manager, Delegates and voluntary members 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 a budget plan for its approval and enactment. The President shall select the Chairperson of this committee and they will select its own secretary.
- F. Membership Committee: Term of office is three (3) years. The Second Vice-President shall serve as Chairperson of this committee. This committee shall 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. To report the progress at each regular meeting and to make the necessary recommendations for the good and welfare campaign. Shall be responsible for the issuance, processing and substance of applications of new members and their reinstatement of delinquents, making the proper reports same to the General membership for final consideration.
- G. Entertainment Committee: Term of office is three (3) 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 reports to the Executive Committee no more than thirty (30) days after the termination of any affair fiscal or otherwise.

- H. Delegation to the Federation of Negro Civil Service Employees Organization: Term of office is 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.
- I. Delegation to the Grand Council of Guardians: Term of office is three (3) years. To consist of the President as Chairperson, the First Vice-President as Vice-Chairperson and five (5) other delegates appointed by the President. The chief function of all delegates shall be to report to the General Membership on all activities the Correction Guardian Association and the NBPA.

## Section 2. Appointed Committees

- A. Board of Trustees: Shall consists 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.
  - Function: To serve as liaison to the President to outside agencies and organizations, community groups, and political officials for the good of the Committees. To serve as advisor to the President and to the Organization as well as attend all Executive Committee, Membership and Committee meetings.
- B. 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 "Robert's Rules of Order" for said usage. At the end of his/her term of office shall turn over this book to his/her successor (within thirty (30) calendar days).
- C. Chaplain: Shall be appointed by the President. To serve as a member of the Sick and Welfare, 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 shall turn over to his/her successor all property belonging to the Organization (within thirty (30) calendar days).
- D. Historian: Appointed by the President. Shall compile and document all historical data relative to the birth, growth and present functions of the Organization and its members; to submit the same to the Director of Public Relations for publication; shall be a member of the Executive and Entertainment Committees; at the end of his/ to turn over her term of office to his/her successor any and all property belonging to the Organization (within thirty (30) calendar days).
- E. Constitution and By-Laws Committee: The President appoints the chairperson. Selects own Vice-Chairperson and Secretary. Shall consist of volunteers 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.

- F. Education/Scholarship Committee: President appoints the chairperson and at least four (4) others to form the committee; 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 Association.
- G. Nomination/Election Committee: The Executive Committee shall select and approve the Chairperson. Consists of Delegates from all the institutions of the Department of Correction; to make the proper nominations (checking with the Financial Secretary for standing on the role 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 with the Constitution and By-Laws of the Organization. To certify the final tabulation of official votes for the election of officers. The secretary of this committee shall; call the role of duly elected officers at the following regular membership meetings 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 the committee. At the end of his/her term of office to turn over to his/her successor all records and property belonging to the Organization within thirty (30) calendar days.
- H. Grievance Committee: 3<sup>rd</sup> Vice President shall be the chairperson and at least four (4) others, select own Vice-Chairperson and Secretary. The chief function of 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.
- I. Legal Committee: President shall appoint the 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 with or possess 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.
- J. 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, particularly to examine the books of the Treasurer, the Financial Secretary or any other person handling fiscal business of the Organization.
- K. 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 for the newsletter who are reliable and experienced members of the Organization for the benefit of all, to work with the Historian in the compilation and publication of 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).
- L. Memorial Committee: President to appoint the Chairperson and at least four (4) others. The Committee selects their own Vice Chairperson and Secretary. The chief function of this committee shall be to organize and supervise the annual memorial service.

- M. Awards Committee: President to appoint Chairperson and at least four (4) others. The Committee selects their 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.
- N. Children's Olympics: President to appoint Chairperson and at least four (4) others. This Committee selects their 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.
- O. Civilian Affairs Committee: President to appoint Chairperson and up to four (4) others. This Committee selects their own Vice Chairperson and Secretary. The chief function of this committee shall be to serve as liaison between the civilian members of the Department of Correction and the Organization.
- P. Public Affairs Committee: President to appoint the Chairperson. The chief function of the Committee shall be to keep the Organization informed of all significant events happening in the public sector that may affect the Organization and to make media contacts.
- Q. ADHOC/Special Committee: President to appoint Chairperson and Vice Chairperson and at least five (5) others 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 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 human hood 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
- R. Building Committee: President to appoint Chairperson and at least four (4) others. This Committee selects their 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 are optional). Membership meetings shall take place during the second (2<sup>nd</sup>) week on Monday of each month. The Executive Committee shall designate the specific dates of meetings and official notice will be transmitted to delegates' homes to be posted in all commands at least two (2) weeks prior to each meeting.

Section 2. The Executive Committee shall meet at least once in each month of the year. The first (1<sup>st</sup>) Wednesday of each month.

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

Section 4. The provisions of "Robert's 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 proposed 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 two (2) weeks prior to 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 (1/3) of the members voted in opposition to the proposed Amendment.

Section 5. At the General Meeting that this Constitution presented 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 be 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 of the members 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

Section 1. A member of the Organization shall submit his/her grievance in writing to their respective command delegate.

Section 2. After a preliminary investigation the delegate or committee member will submit the member's grievance to the committee.

Section 3. If the committee is unable to resolve the grievance or complaint informally, the committee will take your matter under advisement and will notify you, the grievant, within ten (10) business days whether the committee will handle your complaint and offer information as to what course of action that should be pursued.

Section 4. Should an emergent condition exist, the committee chairperson will be contacted and immediate effort will be made to resolve the grievance.

# Article X

## Nomination/Election Procedure

Section 1. The Nomination/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 1<sup>st</sup> in the election year.

Section 2. On the second (2<sup>nd</sup>) Monday in September of the election year the Nomination/Election Committee shall present to the membership the guidelines according to the Constitution for the upcoming election (including qualifications, dues deadline date, resolution 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 1<sup>st</sup> within three (3) days of that date.

Section 4. Slates of candidates and persons running for office shall be submitted in writing to the Nomination/Election 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 2<sup>nd</sup> Monday 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 any.

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

Section 8. The Nominations/Election Committee must verify the acceptance of nomination from all persons not present at the nominating meeting prior to finalizing the ballot. Persons not accepting nomination may be removed from the 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 the Executive Board and the Board of Directors positions until October 30<sup>th</sup> of 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 10. 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 the committee prior to the Election Day.

Section 11. On the 2<sup>nd</sup> 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 Board members and Trustees. Delegates may also be announced but pending verification of qualifications.

Section 12. All challenges to the nominations or election procedures shall be received in writing no later than three (3) days after the nomination or election meeting by the Nomination/Election Chairperson.

Section 13. After receiving a bonafide challenge the Nomination/Election Committee shall meet immediately to resolve any issues and notify members in writing of its disposition within five (5) business days. If the 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 14. 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 1<sup>st</sup> of the new year.

# BY-LAWS

## ARTICLE I

(Membership, Dismissal, Impeachment, Hearings, Reinstatement and Payment of Dues)

Section 1. Vacancies for President and 1<sup>st</sup> Vice President- In the event of a vacancy for President it shall be filled automatically by the 1<sup>st</sup> Vice President and the 2<sup>nd</sup> Vice President shall become the 1<sup>st</sup> Vice President.

Section 2. If for any reason vacancies for President or 1<sup>st</sup> Vice President cannot be filled by the succession of officers the Executive Committee or Board of Directors will make a recommendation to the membership as to the course of action.

- A. They can recommend a member from the Executive Board or Executive Committee to 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 2<sup>nd</sup> Vice President down to the Sergeant-at-Arms shall not be filled by the succession of other officers. Said vacancies shall for their unexpired term, be filled by persons chosen for that office by the President with the approval of the Executive Committee by a majority vote.

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 or suspended for conduct prejudicial to the high morals of the Organization.

Section 6. Reinstatement: Any member whose membership has been terminated for nonpayment of dues may be 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 bringing charges and persons being charged cannot sit in judgement at the hearing.

Section 8. Hearing: The Board of Directors shall hold hearings of all cases where charges are made against members of Officers of the Organization. Written notice of the proposed action shall be given to the officer at least two (2) weeks before the 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 proceedings involving the President or 1<sup>st</sup> Vice President of the Organization all members shall be notified by mail of such action and vote at least ten (10) days before the date of which meeting is to be held.

## ARTICLE II

### MONIES

Section 1. Annual dues shall be thirty-five (35) dollars. Dues are due on January 1<sup>st</sup> of each calendar year.

Section 2. Any new member joining the Organization for the first time after October 1<sup>st</sup> 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 his/her dues forfeits all benefits enjoyed by financial members. All members that have not paid their dues by March 31<sup>st</sup> of any calendar year shall be considered delinquent.

Section 4. Any member who's check bounces will be responsible for the Organization's fees.

Section 5. The spending limit for the President in any thirty (30) day period shall not exceed the amount of two hundred fifty (250) dollars 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 receipts for any amount spent.

Section 6. The spending limit for the Executive Committee shall be twelve hundred (1200) dollars in any thirty (30) day period. The membership must approve any money issue above that amount after approval by the Executive Committee.

Section 7. Once a specific project along with its expenses or projected expenses have been approved by the Executive Committee (\$1200 limit) or by the membership (over \$1200) the money issue does not have to be resubmitted or put back on the floor when payment is due. The amount of such payments shall count towards the monthly spending limit in the month payment is to be made.

Section 8. Any member who owes monies for any reason or collects monies designated for 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 and receive a receipt for the same.

Section 9. Any member who collects monies belonging to the Organization pursuant to Section 7 and fails to pay 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 10. 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 the Constitution.

Section 11. All outside requests 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 determine the amount within its limits or present its recommendations to the membership body for approval.

Section 12. No one (a member or otherwise) shall be allowed to promote a product or business before the membership unless authorized to do so by the President, Executive Board or Executive Committee.

Section 13. 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 the check(s).

Section 14. 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 15. It shall be adopted as standard procedure for the Organization to sponsor the President and 1<sup>st</sup> Vice President or their designees (two (2) members only) on trips that require them to represent the Organization. (Travel lodging and conference fees)

Section 16. It shall be the duty of the President and 1<sup>st</sup> Vice President or their designees to present a projected list of expenses they expect to incur for approval by the Executive Committee and membership thirty (30) days prior to the trip date.

Section 17. All Committee Chairpersons must give a financial report to the Business Manager within thirty (30) day after an event takes place, who will after examination, present it to the Executive Committee. A copy of the financial statement shall be given to the President, Treasurer, Business Manager and Financial Secretary.

## ARTICLE III

### SICK AND WELFARE/LEGAL FUND

Sick and Welfare Fund: The Chairperson or this committee shall be the 1<sup>st</sup> Vice President. This committee has been established to enable the Organization to be able to provide funds for sick and death benefits for Guardian members. One (1) dollar of each member's dues will be paid to this fund each year on January 1<sup>st</sup>. 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 the Correction Guardian Association, Inc. Sick and Welfare Fund shall pay a cash benefit of two hundred fifty (250) dollars to a surviving family member and donate flowers not to exceed seventy-five (75) dollars.

Section 2. The Sick and Welfare Fund Committee, upon notification and verification of the death of any 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) dollars in the name of the NYC Department of Correction Guardian Association, Inc.

#### Paid Up Life Membership

Section 1. Qualification: Any active or retired member who has 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 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. All members that have the Paid Up Life Membership are required to ensure the Financial Secretary has accurate contact information.

## 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 (1000) dollars each shall be presented to the two (2) candidates with the highest SAT scores making the total awards to be distributed two thousand (2000) dollars for this category.

Section 2. A cash award of five hundred (500) dollars each shall be presented to the next three (3) candidates with the next highest SAT scores making the total awards to be distributed fifteen hundred (1500) dollars for this category, 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 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<sup>st</sup> of each year and end January 1<sup>st</sup> of the next year, a period of four (4) months. The awards shall be presented at the Annual Scholarship Dinner Dance, Special Awards Event or Awards Luncheon.

Section 5. The Correction Guardian Foundation will fund and operate the scholarship fund of the Correction Guardian Association, Inc. that will distribute a minimum of six (6) Annual Scholarships to youth sponsored by Correction Guardian Association members. The requirement for scholarship qualification will be in accordance to those set by the Correction Guardian Association.

Section 6. The Correction Guardian Association's annual scholarship awards shall honor the following distinguished members of the Organization and shall be known as: THE COMMISSIONER 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 PEMBERON 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 (500) dollars each upon recommendation of the Education Committee. Any surplus monies left over shall roll over to the next year's awards.

Submitted and approved by:

*Vincent Capers*

---

Vincent Capers, President

*Verna Burt*

---

Verna Burt, Chairperson of By- Laws Committee

*Reginald Fisher*

---

Reginald Fisher, Executive Secretary

On this 11 day of April in the year of our  
Lord 2016.

## ADVICE TO THE MEMBERSHIP

AN ORGANIZATION IS ONLY AS GOOD AS ITS MEMBERS!

### COME MAKE US STRONGER

1. Read and know your Rules and Regulations.
2. Be at all times fit for duty.
3. Obey the last order given without question. Use your memo book: these may be used as legal documents. Use discretion.
4. Have an experienced officer review your reports before submitting them. Always contact an officer, preferably your delegate (union or Guardian) when writing a report of any kind.
5. Be very careful when writing reports and once you write it do not change it for anyone regardless of the undue pressures that may be put upon you. Have your report looked over by an experienced officer who knows the Rules and Regulations as well as the Use of Force Directive and Chemical Agents Directive.
6. Watch A.W.O.L.'s, lateness's and sickness whether on probation or not. These can prove fatal while on probation. All of the above are critical to your future and can cost you your job.
7. Watch your appearance and your attitude. Always appear to take advice. Weigh it and use it accordingly. Don't be a know it all.
8. Do your job. Don't 'goof off' because you see another officer do so. What works for one may not work for another. Follow good role models and ensure to be a good role model for others.
9. Watch what you say. Words can be misunderstood, misrepresented, and translated differently. Remember the telephone game: words tend to change as others speak them. Speaking negatively about supervisors can be dangerous.
10. Don't do anything if it can incriminate you.
11. 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 your career. (Put pen to paper)
12. Don't make any calls, take any letters, or transmit messages (verbal or written) for any inmate. Once this is done you have compromised yourself, your tenure is very shaky and your integrity is indeed questionable.
13. If you need to know something, ask another officer. Don't feel uncomfortable asking a supervisor, it's their job to assist officers.
14. Don't bring 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 the control room with a report for its use.
15. Watch the company you keep on the outside also the places you go. Stay clear of fights and other personal negative involvement. Keep your outside activities to yourself-your mouth can get you in trouble.
16. Keep your home and financial affairs in order, be careful of over burdensome affairs. Do not fraternize with anyone on the job. Keep your professional career and your personal affairs separate.
17. Join an organization- you never know when you will need them. Ask a friend before you need one.

## HAVE A BETTER CAREER BE A PARTICIPATING GUARDIAN

1. Dues are due on January 1<sup>st</sup> of each calendar year. After March 1<sup>st</sup> 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, telephone number, command and shield number.
4. Make sure you know your facility delegate(s) and the elected officers of your Organization.
5. Meetings are held the 2<sup>nd</sup> Monday at 6 o'clock in the evening each month at the Langston Hughes Library 100-01 Northern Blvd, Astoria, NY. Please attend.
6. Your Organization needs you, please attend meetings; serve on committees, and patronize your Organizations' events.
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. Your Organization may be able to help.
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.
11. Remember you have a voice but be conscious of when and how you use it.

**IN UNITY THERE IS STRENGTH!!**

## Hallowed Grounds: Sites of African American Memories

The history of African Americans unfolds across the canvas of America, beginning before the arrival of the Mayflower and continuing to the present. From port cities where Africans disembarked from slave ships to the battle fields where their descendants fought for freedom, from the colleges and universities where they pursued education to places where they created communities during centuries of migration, the imprint of Americans of African descent is deeply embedded in the narrative of the American past. These sites prompt us to remember and over time became hallowed grounds. One cannot tell the story of America without preserving and reflecting on the places where African Americans have made history. The Kingsley Plantation, DuSable's home site, the numerous stops along the Underground Railroad, Seneca Village, Mother Bethel A.M.E. Church and Frederick Douglass' home — to name just a few — are sites that keep alive the eighteenth and nineteenth centuries in our consciousness. They retain and refresh the memories of our forbearers' struggles for freedom and justice, and their belief in God's grace and mercy. Similarly, the hallowed grounds of Mary McLeod Bethune's home in Washington, D.C., 125th Street in Harlem, Beale Street in Memphis, and Sweet Auburn Avenue in Atlanta tell the story of our struggle for equal citizenship during the American century.

The Association for the Study of African American Life & History has selected this annual theme to bring attention to the centennial celebration of the National Park Service and the more than twenty-five sites and the Underground Railroad Network to Freedom that are part of America's hallowed grounds, including the home of the father of black history, Dr. Carter G. Woodson.

The African-American Heritage Trail consists of sites that provide a historical glimpse into the life of African-Americans. The hard labor bourn by slaves, the entrepreneurship of free blacks, the devotion to religion and

education, service to our country, and the desire to learn and preserve valuable history await to tell the visitor a grand story.

## CALENDAR OF EVENTS

- |                                 |                  |
|---------------------------------|------------------|
| 1. Black and Hispanic Caucus    | January-February |
| 2. Federation Luncheon          | March            |
| 3. Scholarship Dinner Dance     | March-April      |
| 4. 369 <sup>th</sup> Parade     | May              |
| 5. Awards Luncheon              | May-June         |
| 6. Albany Bus Trip              | June             |
| 7. Children's Olympics          | June-July        |
| 8. Summer Disco                 | August-September |
| 9. African-American Day Parade  | September        |
| 10. Memorial Service            | October          |
| 11. Christmas Party w/donations | December         |
| 12. United Negro College Fund   | December         |
| 13. Seminars/Workshops          | Spring-Fall      |