

## **PITMA**

### **ARTICLES OF ASSOCIATION**

**Adopted: 4/1/03**

**Last Revised: 05/10/04**  
**(Suggested Changes 2/21/07)**

#### **PURPOSE**

The Probation Information Technology Managers' Association (PITMA) is established to support the Chief Probation Officers of California (CPOC) by enabling Probation IT Professionals to consolidate their expertise and present a unified approach to:

- Accomplish tasks as requested by CPOC
- Pursue resolution of issues with CPOC and State agencies
- Coordinate with PBMA in matters of mutual interest
- Promote a greater understanding of the role of IT in Probation
- Identify ways IT can enhance its support of Probation
- Identify and pursue opportunities for collaboration with other agencies
- Explore, develop, and promote E-Government for probation
- Provide for training and discussion on issues of mutual interest
- Facilitate knowledge sharing and technical assistance
- Identify Best Practices in Project Management

#### **ARTICLE I** **ORGANIZATION**

Section 1 – The organization shall consist of IT professionals from County Probation Departments within the State of California, and others as allowed by the Executive Board.

Section 2 – The officers of the Probation Information Technology Managers' Association will be President, Vice President, Secretary-Treasurer, Urban County Representative, and Rural County Representative. These officers collectively will be known as the Executive Board.

Note: For the purposes of election, "Urban" and "Rural" are defined by population, with the 50% of California Counties having the greatest population being considered Urban, and the remaining Counties being considered Rural. However, for the purposes of participation and elections, any member may involve themselves in the issues and activities of either or both designations.

*PITMA Articles of Association*

Section 3 – The organization shall conduct at least one business meeting yearly in the first quarter of the calendar year, which shall include reports from members of the Executive Board, elections of new officers, and other business as proposed by members. The reports presented by the Executive Board shall at the least summarize the activities of the previous year, define any uncompleted tasks, and identify issues that it feels should be addressed in the coming year(s). The organization plans to also hold quarterly general membership meetings although for good reason this schedule may be modified by the Executive Board.

**ARTICLE II**  
**MEMBERSHIP/VOTING**

Section 1 – The membership fee to belong to PITMA shall be \$50.00 per fiscal year, payable on July 1 of each year. Each Chief Probation Officer wishing to participate may do so by designating who will be representing his/her department, and communicating the name of said person to the President of PITMA, and submitting the membership fee. Counties may have more than one person participate but each county has one vote on PITMA business.

**ARTICLE III**  
**FINANCIAL**

Section 1 – The Treasury shall be deposited and maintained in a business checking account at a reputable bank that has wide access within the State of California. The President and Secretary-Treasurer shall be individual signers on the account. The Vice President shall review and audit the preceding calendar year's account transactions by July 30<sup>th</sup> each year. Treasury funds shall be used only for the legitimate business and conference expenses of PITMA as authorized by the Executive Board, and for other uses as authorized by a vote of the membership. A Financial Report shall be presented at each meeting.

**ARTICLE IV**  
**OFFICERS AND ELECTION**

Section 1 – Officers

- A. **President:** The President of PITMA presides over statewide meetings, chairs the meetings, chairs the PITMA Executive Board, serves as liaison to CPOC and other organizations on matters that are statewide in nature, screens/approves postings and updates for PITMA's Web Page and designates a "Webmaster", and has responsibility for membership meetings and conferences, and represents PITMA on all official matters. The President shall have the authority to fill vacant positions on the Executive Board for the term of the vacancy.
- B. The **Vice President** serves in the absence of the President and performs duties as directed by the President. The Vice President will have responsibility for coordinating the membership meetings and conferences. The Vice President will work with the host county representative/s to select and coordinate the general membership quarterly meeting locations, hotel contracts and agreements, food service arrangements, meeting rooms, etc. in concert with the respective meeting agenda.

*PITMA Articles of Association*

- C. **Secretary-Treasurer:** The Secretary-Treasurer shall be responsible for taking and disseminating the minutes of statewide meetings, maintaining updated mailing lists for the statewide association and providing paper or e-copies upon request, updating the Articles of Association as amended by the organization, and the conducting of annual elections. The Secretary-Treasurer shall designate at the annual election a member who is not on the Executive Board to count ballots and announce the results. The Secretary-Treasurer shall be responsible for paying the expenses of PITMA as authorized by the Executive Board and/or a vote of the membership, establishing and maintaining a business checking account, receiving and depositing funds into said account and preparing annual financial reports and financial reports and any other reports as required.
- D. **Urban and Rural County Representatives:** These representatives shall represent the issues of greater interest to Counties of their types. They may organize meetings to focus on these issues, although these meetings may be attended by representatives of any member County. Any such meetings shall be memorialized by minutes which shall be submitted to the Executive Board for review.
- E. **Executive Board:** The Executive Board shall meet no less than two times each year to conduct the official business of the Probation Information Technology Managers Association. A quorum shall consist in three of the five members. The meetings may be conducted through electronic means such as a conference call. The Secretary-Treasurer shall record action minutes, copies of which will be provided to all Executive Board Members within a reasonable amount of time thereafter.

Section 2 – Elections

Term of office for all positions shall be one calendar year. Each year an election will be held for President, Vice-President, the Secretary-Treasurer, Rural and Urban Representatives.

Elections shall be held at the first business meeting of the new calendar year. Election shall be by nomination and ballot, with the person receiving the most votes ascending to the position. In the event that the nominee for any office is running unopposed the vote for that office may be done by acclamation. Incumbent officers may be nominated to serve additional terms in their existing position or another elected position. There is no restriction as to the number of terms or elected offices that incumbent officers can be nominated and elected or re-elected to.

The newly elected officer's terms will commence at the conclusion of the first general meeting each year, and will run through the conclusion of the first general meeting of the subsequent year.

**ARTICLE V**  
**AMENDMENTS**

Amendments to the Articles of Association shall be made by the majority vote of the members either present or by proxy at any general membership statewide quarterly or annual meeting, or by mail or e-mail should the Board determine such action to be warranted due to circumstances.

**ARTICLE VI**  
**PARLIMENTARY PROCEDURE**

Roberts Rules of Order, revised, shall be the authority on parliamentary procedure at the annual meeting.

**ARTICLE VII**  
**ESTABLISHMENT OF POLICIES AND PROCEDURES**

Policy and Procedure shall be established by a majority vote of the members present at any statewide meeting of the organization, except the Executive Board may establish interim policy and/or procedure which shall have effect until the next scheduled statewide meeting.

**PITMA**

**Proposed Policy Regarding Contributions**

- I. It is the policy of PITMA that contributions may be accepted to defray the usual and legitimate business and conference expenses of the PITMA organization.
- II. Contributions shall not entitle the contributor to any particular consideration or favor by PITMA or its individual members.
- III. A contribution shall not be accepted if there is any appearance that it creates a conflict of interests between the contributor and PITMA or any of its members.
- IV. Contributions shall not be accepted that are beyond the usual and customary business and conference activities of the organization.