

BYLAWS FOR THE
HAMPTON ROADS CRIMINAL JUSTICE TRAINING ACADEMY

ARTICLE I: NAME OF ORGANIZATION

The official name of the Academy shall be the Hampton Roads Criminal Justice Training Academy (HRCJTA or the Academy).

The location of the principal office of the Academy may be changed at such times and under such conditions as the Academy Board of Directors shall determine. The Academy may have other training locations as may from time to time be designated by The Executive Director or the Executive Committee.

ARTICLE II: PURPOSE OF THE ORGANIZATION

The purpose of the Academy shall be to provide members and associates with the highest achievable quality of criminal justice training programs, both as mandated by the Commonwealth of Virginia, and as authorized by the Board of Directors of the Hampton Roads Criminal Justice Training Academy.

ARTICLE III: BOARD OF DIRECTORS, MEMBERSHIP, POWERS, AND DUTIES

SECTION 1:

The Academy Board of Directors (the Board) shall consist of the following members from each member agency or public body: The chief administrative officer, the chief of police, if any, sheriff, if any, or agency administrator, if any. All of these shall be voting ex-officio members of the Board. Each chief executive officer may designate, from time to time, a person to act in his or her stead. The Board may appoint other public officials and employees to the Board for such periods may be determined by the Board.

SECTION 2:

The Academy Board of Directors shall have overall responsibility for the Academy. The Board shall establish the goals of the Academy and determine the policy for the development of such goals. The Board of Directors shall hold the Academy Executive Director responsible for implementation of established goals, policies, and procedures to achieve these goals. The Executive Director shall be responsible for the care of buildings, equipment, and the employment and direction of the staff and for the operation of the Academy under the financial conditions set forth in the annual budget.

The Academy Board of Directors shall meet in December of each year, and at other times as the Board determines to be necessary, and shall:

(a) Approve the Academy Strategic Plan.

- (b) Approve an annual operating budget for the Academy to implement the Academy Strategic Plan.
- (c) Appoint an Executive Director, who shall appoint other Academy staff members whose positions shall have been approved by the Board, and fix the compensation, powers and responsibilities of the Academy Executive Director.
- (d) Approve/disapprove applications for Academy membership, as well as any request from a current member to withdraw from the HRCJTA.
- (e) Elect the members and officers of the Executive Committee.

ARTICLE IV: EXECUTIVE COMMITTEE MEMBERSHIP, POWER, DUTIES, AND ELECTION

SECTION 1:

The Executive Committee shall consist of the Chair of the Academy Board, the Vice-Chair of the Board, the Chair of the Finance Committee,, and six additional members. All Executive Committee members shall be chiefs of police, sheriffs, or agency administrators of the member agencies. They shall meet on a bi-monthly basis, unless otherwise agreed to by the executive committee. During the absence of the Chair, the Vice-Chair will preside at the meetings.

SECTION 2:

Executive Committee members shall have the following specific powers and duties:

- (a) Make recommendations to the Board on any matter.
- (b) Evaluate the Academy Executive Director and recommend Executive Director compensation to the Board.
- (c) Review and approve, prior to presentation to the full Board, the annual operating budget, which shall have been developed by the Academy Executive director and approved by the Finance Committee.,
- (d) Establish and/or approve Academy policy, including policy on programs, facilities use, personnel classification systems, and fees.
- (e) Assist the Executive Director in evaluating existing curriculum, and approve new basic school subjects.
- (f) Evaluate and recommend approval or disapproval of all proposed "satellite" facilities to ensure that the mission of the Academy is fulfilled.
- (g) Perform such other duties as may be delegated by the Board consistent with the enabling legislation and the Agreement that created the Academy.

SECTION 3:

The Chair, with the majority vote of the Executive Committee, at a meeting at least three months before the annual meeting, shall appoint a Nominating Committee of five members, including at least one Executive Committee member and four other directors, which shall nominate

a slate for the Executive Committee at least one month prior to the annual meeting. Sitting Executive Committee members must inform the Nominating Committee Chair by Sept. 15th if they wish to resign from the committee at the end of their current term. This slate shall be distributed to the Board at least two weeks prior to the annual meeting. Nominations may be taken from the floor at the annual meeting. The Nominating Committee will insure that the slate of nominees is representative of the academy's membership.

All members of the Executive Committee, including the officers described below in Article V, shall be elected at the annual meeting of the Board of Directors in December for terms of two years.

ARTICLE V: OFFICERS AND RESPONSIBILITIES:

SECTION 1:

The officers shall consist of Chair, Vice-Chair, and Finance Committee Chair. These are officers of both the Board and the Executive Committee.

SECTION 2:

The Chair shall have the following duties and responsibilities:

(a) Preside over all meetings of the Board and the Executive Committee, using the current edition of Robert's Rules of Order.

(b) Provide overall guidance to the Board of Directors, Executive Committee members, Academy Executive Director, and members of any special committees in their responsibilities to the Academy.

(c) Represent the Academy at public, private and civic gatherings, along with other members of the Executive Committee, as the Chair shall designate.

(d) Appoint replacements for Executive Committee members who resign their position prior to the end of their established term of office.

(e) Authorize all calls for special meetings.

(f) Determine meeting places, dates and times for official gatherings of the Board and/or Executive Committee.

(g) Determine committees, and appoint all chairpersons and members of committees.

(h) And generally perform the duties of the presiding officer.

SECTION 3:

The Vice-Chair of the Board of Directors shall assume all of the duties of the Chair in the case of the absence of the Chair or the inability of the Chair of the Board to perform required duties. With respect to Executive Committee meetings, if the Chair of the Board is unable to attend, the Vice-Chair of the Executive Committee shall preside.

SECTION 4:

The Chair of the Finance Committee shall be responsible for examining the financial records of the Academy, for reviewing the proposed budget with the Executive Director and Chair prior to presentation to the Executive Committee, and reviewing and presenting the Academy audit to the Executive Committee.

ARTICLE VI: MEETINGS

SECTION 1:

The Academy Board of Directors shall hold an Annual meeting and such other meetings as may be called by the Chair. The Board shall meet annually to review and approve the Academy budget. Newly elected/reaffirmed Officers and the other members of the Executive Committee shall start their term of office at the beginning of the calendar year.

SECTION 2:

The Executive Committee shall meet bi-monthly as determined by the Chair of the Executive Committee, unless the Chair determines otherwise.

SECTION 3:

Special meetings of the Board of Directors and the Executive Committee may be called by the Chair, and shall be called by the Chair upon request of any two (2) members of the Executive Committee for Executive Committee meetings, or any three (3) members of the Board of Directors for Board of Directors meetings. Only such business as was stated in the call for the meeting may be conducted at such special meetings.

SECTION 4:

Standing and ad-hoc committees shall meet when necessary as determined by the appointed committee Chair.

SECTION 5:

Notice of all Board meetings shall be given to all members of the Board at least five (5) days prior to the meeting. Such notice shall include the date, time, location and, if practical, the purpose of the meeting.

SECTION 6:

If a member of the Board is unable for good reason to attend a scheduled session, the Academy's Executive Director should be notified as soon as possible. A quorum will consist of a simple majority of the members of the Board. The Chair will establish before the meeting who may vote proxy for any absent Board Member.

SECTION 7:

All meetings shall be open to the public, except only in those circumstances where a closed meeting is carried out pursuant to Virginia State Code.

SECTION 8:

A closed meeting of the Board of Directors may be convened upon a majority vote of the Board of Directors members present during a Board of Directors meeting, provided that the Board Chair ensures that such session adheres to the requirements set forth by the Virginia Freedom of Information Act.

SECTION 9:

A closed meeting of the Executive Committee, may be convened upon a majority vote of the Executive Committee members present during an Executive Committee meeting, provided that the Board Chairman, or In his absence Vice-Chair, ensures that such session adheres to the requirements set forth by the Virginia Freedom of information Act.

SECTION 10:

The Academy Executive Director or his designee shall attend full Board and Executive Committee meetings, unless the Academy Board Chair specifies otherwise.

ARTICLE VII: COMMITTEES

SECTION 1:

The Chair of the Executive Committee may appoint special ad hoc committees for the study and investigation of special issues. Such committees will serve until the completion of the work for which they were appointed.

SECTION 2:

All committees are to make reports to the Executive Committee for further action.

ARTICLE VIII: PARLIAMENTARY AUTHORITY:

In all instances when they are applicable, and not inconsistent with these bylaws and any other special rules of the organization, procedures outlined in the current edition of Roberts' Rules of Order shall govern this organization.

ARTICLE IX: FISCAL YEAR

The fiscal year for the Academy shall begin on July 1 and end on June 30.

ARTICLE X: AMENDMENT OF BYLAWS

These bylaws may be amended at any Board of Directors meeting by a two-thirds vote of the Board members present, provided that the proposed amendments have been submitted in

writing to all Board of Directors members at least two weeks prior to the meeting; and, provided that the amendments are not in conflict with applicable State, Federal law, or regulation. Amendments may be made to the proposed bylaws at the meeting at which they are considered. It shall be the responsibility of the Executive Committee through the Executive Director to annually review these bylaws and recommend to the Board amendments to this document as necessary.

DEFINITIONS

Associate -- Agency or public body which joins the Academy but chooses not to be a signatory to the Agreement. Associates are not party to the Academy Agreement and therefore do not serve on the Academy Board of Directors. Associates must abide by all Criminal Justice Service Board regulations regarding membership in a regional academy.

Board Member -- An agency or public body which is a signatory to the Academy Agreement.

Chief Administrative Officer --The city manager, county administrator, CEO, or other chief administrator of the member jurisdiction, institution, installation, department, or other criminal justice agency.

Executive Director -- The appointed chief executive officer of the Hampton Roads Criminal Justice Training Academy.

Public Body -- The city council, county board of supervisors, or other organizational entity governing a member or associate.