

**VOLUNTEERS IN PROBATION, INC.  
BY-LAWS  
A NON- PROFIT CORPORATION**

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**ARTICLE I**

***NAME***

The name of the organization shall be VOLUNTEERS IN PROBATION, INC. ("VIP, Inc"); its main office shall be in San Diego, California.

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**ARTICLE II**

***PURPOSE***

The purpose of this organization shall be:

Section 1: To assist Probation staff by providing funds for the special needs of the department's clientele when such needs are not provided by public finds or other available community resources; to raise funds that are to be used for the benefit of probationers; and, to undertake activities and expend funds to recognize and encourage volunteers to provide funds and services to persons under the jurisdiction of the Probation Department.

Section 2: To accept any voluntary gifts of items or funds raised through the efforts of the VIP, Inc. Board of Directors.

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**ARTICLE III**

***MEETINGS***

Section 1: The VIP, Inc. Board of Directors shall meet at least 10 times per year.

Section 2: There shall be an annual retreat to be held between February 1 and March 31 of each year for the purpose of evaluating the past year and planning for the future. An

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Annual report will be presented at this time. Written notice of the annual retreat shall be forwarded to each of the members of the Board of Directors and shall also be prominently posted on departmental bulletin boards of the Probation Department of San Diego County at least fourteen days prior to the meeting date. The staff attached to the Probation Volunteer office may also attend the retreat.

Section 3: Special meeting of the Directors may be called by the Chairperson as often as necessary to review and conduct the affairs of the Corporation, or by the Chairperson upon presentation to him/her of a petition signed by at least three (3) Directors.

Section 4: Fifty percent (50%) plus one of the appointed members of the Board of Directors or their designated alternates will constitute a quorum for the purpose of transacting business.

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**ARTICLE IV**

***BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE***

Section 1: The Board of Directors shall be comprised of not more than twenty-five (23 voting, 2 non-voting) persons.

**VOTING:**

- 1) Chief Probation Officer
- 2) Two from Juvenile Field Services
- 3) One or Two from Institutional Services
- 4) One or Two from Adult Field Services
- 5) Sixteen from the Community

**NON-VOTING:**

- 1) Executive Director, Volunteers in Probation, Inc.
- 2) Chief, Probation Accounting

The Board of Directors shall be responsible for the management and direction for the affairs of this Corporation.

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- Section 2: The Chief Probation Officer shall appoint the non-community members. Community members may be nominated by any existing Board Member, and will become a member upon a two-thirds (2/3) vote of the Board, subject to approval by the Chief Probation Officer. Each member of the Board of Directors, except the Chief Probation Officer, and the non-voting members, shall serve for a term of two-years, expiring on the date of the second annual retreat following his/her appointment or until the appointment of his/her successor, whichever is later. Members may be reappointed following expiration of their term.
- Section 3: Any vacancy occurring in the membership of the Board of Directors may be filled for the unexpired term by the Chief Probation Officer of San Diego County in accordance with Section 2 of Article IV herein. After unexcused absences exceeding 3 general meetings, the position on the board may be subject to forfeiture at the discretion of the chairperson subject to approval by the CPO. A written warning will be given to an absent member after the second missed meeting.
- Section 4: At the annual retreat of the Board of Directors as required by Section 1 of Article II herein, the Board of Directors shall elect, from among its members, the following officers: a Chairperson and a Vice-Chairperson.
- Section 5: The Chief Probation Officer of San Diego County shall be a voting member of the Board of Directors and is the appointing authority for the following non-voting members:
- Section 5a: The Chief, Probation Accounting, who holds the office of Secretary, and Treasurer of the Board of Directors;
- and
- Section 5b: The Executive Director, Volunteers in Probation, Inc.;
- Section 6: The Executive Committee of the Board shall be comprised of the Chairperson, Vice-Chairperson, Immediate Past Chairperson, Chief Probation Officer or designee, Treasurer, Secretary, and the Executive Director.

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**ARTICLE V**

**COMMITTEE DUTIES**

Section 1: *DUTIES OF COMMITTEES AND COMMITTEE MEMBERS*  
*CHAIRPERSON:* The Chairperson shall call and preside over all meetings of the Board of Directors. He/she shall also be responsible for planning and conducting the annual retreat; for making reports to the members; and for calling special meetings of the members. The Chairperson may annually appoint standing committees to conduct the business of the Board. Committee Chairpersons must be Board Members; committee members may be Board members or others. Such committees may include:

Membership/ Nominating Committee: Duties may include presenting qualified nominees for membership; evaluating the participation of Board members, assessing Board membership needs before submitting nominations; annually recommending a Chairperson and Vice-Chairperson.

Volunteer Committee: Duties may include planning, recruiting, tracking and initiating “volunteer” recognition events and coordinating the involvement of volunteers in Board fundraising events, also building a body of volunteers.

Fundraising Committee: Duties may include coordinating all Board sponsored fundraising events; working with Probation Department on any volunteer grant opportunity; and coordinating work with Volunteer Committee and Public Relations Committee.

Special Events Subcommittee: Duties may include supervising the financial affairs of the board and formulating, with the approval of the Chief Probation Officer, financial operating policies for recommendation to the Board; and reviewing operating accounts.

Finance Committee: Duties may include supervising the financial affairs of the board and formulating, with the approval of the Chief Probation Officer, financial operating

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policies for recommendation to the Board; and reviewing operating accounts.

Other Committees: The Chairperson shall have the power to appoint such standing or special committees as the Board may deem necessary and to designate their duties.

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- Section 2:        *POWERS OF COMMITTEES*: Each committee may be authorized by the Board to act for the Board in planning, organizing and supervising the matters assigned to it, provided (i) all actions taken are consistent with policies previously determined or precedents established by the Board, and (ii) that no committee may formulate for recommendation to the Board such new or revised policies, as may seem advisable for more effective discharge of the duties assigned to it.
- Section 3:        *VICE-CHAIRPERSON*: The Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in the Chairperson's absence or inability to function.
- Section 4:        *TREASURER*: The Treasurer shall maintain all records of requests for funds and disbursement of funds, to be available for review by the Board of Directors.
- Section 5:        *SECRETARY*: The Secretary shall record and maintain a permanent file of the minutes of meeting of the Board of Directors. The Secretary shall also handle and maintain a file of all correspondence relative to the work of the organization.

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**ARTICLE VI**

***FUNDS***

- Section 1: Except as otherwise provided in Section 66 of the Administrative Code of the County of San Diego, the Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for general purposes or for any specified purpose of the Corporation.
- Section 2: All funds shall be deposited in a bank or trust fund account to be disbursed as set forth in the following section.
- Section 3: All requests for funds will be disbursed in accordance with policy established by the Board of Directors. Requests for funds of up to \$300 require the review of the requestor's supervisor and the approval of a Board member from the applicable service. Fund requests of \$300 and above must be brought before the Board for consideration and approval. The Treasurer evaluates each request, determines if undesignated funds are available, and authorizes the check s to be prepared. All expenditures are subject to review by a quorum of the Board of Directors of this Corporation.
- Section 4: The office of the Executive Director, Volunteers in Probation, Inc. is responsible for communicating Volunteers in Probation, Inc. policies and procedures to Probation Department staff.

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**ARTICLE VII**

***RULES OF ORDER***

Section 1:           Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

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**ARTICLE VIII**

***AMENDMENTS***

Section 1:           These by-laws may be amended only by a majority of the Board of Directors following posting of the proposed changes for a period of (30) days.

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