

ARKANSAS PROFESSIONAL BAIL ASSOCIATION

Web: www.arkansasbail.net

July 10, 2018

BYLAWS

I. COMPOSITION OF THE ARKANSAS PROFESSIONAL BAIL ASSOCIATION (A.P.B.A.).

A. COMPANY MEMBERSHIP

1. Licensed Arkansas bail bond companies are eligible for a Company Membership. Dues for this membership are Two Hundred Fifty Dollars (\$250) per calendar year. These dues are not prorated and nonrefundable.
2. Each Company Membership includes two Voting Memberships. These Voting Memberships can be assigned by the company owners to any licensed agent within their perspective companies.

B. VOTING MEMBERSHIP

1. Any licensed Arkansas bail bond agent is eligible to be a Voting Member of A.P.B.A. Dues for this membership are One Hundred Dollars (\$100) per calendar year. These dues are not prorated and nonrefundable.

C. NON-VOTING MEMBERSHIP

1. Any licensed Arkansas bail bond agent that attends an APBA affiliated continuing education class becomes a Non-Voting Member. The agent has an option to opt-out of this membership. Dues for this membership are included in the continuing education class fee.

II. GOVERNING BODY OF THE A.P.B.A.

A. EXECUTIVE BOARD

1. To be eligible to serve on the A.P.B.A. Executive Board (hereinafter referred to as the "Executive Board"), an individual must be a voting member in good standing.

2. The Executive Board shall consist of:
 - President
 - Vice President
 - Past President
 - Secretary
 - Treasurer
 - Sergeant at Arms

B. TERM, ELECTION, AND VACANCIES OF EXECUTIVE BOARD

1. The direction and management of the day to day affairs of the A.P.B.A. and the control and disposition of its properties and funds shall be vested in the Executive Board which shall consist of six elected officers. The term for each elected officer and appointed trustee shall be two (2) years beginning in January of the year elected or appointed.
2. Each Executive Board member shall serve his/her term of office until his successor is duly elected or a vacancy occurs in the office. A vacancy shall be declared in any seat on the Executive Board upon the death, disability rendering him permanently incapable of participating in the management and affairs of the A.P.B.A, or the resignation of seat holder. The President shall appoint a member of the A.P.B.A. to fill the vacancy temporality, until the next regular meeting of the A.P.B.A. The person selected to fill the vacancy by the Executive Board shall serve the remaining term of the vacant office.
3. Unexcused absences from three (3) meetings of an elected officer shall constitute a resignation. The Executive Board shall notify the absent member and replace him or her with a nomination from the President, presented for the Executive Board's approval at the next regular meeting.
4. Any member of the Executive Board may give his or her proxy in writing to another Board member in lieu of attendance.
5. For sufficient reasons, such as illness or a vacation, a member of the Executive Board may request a leave of absence. It must be presented in writing to the President before the time the member will be absent.

6. Whether to excuse an absence shall be the decision of the President which can be overturned by a two-thirds vote by the quorum present at a regularly scheduled Executive Board meeting or special meeting called by the President.
7. A written resignation shall be acted upon at the next regular meeting of the Executive Board or by acceptance by the President.

C. DUTIES OF ELECTED OFFICERS

1. **PRESIDENT** - The President shall preside at all meetings of the A.P.B.A. He or she shall be the Chief Executive Officer of the A.P.B.A. and subject to the control of the Executive Board. He or she shall have general charge and supervision of the administration of the A.P.B.A. He or she shall see that all orders are put into effect. He shall sign and execute all legal documents and instruments in the name of the A.P.B.A. The President shall submit to the A.P.B.A. plans and suggestions for the work of the A.P.B.A, shall direct its general correspondence, and shall present his recommendations in each case to the Executive Board for decisions. He or she shall submit a report to the Executive Board of all activities and business affairs of the A.P.B.A. Executive Board.
2. **VICE PRESIDENT** - The Vice President shall discharge the duties of the President in the event of the Presidents absence or disability for any cause whatsoever and shall perform such additional duties as may be prescribed by the Executive Board. He or she shall monitor national and state legislative activities that may affect the Bail Bond profession. The Vice Presidents duties shall include promoting membership in the A.P.B.A.
3. **SECRETARY** - The Secretary shall have charge of the records and correspondence of the A.P.B.A., under the direction of the President. He or she shall give notice of and attend all meetings of the Executive Board. He or she shall discharge such other duties as are assigned by the President of A.P.B.A.
4. **TREASURER** - The Treasurer shall keep account of all monies, credits, and property of A.P.B.A. which shall come into his or her hands and keep an accurate account of all monies received and discharged. Except as otherwise ordered by the Executive Board, he or she shall have the custody of all the funds and securities of the A.P.B.A. and shall deposit the same in such banks as the Executive Board shall designate. He or she shall always keep proper records

of accounts and other records showing the amount of the funds and other property belonging to the A.P.B.A., all which records shall be open at all times to the inspection of the Executive Board. He or she shall also submit a report of the accounts and financial condition of the A.P.B.A. at each quarterly meeting, and at such other times as directed by the Executive Board. The Treasurer shall, under the direction of the Executive Board, disburse all monies and sign all checks and other instruments drawn on or payable from the funds of the A.P.B.A. The treasurer shall also make such transfers and alterations in the securities of the A.P.B.A. as may be ordered by the Executive Board. In general, the Treasurer shall perform all the duties which are incident to the office of Treasurer, subject to the direction of the Executive Board, and shall perform such additional duties as may be prescribed from time to time by the Executive Board. In case of absence or disability of the Treasurer, the Executive Board may appoint an Acting Treasurer to perform the duties of the Treasurer during such absence or disability.

5. SERGEANT AT ARMS - The Sergeant at Arms will serve as parliamentarian at all meetings of the A.P.B.A. He (or she) shall advise the President that a quorum is present and shall maintain order during all meetings of the A.P.B.A.
6. The President of the A.P.B.A. may appoint such officers and agents in addition to those provided for in these Bylaws, as may be deemed necessary. These appointed officers and agents shall have such authority and perform such duties as shall be prescribed by the Executive Board. All appointed officers and agents shall hold their respective offices or positions at the pleasure of the Executive Board and may be removed from office or discharged at any time with or without cause, if removal without cause shall not prejudice the contract rights, of any of such officers and agents. Such appointed officers or agents have no voting rights on the Executive Board unless the officer or agent is already a company member.

III. MEETINGS AND ORDER OF BUSINESS

A. TWO MEETINGS PER YEAR

1. The meetings of the A.P.B.A. shall be held on the second Thursday of January and October of each year. A Quorum must be present at

all meetings for the business before the A.P.B.A. to be transacted; a quorum being at least four (4) voting members.

2. The purpose of the January meeting on even number years shall be to elect the Executive Board members for the current year and transact other business as may lawfully come before the body of the meeting.
3. At the January meeting on even number years, nominations will be accepted from the floor and voted on by the general members and the company members. The officers so elected shall hold office for a period of two years, from the time being elected until the election on their successors the following election year. Any company owner who is currently appointed to the Arkansas Professional Bail Bond Licensing Board will not be eligible to serve as an officer with the A.P.B.A.
4. All meetings shall follow Roberts Rules of Order. The Sergeant at Arms shall serve as Parliamentarian for all meetings.
5. The President, or in his absence, the Vice President, shall call meetings to order, and shall act as chairman of such meetings; in the absence of the Secretary, the chairman may appoint any person present to act as secretary of that meeting.

B. SPECIAL MEETINGS

1. Special meeting of the Executive Board shall be held when the President calls for a meeting and gives each member of the Executive Board twenty-four (24) hours' notice. An agenda for the meeting shall be prepared by the Secretary and distributed to each member of the Executive Board.
2. All special meetings called by the President shall follow Roberts Rules of Order.
3. The President may declare that any important information or any legislative action that requires the attention of the Association be deemed an Emergency and set a date for an Executive Board meeting or a general meeting.
4. A majority of the Executive Board shall constitute a quorum for the transaction of business at all meetings convened according to these bylaws. No business shall be conducted by the Board unless a

quorum is present. The act of the majority of the Board present at a meeting at which a quorum is present shall be considered the act of the A.P.B.A.

5. The President, or in his absence, the Vice President, shall call meetings to order, and shall act as chairman of such meetings; in the absence of the Secretary the chairman may appoint any person present to act as secretary of that meeting.

IV. COMMITTEES

1. The following shall be considered the standing committees of the A.P.B.A.:

Legislative Committee
Finance Committee
Membership and Grievance Committee
Internet Committee
Education Committee

2. The President shall appoint the members of all standing committees, and the completed committee shall select their own chairman. They shall keep minutes of their meetings and report their activities to the Executive Board from time to time, or when directed by the Executive Board.
3. Appointments to standing committees shall be for the duration of the current year, starting in January (or when the committee was formed) to the following January, or until such time as they are dissolved by the Executive Board.
4. The recommendations of the committees shall be advisory only and recommendations and actions of such committee shall not be binding upon the A.P.B.A. or the Executive Board.
5. The President shall appoint such special committees as are deemed necessary by the President or the Executive Board and will appoint their chairman. The duties of such committees shall be considered advisory only and shall not be binding upon the A.P.B.A. or the Executive Board.

V. FISCAL YEAR

1. The fiscal year of the A.P.B.A. shall begin on the first day of January in each calendar year and end on the thirty-first day of December of the same calendar year.

VI. AMENDMENTS

1. These Bylaws may be amended by the Executive Board at any meeting of the Executive Board by the affirmative vote of two-thirds majority of the Executive Board, provided that notice of the proposed amendment shall have been given to each voting member in writing or email at least fifteen (15) days prior to such meetings. The bylaws may be changed also at the annual meeting by a two-thirds majority vote of the present voting members of the A.P.B.A.

Signed copy on file

Brad Parnell, President

 Date 10-9-18

Signed

Revised: 1993

Revised: 1999

Revised: 2004

Revised: 2011

Revised: 2012

Revised: 2018