

ARKANSAS PROFESSIONAL BAIL ASSOCIATION

Web: www.arkansasbail.net

BYLAWS

I. COMPOSITION OF THE A.P.B.A.

A. GENREAL MEMBERSHIP

1. The general membership of the Arkansas Professional Bail Association (hereinafter referred to as the "A.P.B.A.") shall be composed of those individual's within the state of Arkansas, who are currently licensed Bail Bond Agents and who are currently in good standing with the A.P.B.A. To be members in good standing with the A.P.B.A, an agent must be current on their nonrefundable registration fee to the A.P.B.A in connection with Beginning or Continuing Education for current and proceeding years. To be current, all payments in connection with Beginning or Continuing Education must be made on or before October 31 of each year. Any failure to make payment on or before October 31 will result in an individual being declared ineligible to participate as a general member until all past due payments are made to the A.P.B.A.
2. As general members, each individual will be allowed to participate in the election of officers, be eligible to serve as an officer, and voice his or her opinion as to the goals and direction of the A.P.B.A.
3. Any bail bond agent may elect not to be a general member of the A.P.B.A. when the registration fee is paid. The decision to be member of the A.P.B.A shall be made at the time the registration fee is paid and the agent's membership status will not change until the next registration fee is paid.
4. General members shall not be allowed to vote by proxy.

B. COMPANY MEMBERSHIP

1. All owners or corporate officers of currently licensed bail bond companies shall be eligible for a company membership upon the payment of an annual due of Two Hundred and Fifty Dollars (\$250.00). All dues will be fully earned with no prorating or refunds. The company membership fee will count towards two registration fees for education purposes.
2. There can be only one company membership per company.

3. When paying membership dues, a copy of the sole proprietorship, partnership, or corporate officers that is currently on file with the APBBLB must be provided to the APBA President or his/her designated representative.
4. All company members must be a company member for at least six months prior to being eligible to be an Executive Board Member.
5. Any company member may give his/her proxy vote to any licensed agent for any election or meeting, by submitting it in writing before the scheduled meeting. The Proxy must be signed, dated, and notarized to be valid.
6. Company members' dues shall be payable by January 5 of each year.

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 general member in good standing who has completed at least one continuing education class or a company member who was been a company member for six months.
2. All company members in good standing and company members shall be allowed to participate in the election of the members of the Executive Board (except Trustees) at the January meeting each year. Trustees shall be appointed by the President, at that same meeting. Every company member that has been a company member for six months shall be appointed to the Executive Board provided they have complied with the requirements of a company member, including the payment of current dues.

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

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 and the appointed trustees. 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 shall have general charge and supervision of the administration of the A.P.B.A. He 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 shall submit a report to the Executive Board of all activities and business affairs of the A.P.B.A. Executive Board. He shall be reimbursed up to \$250.00 per month expenses for performance of his duties subject to approval by the Executive Board. Any additional expense shall be voted on by general membership at quarterly meetings.
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. The Vice President shall receive no salary, but will be subject to the Presidential expense reimbursement, approved by the Executive Board.
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 keep proper records of account and other records showing at all times 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. He or she shall not be paid a salary but any expense incurred will be reimbursed at the direction of the Executive Board.

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 appointive 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, provided that removal without cause shall not prejudice the contract rights, if 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. QUARTERLY MEETINGS

1. The quarterly meetings of the A.P.B.A. shall be held on the second Tuesday of January, April, July, and October of each year. A Quorum must be present at all quarterly meetings for the business before the A.P.B.A. to be transacted; a quorum being at least six (6) company 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. It shall be the duty of the Secretary of the A.P.B.A to give at least ten (10) day notice of change of the date for 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 quarterly meetings shall follow Roberts Rules of Order. The Sergeant at Arms shall serve as Parliamentarian for all meetings insure the meetings are conducted by Roberts Rules of Order.
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. The Sergeant at Arms shall serves as

Parliamentarian for all meetings insure the meetings are conducted by 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 general members and company members of the A.P.B.A.

Signed copy on file

John Muldoon, President

Date Signed

Revised: 1993
Revised: 1999
Revised: 2004
Revised: 2011
Revised: 2012