

**BY-LAWS OF THE
CORRECTION CAPTAINS ASSOCIATION, INC.
CITY OF NEW YORK**

BY-LAWS

ARTICLE I - ORDER OF BUSINESS

1. Call to order.
2. Pledge of Allegiance and Opening Prayer
3. Reading of Communications and Minutes of last meeting.
4. Introduction of new Delegates.
5. Report on Old Business.
6. Report on New Business.
7. Report of Committees.
8. Nominations for elective office.
9. Questions from the floor.
10. Adjournment.

ARTICLE II - MEETINGS

1. General Membership Meetings - Meetings of the Association shall be held on the third Wednesday of every month, at such place as designated by the Executive Board, with the exception of July and August.

2. Delegate Meetings - Meetings of the Delegate body shall be held prior to the General Membership meetings. There will be a Delegate meeting in July but not in August.

3. Executive Board/Board of Trustees Meetings - Executive Board meetings shall be held the third Friday of every month, at the Office of the Correction Captains Association.

4. Special Meetings - Special meetings may be called whenever the President deems it to be in the best interest of the Association. Twenty five (25) members may petition the President to call a special meeting, in writing, signed, stating the specific subject matter for discussion. The President shall direct the Secretary to provide special notice prior to the meeting. The only business that shall be transacted at a Special Meeting is that subject matter for which the meeting has been called.

5. Quorum - Regular or special meetings of this Association scheduled to be held shall not be called to order until at least twenty five (25) members in good standing shall be present, which shall constitute a quorum.

ARTICLE III - DUES

Active Members - The dues for active members of this Association on dues check off, effective March 1993, shall be \$30.00 per pay period. Upon C.C.A.'s receipt of negotiated salary increases thereafter, dues shall rise at the rate of the percentage increase.

ARTICLE IV - COMMUNICATIONS

Correspondence relating to the official policy and business of the Association shall be written on official stationery, and shall be signed by the President or an individual authorized by the President. This article does not preclude an officer from conducting business within the scope of his office under the Constitution & By-Laws.

ARTICLE V - PARLIAMENTARY PROCEDURE

All questions of parliamentary law and questions not governed by this Constitution & By-Laws shall be governed by Robert's Rules of Order, Newly Revised. Any member shall have the right to appeal the decision of the presiding officer to the delegate body at a meeting, and a majority vote shall prevail.