

Texas Justice Court Judges Association, Inc.
By-Laws

ARTICLE I	ARTICLE II	ARTICLE III	ARTICLE IV	ARTICLE V
NAME	PURPOSE	MEMBERS	OFFICERS	DUTIES OF OFFICERS
ARTICLE VI	ARTICLE VII	ARTICLE VIII	ARTICLE IX	ARTICLE X
ELECTIONS	ANNUAL BUSINESS MEETING	COMMITTEES	PARLIAMENTARY AUTHORITY	AMENDMENT OF BYLAWS
ARTICLE XI				
TERMINATION OF THE ASSOCIATION				

ARTICLE I - NAME
PARLIAMENTARY AUTHORITY

Section 1.

The name of the association shall be Texas Justice Court Judges Association, Incorporated.

Section 2.

The association may be referred to as "JCJ" in these Bylaws or in other association literature or materials.

ARTICLE II - PURPOSE

The purpose of JCJ is to:

1. Advance the interests of Justices of the Peace as officials of their respective counties and the State of Texas.
2. Provide continuing education for Justices of the Peace and Justice Court personnel.
3. Publish and distribute reports, data, legislative updates and other information related to Justice Courts.
4. Promote effective justice for the people of Texas.

ARTICLE III - MEMBERS

Section 1.

Every person who holds the office of Justice of the Peace and every person serving as a Clerk or Deputy Clerk in the office of any Justice Court in the State of Texas shall be eligible for **REGULAR MEMBERSHIP**. Such persons may join JCJ by paying the annual dues established by the Board of Directors of JCJ and shall be a member in good standing for the calendar year in which the dues are paid unless membership is canceled as provided in these Bylaws

Section 2.

Any person eligible for Regular Membership in Section 1 shall be eligible for **LIFE MEMBERSHIP** after serving a full four years by paying the lifetime dues established by the Board of Directors of JCJ and shall be a member in good standing for life unless membership is canceled as provided in these Bylaws. Past Presidents are automatically life members and no dues shall be charged.

Section 3.

The President may annually award to not more than two people, **HONORARY LIFE MEMBERSHIPS**. No fee may be charged for this category and no rights or privileges granted to other categories shall be available to this class of membership.

Section 4.

Any person that is not a Regular Member of JCJ may be appointed as an **ASSOCIATE MEMBER** by the Board of Directors of JCJ upon payment of a fee set by the Board of Directors; but shall not be entitled to vote or hold office.

Section 5.

Any member in good standing with JCJ who has legally retired under the Texas District and County Retirement System shall be eligible to maintain Regular or Life membership with all rights and privileges granted by JCJ including holding elected office. **RETIRED MEMBER** or **LIFE MEMBER** status shall begin at retirement.

Section 6.

CANCELLATION OF MEMBERSHIP shall only be done by the Board of Directors of JCJ by a majority vote. Any member who has been convicted of any offense above a Class C misdemeanor or found to have conduct unbecoming a member of JCJ may be removed by the Board of Directors.

ARTICLE IV - OFFICERS

Section 1.

The **PRESIDENT** of JCJ shall be the chief executive officer and shall be elected for a two-year term in even-numbered years. The President shall have been a member of the board of directors for a minimum of two years prior to taking office as President.

Section 2.

The **VICE-PRESIDENT** of JCJ shall be elected to a two-year term by vote of the membership in even-numbered years. The Vice President shall have been a member of JCJ for a minimum of two years. In the absence of the President, the Vice-President, if present, shall preside.

Section 3

The **SECRETARY/TREASURER** of JCJ shall be appointed to a two-year term by the Board of Directors in odd-numbered years.

Section 4.

There shall be three regional **DIRECTORS** elected to two-year terms. The three regions shall be Region 1, Region 2 and Metro Region. The Board of Directors shall determine the counties in each region. Directors shall be elected to a two-year term in odd-numbered years to represent Region 1 and Metro Region. A Director shall be elected to a two-year term in even-numbered years to represent Region 2. Directors shall be elected by the membership.

Section 5.

There shall be one **DIRECTOR** elected to a two-year term by the membership in odd-numbered years that shall represent Court Clerks.

Section 6.

With the exception of the Secretary/Treasurer and the Director listed in Section 5, representing the Court Clerks, all **OFFICERS AND DIRECTORS** shall be Justice Court Judges or retired Justice Court Judges.

Section 7.

Should a **VACANCY** occur in any office other than President or Vice-President, the President may appoint a qualified member to fill the vacancy. A vacancy of a Regional Director shall be filled by a member from that region. Such appointments shall be approved by majority vote of the Board of Directors. Should a VACANCY occur in the office of President, the Vice-President shall assume that office for the remainder of the term and the Board of Directors shall appoint a Vice-President to fulfill that term.

Section 8.

Should any Officer or Director **CEASE TO QUALIFY** for Regular Membership or Life Membership; their office shall automatically become vacant, unless the Officer or Director qualifies within 30 days of the disqualification.

Section 9.

REMOVAL OF AN OFFICER OR DIRECTOR by a two-thirds vote of the Board of Directors shall be based on a recommendation of an Investigative Committee of seven members representing the three regions and the court clerks. Each regional director shall submit three names of members from their region and the clerk director shall submit the names of three clerks, to the Board for consideration to serve on the Investigative Committee. If a regional director or clerk director is being considered for removal, the President shall submit three names instead of that director. The Board of Directors shall then select a seven-member Investigative Committee, with two members from each region and one member representing the court clerks. The criteria for removal from office shall be the neglect, refusal, or inability to perform the prescribed duties for the office.

Section 10.

The Immediate **PAST-PRESIDENT** shall succeed to this office upon no longer holding the office of President. The Past-President shall provide advice and counsel to the President and Board of Directors and shall serve in this capacity until the next President shall become Past-President. If this position becomes vacant, the President may appoint, as a replacement, one of the earlier past-presidents with the approval of a majority of the Board of Directors. A President who had his membership cancelled under Article III, Section 6 or was removed under Article IV, Section 9, shall not be eligible to hold the position of Past-President.

Section 11.

There shall be no term limits for Officers and Directors to serve.

ARTICLE V - DUTIES OF OFFICERS

Section 1.

The eight Officers and Directors described in Article IV. Sections 1, 2, 3, 4, 5, & 10 above shall constitute the **BOARD OF DIRECTORS**. A majority of the Board of Directors (5 members) shall constitute a quorum

for the transaction of JCJ business. The Board of Directors shall have the management and control of JCJ and shall transact all business, subject to limitations or directions by a vote of the membership.

Section 2.

BOARD MEETINGS shall be called at each annual business meeting with one day's reasonable expenses to be reimbursed by JCJ to each Board Member attending. The President may call a Board Meeting at any time and place he or she deem necessary. Members of the Board of Directors may call a Board Meeting with a two-thirds vote (5 members) in favor of such meeting at any time and place. Action taken at any Board Meeting shall be reported to the membership on the JCJ Website.

Section 3.

DUTIES OF THE PRESIDENT shall include but not be limited to:

1. Presiding at all meetings of the general membership of JCJ and at Board meetings.
2. Co-signing all checks and vouchers with the Secretary/Treasurer.
3. Signing all membership cards and certificates (by facsimile).
4. Calling meetings of the general membership and Board of Directors.
5. Appointing replacements for Officer or Director vacancies in accordance with Article IV, Section 7, with the concurrence of a majority of the Board of Directors.
6. Serving Ex-Officio on every committee of JCJ unless otherwise noted in these Bylaws.
7. Appointing members to committees, as needed, and report the committee selections to the selectees and to the Board of Directors.
8. Performing all other duties pertaining to the office of President or prescribed by the parliamentary authority adopted in these bylaws.
9. Voting in the Board of Directors only in the case of a tie vote.

Section 4.

DUTIES OF THE VICE-PRESIDENT shall include but not be limited to:

1. Presiding at any meeting of the general membership of JCJ or at any meeting of the Board of Directors in the absence of the President.
2. Serving as Ex Officio on every committee of JCJ unless otherwise noted in these Bylaws.
3. Performing all other duties as assigned by the President or prescribed in the parliamentary authority adopted in these bylaws.

Section 5.

DUTIES OF THE SECRETARY/TREASURER shall include but not be limited to:

1. Keeping minutes of all meetings of the general membership and the Board of Directors.
2. Maintaining all records, books and reports of JCJ.
3. Reporting monthly, to the President, the financial status of JCJ including cash on hand, expenses incurred, receipts of funds, disbursements of funds and all assets and liabilities.
4. Paying all bills and obligations of JCJ as directed by the Board of Directors by preparing checks and vouchers as necessary.
5. Maintaining membership records, issuing membership cards and advising the Board of Directors of the standing of each member.
6. Obtaining a surety bond payable to JCJ in an amount determined by the Board of Directors. JCJ shall pay for this bond.
7. Performing all other duties as assigned by the President, Board of Directors, or prescribed in the parliamentary authority adopted in these bylaws.

Section 6.

DUTIES OF DIRECTORS shall include but not be limited to:

1. Attendance at all meetings of the Board of Directors ~~if possible~~.
2. Contacting the members of their regions or represented groups at the direction of the President or Board of Directors concerning JCJ matters of business.

3. Posting their names, addresses, phone numbers and email **on the JCJ WEBSITE** after election or appointment with a listing of the counties represented if a regional Director.
4. Assist and help facilitate all JCJ events.
5. Performing all other duties as assigned by the President, the Board of Directors, or prescribed in the parliamentary authority adopted in these bylaws.

ARTICLE VI – ELECTION OF OFFICERS AND DIRECTORS

Section 1.

1. An ELECTION COMMITTEE shall be appointed by the President in January of each year. The committee shall consist of 3 Regular or Life Members in good standing. The President shall appoint a chairperson. No person may serve on this committee if they or a family member are a candidate.
2. The ELECTION COMMITTEE shall give notification to all members by email and by posting on the JCJ Website, of the positions to be voted on for the current year. An application shall be posted on the JCJ Website, and each potential candidate must complete an application and present the application to the ELECTION COMMITTEE. The notification of the upcoming election, with the application, shall be posted on the JCJ Website no later than February 28th.
3. The ELECTION COMMITTEE shall meet and review all applications and shall communicate with the Secretary/Treasurer to ensure an applicant is a member of JCJ in good standing and otherwise meets the qualifications for the office sought according to these Bylaws. The ELECTION COMMITTEE shall notify an applicant as to whether the application has been approved or disapproved. If an application has been disapproved, the applicant must be told as to why and any new application must be received by the committee before the deadline of accepting applications.
4. The ELECTION COMMITTEE shall accept applications by mail, fax, or email. All applications must be received by midnight, March 31st.

Section 2.

1. The ELECTION COMMITTEE shall appoint an Election Auditor to (1) oversee the validation of ballots; (2) receive and count the ballots; and (3) serve other functions as set forth by additional election procedures. The Election Auditor shall not be a member of JCJ and shall be a person that resides in the county where the ballots are being sent.

2. On May 1st of each year, the ELECTION COMMITTEE shall send each member in good standing, an election ballot. Ballots must be received by the ELECTION COMMITTEE by midnight, May 31st. The Election Auditor will tabulate the votes and report the results to the ELECTION COMMITTEE for certification, no later than 30 days after the ballot voting deadline. Once certified by the ELECTION COMMITTEE, the results, with the percentage of votes, will be posted on the JCJ Website.
3. In the event of a tie, a runoff election will be held within thirty (30) days, as set by the ELECTION COMMITTEE.
4. The new Officers and/or Directors will take office at the next business meeting of the Board of Directors.

ARTICLE VII - ANNUAL BUSINESS MEETING

The **ANNUAL BUSINESS MEETING** of JCJ shall be conducted each year at a Board-selected location.

1. The Board of Directors shall determine the date and location of the annual business meeting.
2. The date and location of the annual business meeting will be posted on the JCJ Website and members will be notified by email.

ARTICLE VIII - COMMITTEES

Section 1.

The following **COMMITTEES** will be appointed by the President:

1. Justice Court Education
2. Auditing
3. Bylaws

Section 2.

The **ELECTION COMMITTEE** is specified in Article VI.

Section 3.

EX-OFFICIO MEMBERS of all committees except the Election Committee shall be the President and Vice-President unless excluded by other provisions of these Bylaws.

Section 4.

THE JUSTICE COURT EDUCATION COMMITTEE shall be responsible for developing the curriculum and standards for the education of court personnel to meet statutory requirements and shall monitor the implementation of the education programs throughout the year to insure effectiveness.

Section 5.

The **EXECUTIVE COMMITTEE** shall consist of the President, Vice-President, Past President, Secretary/Treasurer and shall act for the Board of Directors between its meetings and under the guidelines established for it by the Board. All actions of the Executive Committee are subject to ratification by the full Board of Directors.

Section 6.

COMMITTEE MEMBERS shall be Regular Members and Life Members in good standing appointed by the President to serve one-year terms. Each committee shall have a chair, vice-chair, and secretary designated by the President. Any appointed member of any committee may be removed by the President without cause.

Section 7.

COMMITTEE BUSINESS shall be conducted in accordance with the parliamentary authority adopted by these Bylaws.

1. Members in good standing may address any committee in any open meeting when recognized by the chair.
2. The chair of any committee may limit discussion or debate on any subject to provide for orderly and efficient meetings.
3. Each committee shall report its workings at the Annual Business Meeting, and upon written request, at any meeting of the Board of Directors.

ARTICLE IX- PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, Newly Revised, Current Version, shall be the parliamentary authority for all meetings and operations of JCJ unless specifically detailed in these Bylaws.

ARTICLE X - AMENDMENTS OF BYLAWS

Section 1.

These Bylaws may be **AMENDED BY A MAJORITY VOTE** of the voting members. A request to amend the Bylaws must be made to the Bylaws Committee by March 31st of each year to be placed on the ballot for a vote.

Section 2.

These Bylaws may be amended outside the regular election date upon approval of the Board of Directors. Any proposed amendment shall be submitted to the Bylaws Committee in writing and shall be presented to the Board of Directors for approval. Upon approval, the Board of Directors shall set a voting procedure. The voting procedure will be posted on the JCJ Website.

Section 3.

All **BYLAW CHANGES** will take effect upon the certification of the voting results, but not more than 30 days after the ballot voting deadline.

Section 4.

During a declared emergency by the Board of Directors, any Bylaw may be temporarily suspended, or amended to ensure the continued operation and management of JCJ. The membership shall be immediately informed of any declared emergency and intent to temporarily suspend or amend a Bylaw. Notification shall be by email and posting on the JCJ Website, or by any other method that the Board of Directors believes will notify the membership.

ARTICLE XI – TERMINATION OF THE ASSOCIATION

Section 1.

TERMINATION OF THE TEXAS JUSTICE COURT JUDGES ASSOCIATION, INCORPORATED shall occur on the majority vote of the membership after 30 days notice to the membership by the Board of Directors.

Section 2.

DISTRIBUTION OF THE ASSETS AND ALL FUNDS OF THE ASSOCIATION on its termination shall be to the State of Texas through the Office of the Comptroller.

Section 3.

ADDITION OF THIS ARTICLE XI was made administratively by the Board of Directors to comply with the legal requirements to incorporate. Ratified by the membership 07.16.04.

THESE BYLAWS AMENDED AND RATIFIED BY THE MEMBERSHIP 10-31-2022.