

Bylaws of the
**Central Texas Justices of the Peace
and Constables Association**

Article I - Name

The name of this organization is the **Central Texas Justices of the Peace and Constables Association**, hereinafter referred to as the "Association" or "CTJPCA." The Central Texas Justices of the Peace and Constables Association is a non-profit organization.

Article II - Purpose

The purpose of the Association is to promote, coordinate and implement informational and educational programs, activities and events for the professional and technological advancement, protection, and safety of the Central Texas Justices of the Peace, Constables their Deputies and Clerks.

Article III – Membership

Regular Membership

All persons holding the office of Justice of the Peace or Constable and all persons serving as Justice of the Peace Clerks, Deputy Constables and Clerks in the central Texas counties of Bastrop, Bell, Blanco, Bosque, Brazos, Brown, Burleson, Burnet, Comanche, Coryell, Falls, Gillespie, Hamilton, Hays, Hill, Lampasas, Lee, Limestone, Llano, Mason, Milam, Mills, McLennan, Robertson, San Saba, Travis, Washington, and Williamson shall be eligible for regular membership upon payment of the established CTJPCA membership fee.

Life Membership

Any person eligible for Regular Membership shall also be eligible for LIFE MEMBERSHIP by remaining a member in good standing and paying the established CTJPCA membership fee. Eligible Life Members shall have voting rights and shall be eligible to serve as an Officer or Director.

A retired person shall not serve as an Officer or Director. Any life member who is no longer serving in his elected or official capacity shall not serve as an Officer or Director.

Associate Membership

Any person that is unable to qualify as a regular member of CTJPCA may be accepted as an Associate Member with the approval of the Board of Directors and upon payment of the established CTJPCA membership fee. This Associate Membership includes individuals from the remaining counties of Texas.

Associate Members are entitled to all benefits of membership except that they shall not have voting rights nor be eligible to serve as an Officer or Director.

Honorary Membership

An Honorary Membership may be presented to an individual or entity upon the approval of the Board of Directors and approved by a simple majority (greater than 50%) vote of the membership at the Annual Conference. Recommendations for Honorary Membership must be presented to the Board of Directors at least 15 days prior to the Annual Conference for consideration.

Due to the high esteem given this membership, no more than two (2) per year may be awarded and the membership shall be for a period of one (1) year.

An Honorary Member shall be entitled to all benefits of membership except that they shall not have voting rights nor be eligible to serve as an Officer or Director.

Membership Fee

Regular, Life and Associate Membership Fees shall be set by the Board of Directors and approved by a simple majority (greater than 50%) vote of the membership at the Annual Conference. The Treasurer and Secretary shall maintain a current list of membership fees.

Membership in Good Standing

To be a Voting Member or Associate non-voting member in good standing, the eligible party must register their current mailing address, e-mail address, phone number and fax (if applicable) with the Secretary of the Association and pay annual dues for the current year.

Article IV - Fiscal Year

The fiscal year of the Association shall be from April 1 to March 31, and all current year memberships shall expire on March 31.

Article V - Membership Meetings

The Board of Directors shall set the time, date and place of membership meetings. Notice of these meeting shall be provided to the members at least two weeks prior to this date.

The last meeting of the fiscal year shall be an Annual Conference for the purposes of electing Directors and Officers for the upcoming year, continuing education, introducing technological advancements, and concluding or initiating any necessary business matters. The Board of Directors shall set the time, date and place of such meeting and notice thereof shall be provided to the members at least two weeks prior to this date.

The Board of Directors may schedule other meetings of members as deemed necessary. Notice of the meeting, with a statement of the purpose, shall be provided to the members at least two weeks prior to such date.

At any meeting of the Association, the members present shall constitute a quorum providing that a majority of the Board of Directors is present.

At the third quarterly Board of Directors meeting, the President shall appoint a Nominating Committee of three members who shall present nominees for Directors and Officers up for election. Thirty days prior to this meeting, the nominating committee shall qualify and submit in writing the names of Director and Officer Nominees to the Board of Directors.

Eligible Directors and Officers must be:

- A regular or life member in good standing
- Have given their permission for nomination
- Attended at least 50% of the current year meetings (may be waived by a letter approved and signed by current Board of Directors prior to the Annual Conference).

After presentation of the report of the Nominating Committee at the Annual Conference, members may make nominations from the floor, providing that all persons nominated meet the above requirements.

Directors and Officers shall be elected by a simple majority of those members in good standing voting at the Annual Conference.

Article VI – Board of Directors

Amended 3/29/19

The Board of Directors shall meet at least once each quarter of the Association's fiscal year.

The Board of Directors shall be comprised of:

- President – one year term
- Immediate Past President – one year term
- Constable – two year term
- Justice of the Peace – two year term
- Deputy Constable – two year term
- Clerk of the Court – two year term
- At-Large Member – one year term.

Constables and Clerks of the Court shall be elected in even years. Justices of the Peace and Deputy Constables shall be elected in odd years.

Article VII – Directors, Officers and Their Duties

The Officers of the Association shall be: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Chaplain, Judge Advocate, Deputy Representative and Justice of the Peace Clerk Representative.

President: The President shall preside at all meetings of the members and at all meetings of the Board of Directors. He shall be an ex-officio member of all committees, and shall perform such duties as customarily pertain to the Office of President or as may be directed by the membership or the Board of Directors.

The President shall alternate annually between a Justice of the Peace and Constable.

In case of vacancy of the Presidency, the Board of Directors shall appoint a replacement with a simple majority vote. This replacement must keep the annual alternation of the Justice of the Peace and Constable intact.

Website and other online media management shall be under the direction of the President or other designated member. Website changes may be recommended by any Officer. All postings will have approval by the President or designated member. Controversial postings shall be presented to the Board of Directors for a simple majority vote.

First and Second Vice Presidents: The Vice-Presidents, in descending order, shall have and exercise the powers, authority and duties of the President during the absence or disability of the President. They shall have such other responsibilities and duties as may be directed by the President or the Board of Directors.

Secretary: The Secretary, or other designated member, shall be responsible for keeping accurate minutes and records of all meetings of the membership and the Board of Directors, see that all notices are duly given in accordance with these Bylaws or as

required by law, maintain the official records of the organization, and in general perform all duties customary to the office of the Secretary and such other duties as from time to time may be assigned by the President or Board of Directors. The minutes, records and reports of all meetings shall be available to the Board of Directors at all times. They shall be passed on in their entirety to the succeeding Secretary.

Treasurer: The Treasurer, or other designated member, shall be responsible for monitoring the control, receipt and custody of all funds and assets of the Association together with monitoring disbursements as authorized by the Board of Directors. The Treasurer, or other designated member, shall be responsible for reporting receipt, use and disbursements of all assets of the Association, and provide financial reports at the quarterly and annual conference. The Treasurer shall maintain financial records that are available to the Board of Directors at all times. The Treasurer shall manage and direct the completion of all state and federal reports. All financial statements and other records shall be given to the succeeding Treasurer.

The motion to pay all bills should be on every Board of Director Meeting agenda. The Treasurer shall sign all checks and drafts of the Association, and all checks shall be cosigned by the President.

Sergeant-at-Arms: The Sergeant-at-Arms shall maintain order and security at all times during the meetings and events. The Sergeant-at-Arms shall "Call to Order" and "Adjourn" all meetings. The Sergeant-at-Arms shall be either a Constable or Deputy.

Chaplain: The Chaplain will facilitate the spiritual health and growth of the organization. The Chaplain will be a Regular or Life Member.

Judge Advocate: The Judge Advocate will be familiar with and shall ensure that parliamentary procedures, bylaws and traditions are respected by everyone. Controversial issues before the Judge Advocate will be decided by a simple majority vote from the Board of Directors. The Judge Advocate will be a Justice of the Peace. If needed outside legal counsel may be utilized.

Deputy and Justice of the Peace Clerk Representatives: The Deputy and Justice of the Peace Clerk Representatives are responsible for representing the interests and concerns of the Deputies and Staff in discussions and decisions of the Board of Directors.

Any vacancy that occurs during the term of office may be filled by a simple majority vote of the Board of Directors.

Article VIII – Communications

Organizational communications may primarily be done by electronic/digital means (i.e... phone, e-mail, fax, internet, website, newsletters, etc...). Members should provide current and necessary contact information to the Secretary to assist in communication efforts (as outlined in Article III – Membership – Member in Good Standing). Under certain circumstances, and with approval from the Board of Directors, exceptions to electronic/digital communications may be arranged.

Article IX - Annual Audit Committee

The President shall appoint a committee of three Members to audit the books and records of the Association and to present an audit report to the membership at the annual conference.

Prior to the Annual Conference, the President shall schedule an external audit. Results of this annual audit shall be presented to the membership at the annual conference.

Article X - Dues

The amount of annual dues for Regular, Lifetime or Associate membership shall be determined by a simple majority vote of those members voting at the annual conference.

Article XI - Amendments

Amendments to these bylaws shall be recommended, discussed and written by the Board of Directors and submitted to the membership during any quarterly meeting. Amendments must receive a two-thirds (2/3) vote of the Board of Directors to be approved and submitted to the membership. Amendments must receive a two-thirds (2/3) vote of voting members in good standing attending the meeting to be approved. Amendments shall be put into effect upon approval.

Article XII – Cancellation of Membership

The Board of Directors, by majority vote at a duly called meeting of the Board, may cancel the membership and call in the membership card of any member who has been convicted of any criminal offense or has been guilty of conduct unbecoming a member of this Association.

Article XIII - Governing Rules

The rules contained in Robert's Rules of Order, Newly Revised shall govern all meetings of the Association and its Board of Directors. In cases of conflict with these bylaws, the bylaws shall prevail. The Judge Advocate or presiding officer shall make interpretation of Governing Rules at any meeting.

Article XIV - Distribution of Funds on Dissolution

In the event the Central Texas Justices of the Peace and Constables Association should cease to exist, all funds of the Association on deposit in any bank or banks or on hand, after payment of all due expenses and all outstanding debts, shall be distributed exclusively to charitable, religious, scientific, testing for public safety, literary, or educational organizations that would then qualify under the Provisions of Sec. 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

3/27/2019 – 2019 CTJPCA Annual Conference Business Meeting

AMENDMENT TO CTJPCA BY-LAWS

Amend By-Laws Article VI according to Article XI – Extend Officers and Board of Directors to terms of two (2) years beginning 2020 and also extending term of current 2018 Officers and Board of Directors to one more year which current term would run through March 31, 2020.

At the 2019 Annual Conference Business Meeting, a motion was made to amend CTJPCA By-Laws Article VI according to Article XI to extend Officers and Board of Directors to terms of two (2) years. The two year terms will be effective immediately which will extend the current 2018 Officers and Board of Directors to one more year in their current term through March 31, 2020 and beginning April 1, 2020 the terms for CTJPCA Officers and Board of Directors will be two year terms.

Motion made by Dep. William Shepherd. Motion seconded by Constable David Blakey. Motion passed.

