

BYLAWS

NORTH TEXAS JUSTICES OF THE PEACE AND CONSTABLES ASSOCIATION, INC.

ARTICLE I

MEMBERSHIP AND AREA

SECTION 1

The incorporated name of this Association is **North Texas Justices of the Peace and Constables Association, Inc.** (hereinafter referred to as "Association"). This Association shall be expressly for the benefit of and to serve the needs of Justices of the Peace and Constables of the areas as stipulated in Article I, Section 2. The Association shall provide education to the citizens of Texas regarding Civil Law and Criminal Law as it applies or pertains to Justices of the Peace and Constables.

SECTION 2

This Association will encompass, but not be limited to, 74 counties in North Texas. This region will consist of the following counties:

ANDERSON, ARCHER, BAYLOR, BOSQUE, BOWIE, BROWN, CALLAHAN, CAMP, CASS, CHEROKEE, CLAY, COLEMAN, COLLIN, COMANCHE, COOKE, CORYELL, DALLAS, DELTA, DENTON, EASTLAND, ELLIS, ERATH, FALLS, FANNIN, FOARD, FRANKLIN, FREESTONE, GRAYSON, GREGG, HAMILTON, HARDEMAN, HARRISON, HASKELL, HENDERSON, HILL, HOOD, HOPKINS, HUNT, JACK, JOHNSON, JONES, KAUFMAN, KNOX, LAMAR, LIMESTONE, MARION, MCLENNAN, MILLS, MONTAGUE, MORRIS, NAVARRO, PALO PINTO, PANOLA, PARKER, RAINS, RED RIVER, ROCKWALL, RUNNELS, RUSK, SHACKLEFORD, SMITH, SOMERVELL, STEPHENS, TARRANT, TAYLOR, THROCKMORTON, TITUS, UPSHUR, VAN ZANDT, WICHITA, WILBARGER, WISE, WOOD, YOUNG.

SECTION 3

Any Justice of the Peace, Constable, Clerk, or Deputy Constable from the State of Texas who is a paid employee of a county within the area listed in Article 1 Section 2, or is a retired Justice of the Peace, Constable, Clerk, or Deputy Constable from the State of Texas who is a retired employee of a county within the area listed in Article 1 Section 2 who dues are current and in good standing of the NTJPCA may hold an elected office in the Association. Past Presidents of the Association who no longer served as a Justice of the Peace, Constable, Clerk, or Deputy Constable. but who dues are current may hold full voting membership rights.

SECTION 4

Any Justice of the Peace, Constable, Clerk, or Deputy Constable of any state of the United States may hold non-voting membership in the Association, but may not hold an elective office in the Association.

Amended 2021

SECTION 5

Reputable persons who have an interest in the preservation and improvement of the offices of the Justice of the Peace or Constable may hold honorary non-voting membership in the Association, but may not hold an elective office in the Association. Honorary memberships shall be (a) Honorary Standing Member, (b) Honorary Benefactor Member, and (c) Honorary Endowment Member. (Honorary designations are described in Article II, Section 4 below.)

SECTION 6

Reputable persons who have an interest in the preservation and improvement of the offices of the Justice of the Peace or Constable may hold honorary non-voting membership by paying \$25.00 annual dues, but only upon the endorsement of the Justice of the Peace or Constable for the precinct where the applicant resides. Said Honorary Member may not hold an elected office in the Association.

SECTION 7

The Board of Directors (hereinafter referred to as "Board"), at any regular meeting, may cancel the membership of any member who has been convicted of any offense involving moral turpitude, failure to pay dues, or for any conduct unbecoming to a Justice of the Peace, Constable, Clerk, or Deputy Constable.

ARTICLE II

MEMBERSHIP FEES AND DUES

SECTION 1

All membership dues shall be \$40.00 per fiscal year. A portion of these dues, \$10.00, shall go to the scholarship account to fund any approved scholarship awarded.

SECTION 2

A lifetime membership may be obtained by a one time payment of \$200.00.

SECTION 3

Special assessments may be made by the Board by a favorable two-thirds vote of the voting membership at any Annual Conference.

SECTION 4

A Honorary Member shall be assessed the following dues: (a) Standing member \$100.00; (b) Benefactor member \$500.00; and (c) Endowment (lifetime) member \$1,000.00.

Section 5

The President of the Justices of The Peace and Constables Association of Texas, Inc shall hold an Honorary Membership in the North Texas Justices of The Peace and Constables Association, Inc. that will run concurrent with the presidential term of the Justices of The Peace and Constables Association of Texas, Inc. The person holding the office will be a voting member of the North Texas Justices of The Peace and Constables Association, Inc. and there will be no membership fee.

ARTICLE III

OFFICERS AND DIRECTORS

SECTION 1

The Association shall elect the following officers: President, First Vice-President, Second Vice-President, Third Vice-President, ~~Secretary, Treasurer,~~ **Secretary-Treasurer**, Sergeant at Arms, Chaplain **and Judge Advocate**/Parliamentarian. Each of these officers must be a duly qualified Justice of the Peace, Constable, Clerk, or Deputy Constable in good standing, serving in the counties of Article I, Section 2. The Justice of the Peace or Constable for whom a Clerk or Deputy Constable works must approve their nomination before they may be elected to office.

SECTION 2

The Board shall comprise the President, First Vice-President, Second Vice-President, Third Vice-President, Secretary-Treasurer, Sergeant at Arms, Judge Advocate/Parliamentarian (if appointed by the President as directed in Article VII, Section 1), Chaplain, Immediate Past President, and four At Large Board Members elected by the voting members at the previous Annual Conference. The members of the Board shall be referred to as "Directors". The four At Large Board Members shall be a Justice of the Peace, Constable, Clerk, or Deputy Constables in good standing and serve in one of the counties listed in Article I, Section 2. Should a vacancy occur on the Board, the President shall appoint a qualified member in good standing for the remainder of the term. The President may appoint a special projects board member.

SECTION 3

All Officers and Directors shall be elected at the Annual Conference and shall serve until the following Annual Conference. All Officers and Directors may be elected for additional terms.

SECTION 4

Officers and Directors who cease to qualify as an Association member shall be immediately removed from office and replaced by a qualified member appointed by the President.

SECTION 5

Should the President no longer qualify to serve, he shall be succeeded by the First Vice-President and then the Second Vice-President.

SECTION 6

The President shall be the Chairman of the Board of Directors and will preside over all Board meetings.

SECTION 7

In the absence of the President, the order of precedence over the Board shall be: First Vice-President, Second Vice-President, Third Vice-President, followed by Secretary-Treasurer.

SECTION 8

A MEETING OF THE BOARD shall be held on the day preceding the Annual Conference.

SECTION 9

The President may call a meeting of the Board at any time during the year, when deemed necessary, at a place and date of the President's choice, by giving written notice at least three (3) days prior to said meeting. The Board may vote reasonable and necessary expenses to any member of the Board whose expenses are not paid by their respective county. This will be paid by Association funds.

SECTION 10

Seven Directors shall constitute a quorum for business transactions. Directors shall have the authority to act for the Association in all business matters necessary for the proper conduct of the Association. The Board shall select the locations for the annual training schedule at the first called meeting.

ARTICLE IV

DUTIES OF THE PRESIDENT

SECTION 1

The President shall preside at all meetings of the Association and carry out all duties provided for in Article III. The President shall also perform all other duties pertaining to his office.

ARTICLE V

DUTIES OF THE VICE-PRESIDENTS

SECTION 1

In the absence of the President, the First Vice-President shall act in his place for all purposes. The First Vice-President will serve as the Program Chairman responsible for coordinating and scheduling the meetings.

SECTION 2

In the absence of the First Vice-President, the Second Vice-President shall act in his place for all purposes.

SECTION 3

In the absence of the Second Vice-President, the Third Vice-President shall act in his place for all purposes.

ARTICLE VI

DUTIES OF THE SECRETARY-TREASURER

SECTION 1

In the absence of the Third Vice-President, the Secretary-Treasurer shall act in his place for all purposes.

SECTION 2

The Secretary-Treasurer shall keep minutes of all meetings.

SECTION 3

The Secretary-Treasurer shall keep the record books and reports of the Association, and shall make an annual report to the President of all cash on hand; all expenses, all receipts and all disbursements, and shall make a complete financial statement including all money on hand and a list of the assets and liabilities of the Association. The financial statement shall be presented during the Annual Conference.

SECTION 4

The Secretary-Treasurer shall pay all bills from the Association funds.

SECTION 5

The Secretary-Treasurer shall keep a record of all membership fees paid and all membership fees due, any and all other funds received from any source, and to file any reports required by law, by these Bylaws, or otherwise deemed necessary.

SECTION 6

The Secretary-Treasurer will issue dues cards to all paid members co-signed by the President.

SECTION 7

The Secretary-Treasurer shall prepare and issue all checks. The Board shall designate three officers who will be eligible to countersign the checks. The checks will require the Secretary-Treasurer and one other signature.

SECTION 8

The Secretary-Treasurer shall be under surety bond to the Association in an amount to be determined by the Board, and the premium on said bond shall be paid by the Association.

ARTICLE VII

DUTIES OF THE JUDGE ADVOCATE/PARLIAMENTARIAN

SECTION 1

The Judge Advocate/Parliamentarian of the Association shall act for and in behalf of the Association in all legal matters and parliamentarian rules referred to him by the President or the Board. The President may appoint the Judge Advocate/Parliamentarian with a majority confirmation vote of the Board. His term of office expires with the President and the Board that confirms him.

ARTICLE VIII

DUTIES OF THE SERGEANT AT ARMS

SECTION 1

The Sergeant at Arms shall keep order at meetings and assist the President by carrying out all necessary activities.

ARTICLE IX

DUTIES OF THE CHAPLAIN

SECTION 1

The Chaplain shall give the invocation at each meeting and be responsible for memorial services at our Annual Conference.

ARTICLE X

DUTIES OF THE AT LARGE DIRECTORS

SECTION 1

The four At Large Directors shall comprise the Membership Committee to set guidelines for obtaining new members. They shall select a Chairman from among themselves and shall have the authority to appoint other members to serve on the committee.

ARTICLE XI

ANNUAL AUDIT

SECTION 1

An annual audit of all financial records shall be held within 30 days after the election of officers. This audit will be performed by the Audit Committee, consisting of two members of the Association not holding office in the Association. This committee shall be appointed by the President at the Annual Conference to serve for one year. The Secretary-Treasurer shall make all records available to the committee and shall cooperate with them in conducting the audit. This committee may also examine all financial records at any time during the year when they or the President shall deem such an examination is necessary.

ARTICLE XII

ANNUAL CONFERENCE

SECTION 1

Bids for hosting the next Annual Conference shall be presented and voted on by the membership present at the Annual Conference. If no bids are received, the Board shall select the time and place for the next Annual Conference at the first board meeting following the conclusion of the Annual Conference.

SECTION 2

The Annual Conference will be awarded to the Justice of the Peace and/or Constable who will serve as host and assume the responsibility for arranging for meeting facilities, hotels, and all other necessary functions. The Board has the authority to approve or disapprove the arrangements and to set the amount of registration.

SECTION 3

Scholarship

The association shall award two (2) Larry A. Waller Scholarships in the amount of Five Hundred dollars (\$500.00) each at the annual meeting each year. The board of directors by majority vote of the board members present may increase or decrease the number or amount of the scholarship awards based on the availability of funds. The treasurer shall report the availability of funds at the first quarterly board meeting for the association after the annual meeting. At that meeting the president shall appoint a chairperson to chair the Scholarship Awards Committee. The Association Secretary/Treasurer and Karen Waller (Wife of Larry Waller) shall be standing members of the committee. The chairperson may appoint three (3) additional members to serve on the committee.

The committee shall draft a Scholarship Application Form. This application shall be available to the membership at each regular meeting of the association, by written request to the secretary, and on the association web page. The application must include an endorsement by a member of the association in good standing (whose dues are current) and the member must have attended at least one of the quarterly meetings in the previous twelve (12) months before the scholarship will be awarded. The secretary shall maintain a sign in sheet at each meeting for the purpose attendance verification. It is the member's responsibility to sign the scholarship attendance verification sheet.

The scholarship committee shall meet at the quarterly meeting before the annual meeting to consider the applications and select the recipients. The president and treasurer shall determine the method of payment to the recipients to ensure the scholarship is used for educational and related expenses.

ARTICLE XIII

NOMINATING COMMITTEE

SECTION 1

The President shall appoint a Nominating Committee prior to the Annual Conference who shall prepare a slate of the eight primary officers.

SECTION 2

The four Directors must be nominated from the floor and any eligible member may be nominated for any office from the floor.

SECTION 3

Each nominee shall be voted on individually by the members present.

ARTICLE XIV

ANNUAL ELECTION

SECTION 1

Annual election of Officers and Directors shall be held during the Annual Conference and will serve until the conclusion of the following Annual Conference.

SECTION 2

All voting members of the Association who are in good standing shall have the privilege of casting one vote per subject matter brought before the membership.

ARTICLE XV

FISCAL YEAR

SECTION 1

The fiscal year shall be from November 1st through October 31st of the following year.

ARTICLE XVI

AMENDMENTS

SECTION 1

Any amendment to the Bylaws shall be made only by a two-thirds vote of the voting members assembled at the Annual Conference.

ARTICLE XVII

PROCEDURE IF ASSOCIATION DISSOLVED

SECTION 1

In the event this Association is ever dissolved, any funds remaining will be turned over to the Justices of the Peace and Constables Association of Texas, Inc.

ARTICLE XIX

PROCEDURE FOR EXPELLING A MEMBER FOR CAUSE

In the event a member is accused of a crime or moral improprieties, a hearing shall be conducted by the by the Board to determine if the member is to be expelled from the Association. The accused may be represented by him or her self or by his or her representative at a hearing date and place designated by the President. The board must consist of a quorum. Upon hearing the case the Board shall by a majority vote decide if the accused will be expelled from the Association.

During the hearing phase, the accused shall be suspended from any duties, action or representation regarding the Association.