



# Constitution and By-Laws

Adopted: October 4, 2018



## ARTICLE I. Name of Association

### Section 1.

The name of the association shall be Texas Association for Court Administration, Inc. (TACA).

## ARTICLE II. Purpose

### Section 1.

The primary purpose for which the corporation is organized is to encourage and promote continuing education and maintenance of professional standards for Court Administration in the State of Texas, and to aid in identifying the individual needs of Texas Courts and their administrative personnel in improving the administration of justice.

### Section 2.

The specific purposes are as follows:

- A. The rendering of special and general services which individual court administrative court personnel have neither time nor expertise to do alone.
- B. The holding and fostering of schools, conferences and meetings of Court Administrators, and other administrative staff employed by the Court System of the State of Texas, for the practical study of matters pertaining to Court. The maintenance of a central bureau of information to provide, through research and analysis, informative data on which Judges, Court Administrators and administrative court personnel throughout the State of Texas may base future action.
- C. To provide the judiciary with a plan for the professional education and development of persons employed courts within the State of Texas as coordinators, and administrators in Texas trial courts. These programs shall provide for the certification of such persons upon the successful completion of a prescribed curriculum.
- D. To promote the profession of court administration among State governmental agencies and officials to secure the administration of justice by providing efficient management and coordination in the trial courts of the State of Texas.
- E. The publication and circulation of an official magazine and other publications, special reports, brochures and newsletters of interest Texas Courts and their administrative personnel.

## ARTICLE III. Membership

### Section 1.

The association shall offer six categories of membership: regular member, associate member, honorary member, sustaining member, retired member and judicial associate member.

#### A. Regular Member

Any person whose primary duty is to work in the administration of the Courts and is a direct employee of the judiciary of the State of Texas shall be entitled to regular membership. Regular members in good standing shall be entitled to vote, hold office and serve on committees. Membership is conferred upon submission of an application and payment of annual dues.

Any individual seeking regular membership should strive to meet the following qualifications:

1. A Bachelor's Degree (preferably in Administration, Management or Criminal Justice), conferred by an accredited college or university; or
2. Sixty (60) hours of higher education from an accredited college or university, and three (3) years' experience in full time working of the court, management or administration.

All regular members should strive to complete the appropriate course work prescribed by a professional development program, as approved for their court jurisdiction.

All regular members should strive to complete the required 16 hours of continuing annual education, as prescribed by Local Government Code §74.106(a), for court coordinators employed by trial courts in the State of Texas. Programs of qualified education may be (Institute of Court Management, Texas Association for Court Administration, National Association for Court Management, or other court- related educational programs).

The following experience can be substituted for a person in a court coordinator position:

1. Must have five (5) years' experience as a full time employee in any one or combination of the following:
  - a. Deputy Court Coordinator
  - b. Court Clerk or Deputy Court Clerk
  - c. Manager, Assistant Manager, Administrator or Assistant Administrator of an organization.

#### B. Judicial Associate Member

A Judge who is interested in furthering the purposes of this organization is eligible to become a judicial associate. A judicial associate member may not vote, Chair a committee, nor be elected to serve on the Board of Directors.

#### C. Retired Member

A regular member in good standing who has retired from the judicial system is eligible to retain membership as a retired member. Retired members may vote and serve on committees, but they shall not hold office.

D. Associate Member

A person engaged in a related field may become an associate member. An associate member may participate fully in the association including serving as a member of a committee. However, an associate member may not vote, chair a committee, nor be elected to serve on the Board of Directors.

E. Honorary Member

A person who has made a significant contribution to the science of Court Administration or rendered distinguished service in related fields may be elected to honorary membership in the Association by a majority vote of the membership in attendance at an annual meeting. An honorary member may serve on committees, but may not vote, chair a committee, nor be elected to serve on the Board of Directors. Honorary members shall not be required to pay dues.

F. Sustaining Member

A person, persons, firm or corporation interested in furthering the purposes of this organization A Sustaining member may serve on committees, but may not vote, chair a committee, nor be elected to serve on the Board of Directors.

Section 2.

The membership year shall be based on the member's anniversary date.

Section 3.

Substitution of membership: When public funds have been expended for payment of dues for an individual and such individual leaves their position, another person within the same position may transfer their membership, at no additional cost for the remainder of the year. Notice of the transfer shall be in writing and mailed to the Secretary of the Association.

ARTICLE IV. Officers

Section 1.

The Board of Directors of the Association shall consist of five (5) Members. The term of office shall be for two (2) years with two (2) Members being elected on odd number Years and three (3) Members elected on even number years. Persons elected to the Board of Directors shall not serve more than two (2) consecutive terms.

A Director who is appointed to the Board shall serve out the remaining term to which they were appointed. That same Director would then be eligible to be elected to The Board and further serve no more than two (2) consecutive terms.

Section 2.

The Chairperson of the Board of Directors shall be elected by the membership each year at the Annual meeting from the elected Board of Directors.

A person who wishes to run for Chair must have served a minimum of one year on the Board of Directors.

Section 3.

The Treasurer shall be appointed by the Board of Directors; and, shall be a regular member in good standing. The Treasurer shall serve as an ex-officio Board Member. The Treasurer shall collect, receive and have custody of all funds of the Association; shall deposit such funds in a bank approved by the Board of Directors and shall advise on and provide for the expenditure of such funds. The Treasurer shall make a financial report to the Board of Directors at each meeting and shall make a report to the Association at the Annual Business Meeting. The Treasurer shall serve on any committee responsible for the securing or expending of funds.

Section 4.

The immediate Past Chair for the association shall serve as an ex-officio Board member and serve as a consultant to the Board. The Immediate Past Chair shall serve as Secretary of the association and shall keep the minutes of all meetings of the association and the Board of Directors. The Secretary shall preserve and retain all correspondence of the Association, and shall maintain a current roster of members. In the event the Past Chair is unable to serve the Board of Directors, the Board shall appoint a member in good standing to fulfill this position.

Section 5.

All Directors of the Association shall have full authority to perform such duties necessary to manage the Association, and in that capacity shall prepare an action plan for the ensuing year.

Section 6.

A Director may resign at any time by giving notice to the other members of the Board of Directors. Such resignation shall become effective at the time specified by the Director.

Section 7.

Vacancy because of death, resignation, or any other cause shall be filled for the un- expired term by a majority vote of the remaining Board of Directors.

Section 8.

A position for Board of Directors may be declared vacant if the board member is unable to participate in three (3) or more Board meetings, without good cause.

Section 9.

No more than two officers on the Elected Board of Directors can come from the same jurisdiction, court or city.

## ARTICLE V. Elections and Voting

Section 1.

Nominations for Directors shall be made by a Nominating Committee. Nominations for Directors are open to the floor and require written consent by the candidate's supervising judge. To be eligible for nomination and election to the Board of Directors, a candidate must:

- A. Be a regular member in good standing of the Association.
- B. Have written consent by their supervising judge at the time candidacy is declared or is nominated from the floor.
- C. Have previously served one (1) year on a committee.

Section 2.

The Nominating Committee

The Nominations Committee is responsible for the continuous fostering of interest in a leadership role among the membership. The Immediate Past Chair serves as the committee chairperson. The Committee shall consist of five (5) members in good standing, which has been a regular member for 3 years or more. The committee should be comprised of members who represent the interests of the following court types:

- a representative of an urban court;
- a representative of a multi-county court;
- a representative of a county court at law;
- a representative of a rural court; and
- a representative of a court of general jurisdiction.

Section 3.

Voting shall be by a majority vote of the membership in attendance at the annual meeting.

Section 4.

Proxy votes will be accepted by the association and must be submitted to the Immediate Past Chair/ Nominations Chair of TACA in writing for a specific purpose of the election of officers. A proxy vote must be addressed to the Immediate Past Chair/Nominations Chair of TACA and signed by a regular member in good standing. Proxy votes must be date stamped 10 days prior to the TACA Annual Business meeting.

Section 5.

Robert's Rules of Order, revised, shall govern the conduct of all business meetings except as may be otherwise provided in the Articles of Incorporation or the Bylaws.

Section 6.

The Immediate Past Chair/Nominations Chair shall preside over the election of Chair at the Annual Meeting.

Section 7.

Newly elected members of the Board of Directors' Terms shall begin, the first day of the month following the annual meeting. The ongoing Chair of the Association shall invite the newly elected members of the Board to attend any interim Board of Directors meeting as non-voting participants.

ARTICLE VI. Judicial Advisory Board

Section 1.

The Judicial Advisory Board shall constitute a committee of Judges that further the goals and efforts of Court Administration.

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Section 2.

The Board of Directors, after the general election of new Board members, will meet and discuss the makeup of the Judicial Advisory Board and designate a chairperson of the Judicial Advisory Board. Careful consideration shall be given to select Judges representing a cross-section of this state who have furthered the efforts of the organization and profession. The Board of Directors, by majority vote, will decide the make-up of this advisory board.

Section 3.

The Judicial Advisory Board shall meet at such times as the Board members feel is necessary for the conducting of business for the good of the Association.

ARTICLE VII. Meetings

Section 1.

The Board of Directors shall meet at such time as the Board members feel is necessary for the conducting of business for the good of the Association.

Section 2.

The Texas Association for Court Administration shall hold an annual meeting for the purpose of electing new members to the Board of Directors, conducting business for the general exchange of ideas and goodwill of its membership.

Section 3.

A majority of the Board of Directors shall constitute a quorum. Action without a meeting may be taken by the signed consent of all Directors. Directors may participate in a meeting by means of a conference telephone call, or via email and such participation shall constitute presence in person at such meeting. The results of such telephone and email conferences shall be recorded and placed in the minutes of the Association.

ARTICLE VIII. Committees

In addition to the Nominating Committee, the Board shall establish those committees necessary to achieve the organization's strategic vision. Three functional areas have been identified for the organization: Budget, Finance & Operations; Outreach & Communication, and, Professional Development. These committees shall operate until their duties are fulfilled or as otherwise determined by the Board of Directors. They shall be reviewed annually by the Board.

Section 1. Budget, Finance & Operations-

Budget and Finance shall be coordinated on behalf of the Board of Directors through the duties of the Secretary and Treasurer. Based on historical data, the Treasurer will present to the Board a draft budget for the coming fiscal year. The draft should include costs for basic maintenance and administration, the annual education conference and publication of the TACA Journal. The Board, in consultation with the Treasurer, shall adopt a budget and set financial goals for the organization not later than January 31 of each year.

Section 2. Outreach & Communication -

Outreach and Communication are the activities engaged in by the organization to educate the membership, the judiciary and the public about the vision and purposes of court administration and the programs undertaken by TACA.

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**Section 3. Professional Development -**

Coordinates the programs and activities of the Association to provide continuing education opportunities for the membership including the Annual Education Conference, the Scholarship Program, assisting with the Professional Development Program of the Texas Center for the Judiciary, implementing programs based on the National Association for Court Management Core Competency Curriculum Guides and provides coordination on behalf of the membership with the Institute for Court Management, the Justice Management Institute and other state and national providers of court management related education.

**ARTICLE IX Financial Matters**

**Section 1. Fiscal Year**

The fiscal year of the Association shall be December 1<sup>st</sup> through November 30th.

**Section 2. Payment of Dues**

Annual dues shall be payable on or before the member's anniversary date. Any active member, who has not paid current annual dues within 90 days after their anniversary date, shall lose the privilege of membership until dues are paid.

**Section 3. Dues**

Dues for all categories of membership shall be established by a majority vote of the members in attendance at the Annual Business Meeting.

**Section 4. Refunds**

No dues shall be refunded to any member whose membership terminates for any reason.

**Section 5. Other Fees**

The Board of Directors may establish registration fees or other charges for annual meetings, special meetings, conferences, workshops and other Association activities. The Board also may enter into contractual relations in the name of the Association in support of Association business and activities.

**ARTICLE X. Amendments**

**Section 1.**

- A. These By-Laws may be amended at any Annual Business Meeting by a majority vote of the eligible members in good standing. Any member in good standing may make a recommendation to the Board of Directors. All proposed amendments shall be referred to the Board of Directors for study and recommendation. The Board of Directors shall report and make a recommendation to the membership, at the next called business meeting.
- B. Amendments offered from the floor require a 2/3rd vote of the regular members in good standing in attendance.
- C. Notice of proposed amendments shall be given to the membership at least 30 days prior to the next business meeting.