



TEXAS  
COURT CLERKS  
ASSOCIATION  
BYLAWS

CHARTER #309589

ORGANIZED—MARCH 14, 1972

**FOUNDERS**

Alexander, Gloria	Baytown, Texas
Bryant, Ruby	Galena Park, Texas
Coe, Elizabeth	Baytown, Texas
Corney, Jean	Friendswood, Texas
Gibson, Nadine (Proxy L.E.N.)	Hedwig Village, Texas
Gillespie, Jennie	Webster, Texas
Kennedy, Zelle	Jacinto City, Texas
Nelson, Lorna	Deer Park, Texas
O'Neal, Margaret	Brookside Village, Texas
Sease, Joyce	La Porte, Texas
Thomas, Minnie	Webster, Texas
Walker, Leonida	Shoreacres, Texas

**CHARTER MEMBERS**

Aboosh, Norman D	Beaumont, Texas
Akers, Anne	Texas City, Texas
Alexander, Gloria	Baytown, Texas
Anderson, Doris	Deer Park, Texas
Beach, Wanda	Hurst, Texas
Bryant, Ruby	Galena Park, Texas
Coe, Elizabeth	Baytown, Texas
Felkner, Truman	Texas City, Texas

Ferguson, Gail	Deer Park, Texas
Gibson, Nadine	Houston, Texas
Guthrie, Farrell	Pearland, Texas
Harris, Barbara	Katy, Texas
Kennedy, Zelle	Jacinto City, Texas
Larsen, Margaret T	Hurst, Texas
Monkres, Poline	DeSoto, Texas
Nelson, Lorna E	Deer Park, Texas
O'Neal, Margaret	Brookside, Texas
Pittman, James C	Houston, Texas
Prukop, Anna V	Victoria, Texas
Sease, Joyce	La Porte, Texas
Southard, John	Fort Worth, Texas
Thompson, Dorothy	Pearland, Texas
Walker, Leonida	Shoreacres, Texas
Walker, Nina M	Deer Park, Texas
Weatherly, Dorothy	Bedford, Texas

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# BYLAWS OF THE TEXAS COURT CLERKS ASSOCIATION

## Article I.

### Section 1.01. Definitions

- (a). The name of the Association shall be Texas Court Clerks Association.
- (b). The Texas Court Clerks Association (TCCA) was founded in 1972 by and for Texas Municipal Court Clerks and Justice Court Clerks.

### Section 1.02. Purposes

- (a). Specific and Primary Purposes. To associate any person serving in a ministerial capacity at a Court which has original jurisdiction over Class C fine only misdemeanors.
- (b). General Purposes. To engage in any activity, undertaking, business, or venture as shall assist or be pertinent to the carrying out of the specific and primary purposes of this corporation, so long as those activities, undertakings, business, or ventures are non-political in nature and are simultaneous with the purposes and intent of this Association in refraining from any politically motivated or associated activity.

## Article 2. General Powers

### Section 2.01. Financial Health

- (a). The Association, at the Board level, shall have the power to make agreements, terminate agreements, audit, maintain, further, manage and oversee the financial health of the Association through the office of the Treasurer, and with the guidance and oversight of the Board of Directors.
- (b). The Association shall have the power and authority to conduct any activities designed to promote or implement the following:
  - (1). Association or reconstitution of new and existing Regions.
  - (2). Instruction and education of the members of the Association regarding their duties, responsibilities, and procedures as an authorized member of the Association.
  - (3). The Association shall have the authority to secure the funds of any entity under its umbrella that becomes inactive.
  - (4). By a motion of the Executive Board and with the Approval of the Board, all budgets and financial obligations may be secured and dispersed.

## Article 3. Membership and Dues

**Section 3.01.** The membership of the Association shall be divided into four levels: Regular Membership, Dual Role Membership, Affiliate Membership, and Emeritus. Members must pay annual dues in an amount determined by the Board of Directors.

(a). **Regular Membership.** Any person serving in a non-judicial, non-exhibitor capacity as Court Clerk, Administrator, or in any other capacity within the framework of municipal court or justice of the peace court, serving on a full-time or part-time basis, are eligible for membership upon paying the dues as provided. Regular Membership dues include automatic Region affiliation. Regular members in good standing shall be entitled to receive copies of the Association newsletter and notices, attend the Annual Conference, attend the Annual Business Meeting, regional activities, vote, hold office, chair and serve on committees.

(b). **Dual Role Membership.** Any person who serves in a non-exhibitor dual capacity role, primarily as a Court Clerk. Dual Role members in good standing shall be entitled to receive copies of the Association newsletter, notices, attend the Annual Conference, attend the Annual Business Meeting, regional activities, vote, hold office, chair, and serve on committees. Dual Role Membership includes automatic Region affiliation.

(c). **Affiliate Membership.** Any person who previously held a Regular or Dual Role membership or was designated as an Emeritus until their employment with an exhibitor. An Affiliate Member shall be entitled to receive copies of the Association Newsletter, attend the Annual Business Meeting, Annual Conference, Regional Activities and Education. An Affiliate Member may not hold another class of membership in the Association and may not vote or hold office. An Affiliate Member may not serve on a committee. If the person is no longer employed by a vendor and was previously an Emeritus, their standing may be restored. Affiliate Membership dues include Region affiliation.

(d). **Emeritus.** Any non-exhibitor person who has made a significant contribution to the science of court administration or rendered distinguished service in related fields may apply for Emeritus membership through an application process. Applications for Emeritus shall be submitted to the Membership Chair and voted on by the Board of Directors as applications are received. The applicant's and membership will be notified of the results after the vote by the Board of Directors. An Emeritus shall be entitled to receive copies of the Association Newsletter. An Emeritus may not hold another class of membership in the Association and does have the right to attend the Annual Business Meeting, Annual Conference and region activities but may not vote or hold office. An Emeritus may serve on a committee.

### Section 3.02. Membership Dues

(a). Shall be payable in January and shall be for the calendar year from January through December, and

(b). Memberships remain the property of the city/county that paid the dues at the time of submission, and

- (c). Membership dues will be split between the state and the region according to the number of members in that region according to the membership listing.

## Article 4. Officers

### Section 4.01. Association Officers

(a). **Office of the President**

- (1). Shall have previously served as an Officer of the Association for one full term.
- (2). Shall be the Chief Executive Officer of the Association.
- (3). Shall be elected in even numbered years.

(b). **Office of the Vice-President**

- (1). Shall serve as the Chief Operations Officer of the Association.
- (2). Shall be elected in odd numbered years.
- (3). Shall, in the absence of the President, assume the duties of the President.

(c.). **Office of the Treasurer**

- (1). Shall serve as the Chief Financial Officer of the Association.
- (2). Shall be elected in odd numbered years.

(d). **Office of the Secretary**

- (1). Shall serve as the Chief Records Manager of the Association.
- (2). Shall maintain records, recordings and manuscripts of the Association in accordance with non-profit Association laws as required by the State of Texas.
- (3). Shall be elected in even numbered years.

(e.). **Office of the Past-President**

- (1). Shall be automatically appointed in even years to the most recent available Past-President of the Association.

(f). **Office of the Director At Large**

- (1). Shall be divided into two (2) classes of three (3) members each.
- (2). The odd numbered places will be elected in odd numbered years.
- (3). The even numbered places will be elected in even numbered years.
- (4). Shall chair committee(s) as assigned by the President.

(g). **Office of the Regional Directors**

- (1). Shall represent the members of their region on the Board of Directors.
  - (2). Shall be divided into at least seven Regions.
  - (3). The odd numbered Regions will be elected in odd numbered years.
  - (4). The even numbered Regions will be elected in even numbered years.
  - (5). Shall appoint an Assistant Regional Director to serve as the education chair for their region and to fulfill the duties of the Regional Director should they be unable.
  - (6). Shall chair committee(s) as assigned by the President.
- (g). **Office of the Assistant Regional Director**
- (1). Shall be appointed by the Regional Director to serve along with their term.
  - (2). Shall be assigned to manage all education for their region under the Regional Directors direction and guidance.
  - (3). Shall stand in place of the Regional Director should they be unable to fulfill their duties and assignments.

## Article 5. Duties of Officers

### Section 5.01. Officer Duties

- (a). **President**
- (1). The President shall have active executive management of the operation of the Association, subject, however, to the control of the Board of Directors, and
  - (2). Shall preside at all meetings of the members and at all meetings of the Board of Directors, discharge all the duties incumbent upon a presiding officer and perform such other duties as these bylaws provide of the Board of Directors may prescribe, and
  - (3). Shall be an ex-officio member of all Standing Committees, and
  - (4). Shall make a semi-annual report to the officers and Board members, advising them on all Association business transacted.
- (b). **Vice – President**
- (1). In the absence of the President, the Vice-President shall assume the duties of the President, and
  - (2). They shall also assume such other duties as are assigned to them by the President, or the Board of Directors, and
  - (3). In the event of a vacancy occurring in the office of the President, the Vice-President shall serve as President until the next general election.
- (c). **Treasurer**



- (1). The Treasurer shall collect, receive, and have custody of all funds of the Association with the exception of the Certification Program Funds. They shall deposit such funds in a bank designated by the Board of Directors and shall provide for the expenditures of such funds, and
- (2). They shall make a semi-annual financial report to the officers and the Board of Directors and shall make a report to the membership at the Annual Business Meeting, and
- (3). They shall assume such duties in connection with the work of the Treasurer as shall be designated, specified, or assigned by the Board of Directors, and
- (4). They shall deliver to the successor all Association property and records in their possession immediately after the installation of a new Treasurer, and
- (5). The Treasurer shall be required to furnish a bond in such amount as shall be determined by the Board of Directors. The premium of said bond shall be a proper expenditure of Association funds, and
- (6). All checks shall have the signature of the Treasurer or President, and on the unavailability of either, the Vice-President, and
- (7). The Treasurer shall present a proposed line-item balanced budget for the next fiscal year to the membership at the Annual Business Meeting for discussion, and
  - The Board of Directors shall vote on the budget at the Post Conference Meeting, and
  - The Board of Directors shall be authorized to perform a line-item transfer, provided the transfer does not result in exceeding the overall budget, and
  - Any realized line-item overage shall require the Treasurer to submit a revised budget for the Board approval as stated above, which may be approved by electronic means, verbal or in writing, and
  - There shall be a full compliance review of all books and records of the Association annually, and
- (8). IRS tax forms shall be completed in compliance with current Federal Law, and appropriate tax documents shall be filed by the Treasurer annually with the CPA for filing of taxes with the IRS.

(d). **Secretary**

- (1). The Secretary shall keep the minutes of all meetings of the Association and of the Board of Directors, and shall preserve and retain all papers, letter, transcripts, recordings and transactions of the Association according to the record retentions as set forth by the State Library, and
- (2). They shall assume all duties in connection with the work of the Secretary as shall be specified or assigned by the Board of Directors, and

(3). They shall deliver to their successor all Association property and records in their possession immediately after the installation of a new secretary at the end of their term.

(e). **Director at Large**

(1). They shall assume the duties as assigned by the Board of Directors, and

(2). They shall chair a committee(s) as assigned by the President, and

(3). They shall deliver to the successor all Association property and records in their possession immediately after the installation of a new Director at Large.

(f). **Regional Directors**

(1). The Regional Directors shall serve as a voice and voting party, for the members in their region, on the Board of Directors, and

(2). They shall appoint an Assistant Regional Director to serve under them during their term, and

(3). They shall assume the duties as assigned by the Board of Directors, and

(4). They shall deliver to the successor all Association property and records in their possession immediately after the installation of a new Regional Director.

(g). **Past President**

(1). The Immediate Past President shall serve as an advisor to the President and the Executive Board.

(2). They shall assume the duties as assigned by the Board of Directors.

(h). **The Executive Board**

(1). Shall be comprised of the

- President
- Vice-President
- Secretary
- Treasurer
- Immediate Past President

(2). Meetings of the Executive Board shall be called at the will of the President, upon the request of another Executive Board Member in exigent circumstances or may be pre-set by the President, and

(3). The management and business affairs of the Board of Directors shall be vested in the Executive Board. Actions taken by the Executive Board shall be relayed to the Board of Directors following action taken.

(i). **Vacancies**

(1). Vacancies or Absences in the Executive Board shall follow a line of succession in this order: President, Vice-President, Treasurer, and Secretary.

(2). Vacancies or Absences in the remaining Board of Directors positions may be filled by appointment of the President and approved by a majority vote of the Board of Directors.

(3). Each appointment shall remain in that position until the end of the current term.

## Article 6. Board of Directors

### Section 6.01. Composition of the Board

(a). The Board of Directors shall consist of President, Vice-President, Treasurer, Secretary, Past-President, Six (6) Directors at Large and Seven (7) Regional Directors, and

(b). Term Limits are limited to a total of (2) two year terms, with the exception of Regional Directors, unless no nominations are received, and

(c). Members of the Board are each given a vote as a member of the Board of Directors, and

(d). All positions may be elected or appointed in a manner which is most beneficial to the Association.

### Section 6.02. Actions of the Board

(a). **Reimbursement**

(1). All Board members shall not receive any compensation for their services. The Board of Directors by a simple majority vote of the Board may authorize reimbursement of all or part of the actual expenses incurred in attending a special meeting, including, but not limited to, the Spring Board Meeting and Annual Meeting, and

(2). The Board may request specific individuals to personally appear and provide information at a called meeting and may authorize reimbursement of all or part of the actual expenses incurred by that individual.

(b). **Actions of the Board**

(1). All actions of the Board of Directors may be in the form of a letter, electronic means, teleconferences and/or facsimiles to all members of the Board.

## Article 7. Duties of the Board of Directors

### Section 7.01. All Board Members

- (a). All Board members of the Association shall swear and abide by the Code of Judicial Conduct without reservation and sign an Ethics agreement annually, and
- (b). All Board members shall work with one another for the betterment of the Association as a whole with professionalism, honesty and respect, and
- (c). All Board members shall dutifully discharge their duties in connection, or conjunction with their position, or representation to the best of their ability, and
- (d). Board members can be removed for cause by a majority vote of the Board of Directors, and
- (e). Failure to fulfill your duties to the region or board can result in removal from office by a majority vote of the Board of Directors.

## Article 8. Appointments and Standing Committees

### Section 8.01. Standing Committees

- (a). The President shall appoint an eligible Board Member as a chairperson of the Standing Committee(s) or an eligible member to a non-board position as the chair dependent upon the needs of the Association.
- (b). The Chairperson of the following Standing Committees or appointed individual to a non-board position shall be appointed to serve until the next Annual Meeting, or until their respective successor is appointed:
  - Advisory Committee
  - Bylaws Committee
  - Certification and Educational Programs Committee
  - Certification Program Financial Manager
  - Conference Planning Committee
  - Ethics Committee (NON BOARD POSITION)
  - Exhibitor Committee
  - Finance Committee
  - Historian Committee
  - Internal Audit Committee (NON BOARD POSITION)
  - Legislative Committee
  - Membership Committee
  - Merchandise Committee
  - Nominations Committee
  - Public Relations Committee
  - Publications Committee

- Scholarship Committee
- Technology Committee

(c). Standing Committees shall be composed of non-exhibitor individuals, who may provide value and expertise in that area. The President will appoint the chair of each standing committee at the post-conference Board Meeting each year.

(1). **Advisory Committee.** The Advisory Committee shall be comprised of those Board Members that have completed their term of office and are no longer serving in their elected board capacity. Immediate Past President will chair the Advisory Committee, if eligible, to serve as chair.

(2). **Bylaws Committee.** The Chairperson of the Bylaws Committee shall act as parliamentarian of the association. It shall be the duty of the Committee to review the Bylaws of the Association as to their practicality and application. The Committee shall also review the needs of the Association for amending or adding to the Bylaws. The chairperson shall make a report of its finding to the Board of Directors.

(3). **Certification and Education Program Committee.** The Certification and Education Program Committee shall be responsible for the planning and development of the educational program at the Annual Meeting and such other educational and development programs. The Education Committee shall be responsible for the approval of certification credit hours provided for the purpose of continuing education for the Clerk's Certification Program. The Committee shall serve as the decision making body for the Clerk Certification Program.

(4). **Certification Program Financial Manager.** The Certification Program Financial Manager shall collect, receive and have custody of all funds derived by and from the Court Clerks Certification Program. The Manager shall deposit such funds in a bank designated by the Board of Directors and shall provide for the expenditures of such funds. All checks shall have the signature of the Certification Program Financial Manager or Education Committee chairperson, and on the unavailability of either, the Association President. The Manager shall perform all other duties required of the Treasurer as they relate to the Clerk's Certification Program funds, and will be a member of the Finance Committee. This position is an ex-officio member of the Board of Directors.

(5). **Conference Planning Committee.** The chairperson of the Conference Planning Committee shall be assigned by the current President. This Committee shall be responsible for the selection of meeting facilities, housing accommodations and planning of the conference, subject to approval by the Conference Planning Committee and Board of Directors.

(6). **Ethics Committee.** The Ethics Committee is responsible for reviewing any and all grievances related to the business of the Association during Educational Training, Annual Conference and other related activities in conjunction with Association events. The Chair will be a non-board member and will serve the Committee as appointed by the President. The Chair will compile a Committee that equally represents the Membership of the Association and will review and report back to the Board its findings and recommendations.

(7). **Exhibitor Committee.** The Exhibitor Committee shall serve as a liaison between the Conference Planning Committee and Exhibitors. The Exhibitor Committee shall be responsible for recruiting exhibitor conference registration and exhibitor logistics.

(8). **Finance Committee.** The Finance Committee shall consist of the Treasurer as chair and an Assistant Treasurer, appointed by the Board of Directors, as Co-Chair. Members of the Finance Committee shall consist of each Regional Director and the Certification Program Financial Manager. The Finance Committee shall be responsible for maintaining the finances for the regions they represent and making any requests for money to the Chair and Co-Chair for distribution as long as they have the funds available. If additional funds are needed for a region the request should be made to the Finance Committee for consideration. It shall be the duty of this Committee to secure funds of the Association, maintain, review and update the financial policies, and report to the Board of Directors as required. At the end of each budget cycle, all funds will return to the State Treasurer for equal disbursement in the State fund and Education Fund for the benefit of its members.

(9). **Historian Committee.** The Historian Committee shall be responsible for preserving the history of the Association by collecting various articles, documents, and photos regarding the Association's activities and placing them into scrapbooks, photo albums and/or electronic storage equipment. The Historian is responsible for storing and maintaining all Association scrapbooks, photo albums and electronic media.

(10). **Internal Audit Committee.** The Internal Audit Committee is a non-Board position and shall perform a compliance review of all financial records of the Association and make a report to the Board of Directors annually.

(11). **Legislative Committee.** The Legislative Committee shall be responsible to assimilate information from the membership regarding suggested legislative changes and to provide that information to proper sources for subsequent presentation to legislative authorities. It shall be the duty of the Committee to advise the membership of proposed legislation during each legislative session.

(12). **Membership Committee.** The Membership Committee shall be responsible for the recruiting of members, the circulation of information about the Association to other

Associations and individuals and working with each region to encourage growth for the Association.

(13). **Merchandise Committee.** The Merchandise Committee shall be responsible for ordering merchandise to be sold at the Annual Conference and managing the merchandise booth during the Conference.

(14). **Nominations Committee.** The Nominations Committee shall prepare and distribute nominations of officers to the Board of Directors of this Association prior to the Annual Meeting to permit circulation of the Committee's nominations to all members of the Association. Nominations and ballots may be submitted by means approved by the Board. The list of members as disclosed by the Membership Committee Chairperson's records shall be conclusive as to the total membership of the Association.

(15). **Public Relations Committee.** The Public Relations Committee shall be responsible for soliciting nominations for awards to be presented at the Annual Meeting. Qualifications for the awards shall include, but not limited to, outstanding contributions to the Association and/or the Regions. The Public Relations Committee shall also be responsible for updating the website after each awards ceremony as well as obtaining any other awards deemed necessary by the Board.

(16). **Publications Committee.** The Publications Committee shall be responsible for the Association publication newsletter and for its distribution to the membership. The Committee shall circulate questionnaires and compile the answers and shall prepare other reports for distribution to the membership.

(17). **Scholarship Committee.** The Scholarship Committee shall be responsible for informing members about the scholarship program. The Committee will solicit members to apply for a scholarship and ensure that the selection process is carried out per Association guidelines.

(18). **Technology Committee.** The Technology Committee shall be responsible for the development and maintenance of the Association website, hardware, software, social media and other technology as deemed necessary.

## Article 9. Annual Meeting

**Section 9.01.** The Association shall hold an Annual Meeting for all members qualified to attend.

**Section 9.02.** The order of business at each Annual Meeting shall be fixed to allow for publications or notice of the agenda and shall include the following:

- Address of the President
- Reports of the Board of Directors
- Reports of Officers
- Reports of Special Committees
- Reports of Standing Committees
- Election Results of Officers and Directors
- Miscellaneous Business

## Article 10. Quorum

**Section 10.01.** A quorum at an Annual Meeting shall consist of a simple majority of the members present and registered and shall be deemed sufficient to conduct the business of the Association.

## Article 11. Parliamentary Authority

**Section 11.01.** Parliamentary procedures at the Annual Meeting and meetings of the Board of Directors shall be governed by Robert's Rules of Order.

## Article 12. Negotiable Instruments Deeds and Contracts

**Section 12.01.** All checks, drafts, notes, bonds, bills of exchange and orders for the payment of money of the Association; all deeds, mortgages, and other written contracts and agreements to which the Association shall be a party; and all assignments or endorsements of stock certificates, registered bonds, or other securities owned by the Association, shall, unless otherwise required by law, be signed by the President or designee.

## Article 13. Amendments

**Section 13.01.** Recommendations for Bylaw amendments must be presented to the Board of Directors for consideration. Any member in good standing may make a recommendation to the Bylaws Committee. All proposed Bylaw amendments shall be referred to the Bylaws Committee



for review and recommendation. The Board of Directors will review the considerations for amendments at the Spring Board Meeting for a vote to be placed on the ballot. Those amendments are presented to the membership for review and vote.

## Article 14. Responsibility of Regions

**Section 14.01.** Regional Directors shall maintain records including, but not limited to:

**Section 14.02.** Appointment of Assistant Regional Director over Education

- a. Education
- b. Membership
- c. Financial Requests

## Article 15. Responsibility to Regions

**Section 15.02.**

- (a). Each Region may request financial assistance, or repayment for expenses regarding education, and networking expenses.
- (b). The Membership Chair shall update Regional Directors on membership listing bi-annually.

## Article 16. Regional Officers

**Section 16.01.**

- (a). Regional Director
  - (1). Regional Directors shall be elected by those nominated by the Region to serve in the position for a term of two (2) years, and
  - (2). Regional Directors shall serve on the Board of Directors in representation of their region, and
  - (3). A Regional Director shall not be limited in terms of office, and
  - (4). The Regional Director is responsible to appoint an Assistant Regional Director to serve with their term of office, and
  - (5). Regional Directors shall, at a minimum, secure one (1) in person educational training, one (1) virtual training, and at least one (1) certification test for that region, and

(6). Regional Director vacancies will be appointed by the President and approved by a majority vote of the Board of Directors.02/20/2023