



Gavel & Badge

The Official Newsletter for the Justices of the Peace and Constables Association

Spring 2026

MESSAGE FROM PRESIDENT CARLOS LOPEZ

Happy days are here,

The rain finally came and our water resources are filling again! I'm looking forward to Sugarland as the registrations are starting to come in. It's going to be a good one.

I am doing a bunch of travelling trying to attend as many regional JPCA conferences and affiliates as possible. South Texas was great and West Texas did an awesome job putting theirs together. We've had back to back training sessions for JPs, Constables and clerks around the state and virtually so TJCTC is on top of that. Our legislative teams are gearing up for the next session and working on interim charges.



Thank you to the County Treasurers Association of Texas for considering me as a Friend of CTAT helping them fight the abolishment of the County Treasurers offices around the State. I have appointed Constable Angelica Hartranft from West Texas to the CN education committee unexpired term filling in for Constable Buck Stevens and I appointed Tammy Douget from LEMIT to the TCOLE JPCA advisory committee. We need to keep working with our affiliates and develop our relationships such as the County Judges and Commissioners and Sheriffs.

We are Stronger Together.

TOP 10 REASONS TO VISIT THE UPDATED JPCA WEBSITE!

1. Training Access – Find continuing education programs and certification opportunities for JPs and Constables

2. Legislative Updates – Stay informed about bills and laws affecting justice and constable offices.

3. Resource Library – Download official forms, deskbooks, and procedural guides.

4. Networking Hub – Connect with over 2,000 peers statewide for shared best practices.

5. Conference Info – Register for JPCA’s annual and regional training conferences.

6. Scholarships & Awards – Learn about educational scholarships and member recognition programs.

7. Volunteer Opportunities – Join committees and contribute to JPCA’s statewide initiatives.

8. Regional Support – Access region-specific contacts, events, and association resources.

9. News & Alerts – Get the latest updates on events, deadlines, and training requirements.

10. Professional Advocacy – Benefit from JPCA’s unified voice representing your office at the Capitol.



SB 1333: Tips from El Paso on Large Scale Squatter Removal

Precinct 2 in El Paso County led one of the state's largest squatter-related operations, offering valuable insight into the practical realities of SB 1333 and the internal preparation needed to respond effectively. The case, centered on a long-abandoned home, began months before the new statute took effect.

Background of the Case

Throughout several months, deputies received continuous complaints from neighbors about unusual activity at the vacant home, including tents in the yard, late-night noise, and suspected drug activity. Sgt. Deja Pascale, who supervised the response, described the situation as unlike anything their office had encountered. "It was overwhelming, but it went smoothly once we were able to take action," Pascale said.

At the height of the activity, deputies estimate 50–60 individuals had cycled through the three-bedroom residence. In total, 22–25 people were removed with five being arrested on outstanding warrants, and additional arrests were made when narcotics were found on scene. Several dogs and a chicken were also found. Conditions inside the home were dangerously unsanitary. With no running water, occupants had dug a trench in the backyard to use as a toilet. Code Enforcement, which had responded multiple times, brought dump trucks and cranes to clear debris—only for the mess to accumulate again within days.



Neighbors used drones to capture footage of squatters and report the situation to law enforcement

SB 1333: Tips from El Paso cont.

During the final operation, Pct. 2 worked alongside DEA, State police, El Paso Police, and other constable offices.

How Pct. 2 Prepared for SB 1333

Even before the law's effective date, Pct. 2 anticipated a surge in filings and began developing internal procedures. Constable Danny Zamora said the office took early steps to ensure they would be ready once the law took effect.

"We've seen this coming since the bill was proposed," Zamora said. "We prepared in advance and requested a checklist from Constable Chad Jordan. That helped us build our entire process."



Backyard trench dug by squatters without running water

Pct. 2 created a checklist—modeled in part on the one shared by Constable Chad Jordan—to help clerks verify whether a SB 1333 complaint meets the statutory requirements. If the owner cannot check all boxes, deputies explain that the matter must proceed through traditional eviction. Pct. 2 incorporated the checklist directly into their complaint form. This reduces paperwork, prevents errors, and standardizes intake.

Once a filing meets the requirements, deputies issue a Notice to Vacate specifically tailored to SB 1333 cases. If occupants cannot be identified, deputies list John/Jane Doe—or "all occupants" when appropriate.

Zamora emphasized that Pct. 2 does *not* accept payment until the filing is fully validated. "We don't take any money until we are sure it meets the criteria," he said. "Property owners can go to another constable, and we want to avoid a situation where someone pays twice." Administrative staff created packets with instructions,

SB 1333: Tips from El Paso cont.

checklists, and required forms for property managers and frequent filers. “Lupita, our office assistant, was a huge help and created the owner packets,” said Constable Zamora.

While this particular case predated SB 1333 in practice, several lessons translate directly for constables statewide:

Documentation Standards Must Be Clear

SB 1333 cases rise or fall based on documentation. A uniform checklist protects both the property owner and the constable’s office.

Flexibility in Identifying Occupants

Allow space for identifying unknown individuals. Some deputies may rely on “all occupants” when a property is clearly unoccupied or advertised for lease.

Post-Notice Enforcement Planning

When deputies issue a notice to vacate, Pct. 2 enforces it immediately when staffing allows; otherwise, they set a 24-hour window. Offices should create internal guidelines to ensure consistency.

Recognize and Thank Staff

Administrative assistants prepared much of the groundwork that made Pct. 2’s process efficient. Zamora credited their efforts, as well as the guidance from Constable Jordan.

Squatter cases continue to rise statewide, and offices should expect more SB 1333 filings in the coming months. For Pct. 2, the Hemmingway Drive experience highlighted the importance of preparation, public education, and interagency cooperation.

“Homeowners are fed up,” Zamora said. “SB 1333 gives us a tool, but offices have to be ready when people walk through the door.”

Sample of Squatters Checklist



UNAUTHORIZED OCCUPANT(S) REMOVAL COMPLAINT

OFFICIAL USE ONLY
C2-_____

I _____ (name of complainant), declare under the penalty of perjury that:

Initial each applicable item

- ___ 1. I am the owner or the agent of the owner of residential real property located at _____ (property address).
- ___ 2. A person unlawfully entered and occupies a dwelling on the property without the owner's consent.
- ___ 3. The property was not open to the public when the person entered the property.
- ___ 4. The property is not the subject of pending litigation between the owner and the person.
- ___ 5. The owner or the owner's agent has directed the person to leave the property, and the person has not done so.
- ___ 6. The person is not a current or former tenant of the owner under an oral or written lease and any lease produced by the person is fraudulent.
- ___ 7. The person is not an owner or co-owner of the property and any title to the property that lists the person as an owner or co-owner is fraudulent.
- ___ 8. The person is not an immediate family member of the owner.
- ___ 9. I understand that a person removed from the property as a result of this complaint may bring an action against me for any false statement made in the complaint or for wrongfully submitting the complaint.
- ___ 10. I understand that I may be held liable for actual damages, exemplary damages, court costs, and reasonable attorney fees in an action described by Item 9.
- ___ 11. I am requesting that the sheriff or constable immediately remove each person occupying the dwelling without the owner's consent.
- ___ 12. A copy of my valid government-issued identification is attached and, if I am the owner's agent, a document evidencing my authority to act on the property owner's behalf is attached.

I HAVE READ EACH STATEMENT IN THIS COMPLAINT AND CONFIRM EACH STATEMENT IS TRUE AND CORRECT. I UNDERSTAND THAT A STATEMENT MADE IN THIS COMPLAINT IS MADE UNDER PENALTY OF PERJURY, PUNISHABLE UNDER SECTION 37.02, PENAL CODE.

SUBSCRIBED AND SWORN TO
before me on _____

Complainant Signature

Notary

Service Fee: \$ _____

OFFICIAL USE ONLY		
Owner of Record: _____	per	<input type="checkbox"/> EPCAD <input type="checkbox"/> C2 Clerk <input type="checkbox"/> Other _____
Entitlement Type: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Other _____		
Additional Info _____		

Signature _____	Title _____	Date _____

82nd ANNUAL CONFERENCE: SPOTLIGHT ON SUGAR LAND

Start planning your trip to Sugar Land!

Cullinan Park—explore 754 acres of woodlands, wetlands, and lakes

Sugar Land Town Square—enjoy live music with outdoor seating and evening events

Ape Zipline & Adventure Park—swing from the ropes and seek thrill among the treetops

Natural Science Museum—interact with displays, “Science on a Sphere”, and visit the Hall of Paleontology

Constellation Field—catch a foul ball at a baseball game for the Sugar Land Space Cowboys



2025—2026 TJCTC TRAINING SCHEDULE

Learn about the latest legislation at an upcoming events from the Texas Justice Court Training Center (TJCTC) or the Texas Association of Counties (TAC)! Register today for in-person or virtual training!

Judges - 20 Hour

Lubbock - May 31 - June 3, 2026

Constables

Galveston—May 3 - 6, 2026

San Marcos—July 26 - 29, 2026

Clerks

Experienced, Corpus Christi—May 19 - 21, 2026

Experienced, VIRTUAL—June 9 - 11, 2026

Experienced, Denton—August 4 - 6, 2026

New Court, San Marcos—August 18 - 20, 2026



Judges, Constables, and Clerks—

Share your insights and experiences to help JPCA prepare for the 90th legislative session. Decisions made in this session will affect your authority, procedures, workloads, resources, and ability to serve your community.

JPCA is your unified voice. Strengthen our advocacy—participate now. Share your concerns through the comment form to address operational challenges, shape our legislative priorities, and drive our legislative agenda at the Capitol.

Judges, give us your courtroom experience. Constables, share your field insights. Clerks, provide your operational knowledge and challenges. Your participation maximizes our impact at the Capitol.

Your response is critical—stand with JPCA and make your voice heard for the future of justice in Texas! Scan the QR code for a quick way to share your thoughts, ideas, and suggestions for new legislation OR improvements to current laws.



CHAPLAIN'S CORNER

*By Deputy Constable Dwain Read,
Ochiltree County*

We are living in a world these days where it seems there is more anger displayed today than years gone by.

I looked up a definition of anger and found this, "it's a strong feeling of displeasure, hostility, or indignation that results from a real or imagined threat, insult, frustration, or injustice toward ourselves or those who are important to us."

One commentary that I use said "anger" is the most dangerous emotion. I could not agree more. You see it hurts not only those it is directed toward, but just like a boomerang, it returns to harm the one who lashes out.

All of us experience this negative emotion now and then, but some people continually live with anger.

This world is filled with hurtful situations and people, so we may feel our outrage is justified and that letting go somehow lessens the wrongs done to us.

I have found that hanging onto hostility is destructive both to our loved ones and ourselves.

I believe that God wants each of us to become spiritually, emotionally, and physically healthy and, if so, then we must deal with the emotion of anger.

As each of you serve in your capacity of Justice of the Peace, Constable, Deputy Constable, or Clerk you see this dangerous emotion on display more often than most. However, we should always make every effort to de-escalate these situations.

Thank each of you for your service to your County and this great State of Texas!



GREAT ADVICE FOR YOUR PRECINCT

QUESTION: A certain tissue bank (non-governmental agency) is asking us JP's to give them (within one hour or less of our arrival at an inquest) the deceased's name, age, race, sex, time of death or last known alive time, possible cause of death, name & relationship of legal next of kin or medical power of attorney with contact information, funeral home name, contact person & phone #. Are we allowed to freely provide this information without an open records request and/or to what extent of information may we provide?

Answer: We believe you could provide them with any of the above listed information if you know it, with the exception of the next of kin/medical power of attorney. You could, however, provide those people with the information for the tissue bank. All of the other information is public record, so the only reason not to provide it would be if you thought it was being used for an improper purpose (which does not seem to be the case here). There is no problem with providing the information without a records request. You could require the records request if you wanted to, but that may defeat the purpose if the need for the information is time sensitive.

QUESTION: Can a deputy Constable serve a named defendant on an eviction citation at a location away from the residence they are being evicted from or do they have to be served at the residence named in the eviction citation? (Referencing TRCP 510.4)?

Answer: A named defendant can be served anywhere in Texas, even in an eviction suit. However, they can also be served by leaving the documents with a person over the age of 16 at the defendant's usual residence.

QUESTION: If a Foreign Judgment is filed in my Court with an indigence affidavit, can it be a "free filing"? Can they then file an abstract and all collection Writs free of charge via the same indigence affidavit?

Answer: We are not aware of any rule or statute that would prohibit a party filing a foreign judgment in justice court in order to domesticate and enforce it from filing a sworn statement of inability to pay. Upon the filing of the sworn statement of inability to pay, the party is not required to pay the filing and service fees as in any other case in which a party has filed a sworn statement of inability to pay. Of course, the statement must meet the requirements of Rule 502.3 (or Rule 145) and is subject to contest by the opposing party.

QUESTION: Between what hours of the day can a Constable Deputy serve civil citations?

Answer: Service can occur at any time of day. Note, however, that no process can be served on Sunday, except in cases of injunction, attachment, garnishment, sequestration, or distress proceedings; provided that citation by publication published on Sunday shall be valid. See TRCP 6, 501.2(d).

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write

your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, con-

vert it to a Web site and post it.



Caption describing picture or graphic.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

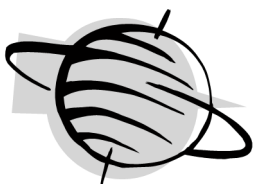
If the newsletter is distributed internally, you might comment upon new procedures or improvements to the

business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

“TO CATCH THE READER’S ATTENTION, PLACE AN INTERESTING SENTENCE OR QUOTE FROM THE STORY HERE.”

Inside Story Headline



Caption describing picture or graphic.

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and sym-

bols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

What is the role of a Justice of the Peace?

New video highlights the court's responsibilities in Texas counties

The Texas Association of Counties (TAC) has added a new video as part of the Texas Counties Deliver campaign. The educational video spotlights the important and essential roles that justices of the peace fill in counties across the state.

Do you know the year the first JPs was appointed or how many JPs each county may have? This video explains the diverse responsibilities of JPs, from handling small claims and traffic violations to conducting inquests and officiating weddings. JPs are an essential part of the county ecosystem.

The Texas Counties Deliver campaign strives to provide an understanding of the value of county government and the essential services it provides Texans. At TexasCountiesDeliver.org, you can find more informational videos, interactive tools, informative articles and downloadable materials that help explain the structure and function of county government.

Scan to watch:



What is a Constable?

Video highlights the important work done by Texas Constable offices

A featured video, *What Do Constables Do in Texas?*, offers a clear and engaging explanation of the vital work constables and their deputies perform every day. Designed with the public in mind, the video breaks down the constitutional foundation of the office and highlights how constables serve as both peace officers and officers of the court.

The video emphasizes the unique dual role of constables: working closely with JP courts while also serving as visible law-enforcement partners. By showing real-world examples of their daily duties, the video helps demystify the position and builds appreciation for their service.

This video is an excellent tool for community outreach, whether used during school presentations, civic-group meetings, or on official websites and social-media pages. Constables can share it to educate residents, strengthen public trust, and highlight the essential functions their offices provide across Texas. As counties grow and evolve, understanding the work of constables becomes even more important — and this video offers a simple, accessible way to bridge that knowledge gap.

Scan to watch:



SCAN HERE



TO REPORT A SECURITY INCIDENT

➔ PROTECT

Yourself and others in the courthouse

➔ PREVENT

Future incidents from occurring or recurring

➔ PROVIDE

Data to support increased funding, training, and resources

For more information, visit the OCA Court Security Incident Reporting website: <https://www.txcourts.gov/programs-services/court-security/court-security-incident-reporting/>

HOW TO CONTACT YOUR 2025-2026 DISTRICT LEADERSHIP

**District 1—
Judge Robert Taylor**
500 S. Fillmore, Suite 502
Amarillo, TX 79101
Off: 806-379-2390

**District 2—
Judge Francisco Gutierrez**
904 Broadway, Suite 111
Lubbock, Texas 79401
Off: 806-775-1328

**District 3—
Constable Frank Almada**
424 Executive Center, Suite 100
El Paso, Texas 79902
Off: 915-273-3058

**District 4—
Judge Hilda Lopez**
309 Mills ST
Del Rio, TX 78840
Off: 830-774-7581

**District 5—
Judge Robert Gonzalez**
710 E. Main
Robstown, Texas 78380
Off: 361-767-5205

**District 6—
Constable H.D. "Dale"
Clark III**
100 Weatherford, Ste 460A
Fort Worth, Texas 76196
Off: 817-884-1385

**District 7—
Judge Rhonda Redden**
211 W. 6th Street
Taylor, Texas 76574
Off: 512-352-4155

**District 8—
Judge Willie Leal**
2240 N. State Hwy 6
Jourdanton, TX 78026
Off: 832-769-2074

**District 9—
Constable Sammy Knapp**
920 E. Park Blvd.
Plano, TX 75074
Plano: (972) 881-3070
Metro: (972) 424-1460 ext. 3070

**District 10—
Constable Jevonne Pollard**
1085 Pearl Street, Room 103
Beaumont, TX 77701
Office: 409-835-8450



JPCA BYLAWS: PROPOSED CHANGES

The following pages contain a copy of the current JPCA By-Laws and FOUR proposed changes to the ByLaws.

Please review each of the proposed changes:

- 1. Committee Revision**
- 2. Election Changes**
- 3. Membership Revision**
- 4. Non-Substantive Cleanup**

A vote on all four proposals will take place at the JPCA Annual Conference in Sugarland, June 2026.

You must be present to vote.

JPCA BYLAWS: CURRENT VERSION

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

CONSTITUTION AND BY-LAWS

ARTICLE I

(Name and Purpose)

Section 1.

The name of the association shall be Justices of the Peace and Constables Association of Texas, Inc., hereinafter referred to as "The Association".

Section 2.

The purpose of The Association is to:

- A. Further the interests of local government for the people of Texas.
- B. Advance the interests of Justices of the Peace and Constables in their official capacities.
- C. Provide continuing education for Justices of the Peace, Constables, and their respective personnel.
- D. Publish and distribute reports, data and other pertinent information relative to increasing efficiency and administration of Texas Justice Courts and Constables offices.

ARTICLE II

(Members) Sec-

tion 1.

Every person who holds the office of Justice of the Peace or Constable and every person serving as a Deputy Constable or Clerk or Deputy Clerk in the office of any Justice of the Peace or Constable in the State of Texas shall be eligible for regular membership. Any person so eligible may join The Association by paying the annual dues or lifetime dues in an amount set under Article XI. A person paying an annual dues amount shall be a member in good standing with all rights stated herein for the calendar year in which the dues are paid unless membership is canceled as provided in these Bylaws. A person paying lifetime dues shall be a member for life unless canceled under Article XIV.

Section 2.

Any person that is not a regular member of The Association may be appointed as an Honorary Member by the Board of Directors of The Association upon payment of a fee to be set by the Board of Directors, but shall not have a vote.

Section 3.

Any person who is eligible for membership under Section 1 and who has legally retired from that position under the terms of the Texas District and County Retirement System shall be eligible for regular membership and all rights or privileges granted by The Association except for holding elected office or an appointed committee chair.

Section 4.

The President may from time to time award not more than five "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. The President will make these awards in writing, no more than 30 days after such award is made, and will submit this writing to the Secretary/Treasurer so a permanent records may be maintained. The President may also award not more than two "full time memberships" to active members that have made significant contributions to the association. These memberships shall carry all the rights and privileges as "paid" memberships. The President will make these awards in writing, no more than 30 days after such award is made, and will submit this in writing to the Secretary/Treasurer so a permanent record may be maintained.

ARTICLE III

(Annual Election) Section 1.

The Association shall hold an Annual Conference and business meeting. The Association shall at the Annual Conference, elect the following officers, whose powers and duties shall be as hereinafter set forth: President, President-Elect, Second Vice-President, Third Vice-President, Secretary/Treasurer, Judge Advocate/Parliamentarian, Sergeant-At-Arms, and ten District Directors. The Incumbent President-Elect will automatically ascend to Presidency.

Section 2.

The State of Texas shall be divided in ten (10) districts, each of which shall be represented by a Director who resides therein and shall be elected at the Annual Conference.

Section 3.

District boundary lines shall be established by the Board of Directors. The boundary lines may be redrawn from time to time by the Board of Directors, subject to the ratification of the membership at the next Annual Conference.

Section 4.

In the event that no member of the district is present at the Annual Conference, the office of director of this district becomes vacant and a member shall be appointed by the President pursuant to Article V, Section 5.

Section 5.

The Association members, at the Annual Conference, shall also elect a duly qualified Deputy Constable and a Court Clerk to serve as Directors of the Association. Each shall have voting privileges.

Section 6.

Nominations for the office of Third Vice-President shall be so regulated as to provide for the election of a Justice of the Peace one year and a Constable the next year, etcetera.

Section 7.

When any member of the Board of Directors ceases to qualify as a regular member of The Association pursuant to Article II, Section 1, he/she shall be disqualified and the office that he/she holds shall automatically become vacated.

Section 8.

Any regular member may be nominated for office or director by a regular member from the floor except as provided in Article III, Section 4.

Section 9.

A vacancy in the office of President shall be filled by a majority vote of the Board of Directors. If a vacancy in the office of the President occurs simultaneously with vacancies in other offices, the duties of the office will be performed by the President-Elect or one of the Vice Presidents in their order. Should vacancies occur in all of these offices simultaneously, the Board of Directors member with the longest tenure will serve as interim President until the Board of Directors select a new president. Should two or more Board Members have the longest tenure, the succession shall be determined by the lowest district number.

ARTICLE IV

(Duties of the Board of Directors)

Section 1.

The Board of Directors shall consist of the Officers and Directors and the Immediate Past President, each of whom must be a Justice of the Peace or Constable plus the elected Deputy Constable and Court Clerk pursuant to Article III, Section 5, and who shall serve for a term of one

(1) year and may be re-elected or re-appointed for additional terms.

Section 2.

The President shall call a Board of Directors meeting as needed. One day's reasonable expenses may be paid by The Association to each member thereof attending.

Section 3.

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. The Board of Directors shall have the management and control of The Association and shall transact all business thereof, subject only to such limitations and directions as may be prescribed by vote of the regular members of The Association.

Section 4.

A two-thirds vote of the Board of Directors may call a Board of Directors meeting at any time and place, as they deem proper.

Section 5.

In the event of a vacancy in the office of President, the Secretary/Treasurer shall call a meeting of the Board of Directors at the earliest possible time. A vacancy in the office of President shall be filled by a majority vote of the Board of Directors.

Section 6.

Any regular or honorary member may be appointed by the Board of Directors as an advisory member thereof, but shall not have a vote in the transaction of business thereof.

Section 7.

The Secretary/Treasurer shall notify The Association members of any action taken at a Board of Directors meeting, other than the meeting scheduled on the day preceding the Annual Conference, no later than 90 days following the Board of Directors meeting.

Section 8.

DUTIES OF DIRECTORS shall include but not be limited to:

- A. Attendance at all meetings of the Board of Directors if possible.
- B. Contacting the members of their regions or represented groups at the direction of the President or Board of Directors concerning JPCA matters of business.
- C. Contact information for the elected officers shall be maintained on the JPCA website.
- D. Performing all other duties as assigned by the President or prescribed in the parliamentary authority adopted in these bylaws.
- E. Directors should attend regional training events to represent the JPCA if at all possible.

Section 9.

There shall be no secret ballot voting.

ARTICLE V

(Duties of the President) Section 1.

The President shall preside at all meetings of the general membership of The Association and over all Board of Directors meetings.

Section 2.

The President may sign all checks. Checks over \$750.00 shall be co-signed by the Secretary/Treasurer and the President. Any checks less than \$750.00 the Secretary/Treasurer will have the authority to sign.

Section 3.

The President's name shall be imprinted upon all membership cards and certificates.

Section 4.

The President may call meetings of the general membership and/or Board of Directors at such times and places as he/she may deem proper.

Section 5.

The President, with the consent of a majority of the members of the Board of Directors, shall appoint a duly qualified member to fill any vacancy on the Board of Directors. A vacancy in a District Director office shall be filled by a member that resides within said District.

Section 6.

The President shall perform all other duties pertaining to his/her office.

Section 7.

The President, unless otherwise as denoted in this Constitution, shall serve on every committee as an Ex-Officio member.

ARTICLE VI (Duties of Vice-Presidents)

In the absence of the President, the President-Elect or Vice-Presidents shall, in their numerical order, preside over all meetings.

ARTICLE VII (Duties of the Judge Advocate/Parliamentarian)

The Judge Advocate/Parliamentarian shall advise the President and the Board of Directors on the Constitution and By-Laws of the Association's procedures, and all legal questions referred to him/her.

ARTICLE VIII (Duties of the Secretary/ Treasurer) Section 1.

The Secretary/Treasurer shall keep minutes of all meetings and shall distribute a "draft" version of the minutes to the entire board within 30 days of commencement of a meeting..

Section 2.

The Secretary/Treasurer shall keep the records, books and reports of The Association, and shall make a monthly report to the President and the board of directors of all cash on hand, all expenses, all receipts, and disbursements, including all money on hand and a list of the assets and liabilities of The Association.

Section 3.

The Secretary/Treasurer shall pay all bills from the funds of The Association, and shall prepare all checks. Any checks over \$750.00 shall be cosigned. The Secretary/Treasurer shall sign all checks under \$750.00

Section 4.

The Secretary/Treasurer shall keep a complete record of all membership fees paid and all such fees that are due and unpaid, and shall file any and all necessary or proper reports required by law or under these By-Laws. The Secretary/Treasurer shall also maintain a complete record of all honorary life memberships awarded by the President from time to time, show the class of such membership and indicate in the records that no fee is due. The Secretary/Treasurer will receive notice of the awards from the President in writing.

Section 5.

The Secretary/Treasurer shall prepare a membership card to any member in good standing, upon request. His/her name shall be imprinted on all membership cards.

Section 6.

The Secretary/Treasurer shall be under a surety bond to The Association, in the amount to be determined by the Board, and the premium on such bond to be paid by The Association.

Section 7.

At least ninety (90) days prior to the 1st business session of each Conference the Secretary/Treasurer shall notify the membership of The Association, the date of such business session and the contact information of the Chairman of the Constitution and By-Laws Committee and advising that all resolutions to amend or add to the Constitution and By-Laws shall be delivered or mailed to such chairman not less than sixty (60) days prior to the date of such business session. The Chairman shall then meet with the by-laws committee to discuss the proposed changes. Once an agreed change is reached, it shall be then posted on the website and in the Gavel and Badge at least thirty (30) days prior to the 1st business session for the membership to consider.

ARTICLE IX (Duties of Sergeant-at-Arms)

The Sergeant-at-Arms shall maintain order at all meetings and shall assist the President by carrying out all necessary errands and by securing necessary equipment.

ARTICLE X (Duties of Chaplain)

The President shall appoint an appropriate member to serve as Chaplain. The duties shall include coordinating a Prayer Breakfast Meeting during the Annual Conference, and other duties deemed appropriate.

ARTICLE XI (Dues)

Regular membership dues shall be set, from time to time, by a two-thirds vote of the membership at the Annual Conference. Life membership dues for regular members shall be set from time to time by the Board of Directors. Ten dollars (\$10.00) of the membership dues are to annually be deposited in the JPCA Scholarship Fund.

ARTICLE XII (Membership Cards and Certificates) Section 1.

If a membership card is requested as stated in Article VIII, Section 5, the card shall designate the type of membership held in The Association and the expiration date of the card.

Section 2.

Honorary membership cards shall be evidence only of such members' financial support of the proper administration of justice and law and order and their interest in the work of The Association.

ARTICLE XIII

(Annual Conference)

Section 1.

The **ANNUAL BUSINESS MEETING** of JPCA shall be conducted at an Annual Conference to be held each year at a location selected approved by the board of directors..

- A. The Site Selection Committee shall consist of the current President, President-Elect, Secretary/Treasurer and four members of the association appointed by the President.
- B. Cities or local host committees wishing to submit a written bid for a conference to JPCA shall submit the same to the Secretary/Treasurer not later than January 31 of the year that is two years prior to the bid year. Should no bids be timely presented, the Site Selection Committee shall contact appropriate cities for a bid to be submitted before May 1st.
- C. The Site Selection Committee shall present proposed conference sites and dates to the membership for their approval at the Annual Conference.
- D. Once a site is selected by the membership, a Conference Oversight committee shall be appointed by the President and shall include the current President-Elect, the 2nd and 3rd vice-president's and the Secretary/Treasurer, and 2 Directors from the host regions, to direct all financial and contract matters of the conference. This committee shall also be responsible for all program features of the conference.
- E. A Conference Host committee may be organized locally to provide the necessary day-to-day contact and coordination to assist the Conference Oversight committee.

Section 2.

Records of all matters relating to the Conference - shall be maintained, including the following:

1. Expenditures;
2. Revenue generated and the source;
3. The number of hotel rooms booked. An itemized statement of these records shall be submitted to the President by the Chairman of said Committee within thirty days of the close of the Conference.

Section 3.

All revenue from the Conference in excess of the expenditures shall be forwarded to the Secretary/Treasurer within thirty days of the close of the Conference and is to be deposited in The Association's Legislative Fund.

Section 4.

The Board of Directors shall enter into a contract with a hotel within the host city or county, which shall be known as Conference Headquarters. The distribution of all complementary rooms and all gift items shall be vested in The Association's Oversight Committee.

Section 5.

The host city or county sponsor may form a Committee to be known as the Host Committee. This Committee shall arrange for Entertainment, Decorations, Excursions, and Meals outside Conference - Headquarters. This Committee shall make certain that all persons attending the Conference are properly registered. The Host Committee shall also make available an official Conference program book and furnish door prizes and/or other incentives to insure member attendance and participation. The Host Committee shall obtain authorization from the Conference Oversight Committee before entering into any contract or agreement that would make The Association liable for payments of money.

ARTICLE XIV (Cancellation of Membership)

The Board of Directors may cancel the membership and call in the membership card of any member who has been convicted of any criminal offense involving moral turpitude or has been guilty of conduct unbecoming a member of this Association. The Board may, without cause, suspend membership privileges with a two-thirds vote. A membership suspension may be reinstated with a majority vote.

ARTICLE XV

(Committees) Section 1.

The President shall appoint the following committees:

- A. Justice Court Education
- B. Constable's Education
- C. Justice Court Personnel/Clerk Education
- D. Conference Oversight
- E. Auditing
- F. Constitution and By-Laws
- G. Conference Site Selection
- H. J.P. Legislation
- I. Constable Legislation
- J. Scholarship
- K. Resolutions
- L. Promotions & Membership
- M. Special Awards Committee for Judges and Constables
- N. Special Awards Committee for Clerks and Deputies
- O. Other Committees that he/she may deem proper.

A written list of all committee appointments shall be furnished to the Secretary/Treasurer for permanent record and posted on the website as well as published in The Gavel and The Badge as called for in Article IV, Section 7.

Section 2.

The Nominating Committee shall be a standing committee, which shall consist of all past Presidents of The Association that are in good standing. Any member seeking nomination by the nominating committee may submit in writing, thirty (30) days prior to the Annual Conference, their qualifications and office sought. A list of the nominating committee shall be maintained on the association's web site.

Section 3.

The President shall not be appointed to nor may he/she serve upon any Committee of this article during his/her term as President except as specifically provided for by these By-Laws.

Section 4.

There shall be a Justices of the Peace Education Committee composed of nine Justices of the Peace who shall serve terms of three years each, with three members terms expiring each year.

Section 5.

There shall be a Constables Education Committee composed of six Constables and three Deputy Constables, who shall serve terms of three years each with two Constables and one Deputy Constable terms expiring each year. For the Texas Justice Court Training Center to be a Texas Commission on Law Enforcement education provider, there shall be an Advisory Board formed in accordance with requirements composed of the Constable Education Committee members and four members of the public who do not hold a Texas Peace Officer's license. The members of the public shall serve terms of three years each, with two members of the public terms expiring each year. The Advisory Board shall meet once annually to approve the curriculum.

Section 6.

There shall be a Justice Court Personnel/Clerk Education Committee composed of six Justices of the Peace and three Justice of the Peace Court Clerks who shall serve terms of three years each with two Justices of the Peace and one Clerk term expiring each year.

Section 7.

Each Education Committee shall be responsible for developing curriculum and standards for the education of either Justices of the Peace, Constables, or Justice Court Personnel/Clerks as indicated by the name of the Committee, and shall monitor the implementation of their curriculum throughout the year so as to ensure a high level of effectiveness.

Section 8.

The President shall appoint from the membership of each Committee a Chairman, Vice Chairman, and a Secretary to serve for that Committee. The duty of the Chairman shall be to set the date and place of all meetings and to preside over said meetings. The duties of the Secretary shall be to keep accurate and complete minutes of all meetings of the Committee and to submit to all members of the Committee, both appointed and non-voting, a written copy of said minutes. The President shall appoint members of special committees and subcommittees pursuant to section one of this Article. These members shall serve for the duration of the project, subject to the B&O Committee Policies and Procedures.

Section 9.

The President and the Secretary/Treasurer shall be non-voting members of all three Education Committees listed herein, except the President shall vote when necessary to break a tie. So as to acquaint themselves with the important work of the Education Committees, the President-Elect and all Vice-Presidents shall be non-voting members of all three Committees. In the absence of the President, the President-Elect and Vice-Presidents, in their numerical order, shall be able to vote to break a tie.

Section 10.

The Training Center Budget and Oversight Committee, hereinafter referred to as the "B. & O. Committee" shall consist of the President, President-Elect, all Vice-Presidents of The Association, the Secretary/Treasurer, the Immediate Past President, the Judge Advocate/Parliamentarian, Sergeant-at-Arms, the Chairman of the Justice Court Education Committee, the Chairman of the Constables Education Committee, and the Chairman of the Justice Court Personnel/Clerk Education Committee. The President shall be Chairman. The

B. & O. Committee shall coordinate the budget requests of the Justice Court Training Center and each educational and training Committee. The B. & O. Committee shall make recommendations on budget requests for Grants on behalf of The Association. The B. & O. Committee will approve adjustments to the ongoing Grants on behalf of The Association. The B & O Committee shall establish, as needed such committees and special project committees, and shall oversee the same. The B. & O. Committee shall oversee the operations of the Justice Court Training Center and set policies and guidelines for the Executive Director of the Training Center. No other Committee or person shall direct the Executive Director to set alternate policies or guidelines or to disregard policies or guidelines set by the B. & O. Committee. Final Acceptance of all Grant awards and all policies or guidelines must be presented to and remain vested in The Association's Board of Directors. The President shall call a meeting of the B. & O. Committee at least once a year before Grant applications are made and at such other times and places that he/she may deem appropriate. In addition to their other duties, the Committee shall review all bids submitted for the lodging, substance, and

meeting rooms for the participants of all three training entities, and shall select the location for all three entities.

Section 11.

Any appointed member of any Committee provided for by this Article may be removed by the existing President with approval of two-thirds of the Board of Directors, without cause.

Section 12.

At any meeting of any committee provided for in this article if any member is unable to attend he/she may designate any member to attend in his/her place and said person shall have the same voting rights as the absent member.

Section 13.

The President, when a Constable, shall appoint a Constable to serve as a Director for the Texas Association of Counties. The term shall be for a period of two years beginning January 1 of the following year. The President, when a Justice of the Peace, shall appoint a Justice of the Peace to serve as a Director for the Texas Association of Counties. The term shall be for a period of two years beginning January 1 of the following year. The President shall notify the President of the Texas Association of Counties by November 1 of the preceding year of the appointments. If a vacancy occurs in either position, the President at the time shall appoint a successor for the remainder of the term. If the President so chooses he/she may appoint himself/herself to one of the positions to represent the Justice of the Peace and Constables Association board as a Director for the Texas Association of Counties.

Section 14.

President-Elect, all Vice-Presidents and the Secretary/Treasurer shall serve as non-voting members of all committees. They may vote on a committee if specifically provided for in these by-laws, or if an appointed member of a committee.

Section 15.

At any meeting of any Committee, except for the Nominating Committee, provided such Committee is not in executive session, any regular member of The Association may, after being recognized by the Chairman, address an opinion on the subject under consideration by the Committee.

Section 16.

The Chairman of any Committee may limit discussion or debate on any subject matter so as to provide for an orderly and efficient flow of business.

Section 17.

The Auditing Committee and other Committees as directed by the President, shall make a report to the Annual Membership meeting of The Association prior to the election of Officers and Directors.

ARTICLE XVI (Fiscal Year)

The fiscal year of The Association shall be a 12-month period to be determined by the Board of Directors.

ARTICLE XVII (Distribution of Funds on Dissolution)

In the event the Justices of the Peace and Constables Association of Texas, Inc. should cease to exist, all funds of The Association on deposit in any bank or banks or on hand shall be disbursed to the State of Texas.

ARTICLE XVIII

(Suspension of the Rules)

There shall be no suspension of the by-laws at an Annual Conference Business Meeting concerning Conference site selection as provided for in Article XIII.

ARTICLE XIX

(Amendments)

Section 1.

These Bylaws may be amended by a majority vote of the voting members at the Annual Conference on a motion to amend submitted at least sixty (60) days prior to the Annual Conference to the Chair of the Bylaws Committee in writing. Such proposals shall be published on the website and in the Gavel and the Badge immediately preceding the Annual Conference.

Any amendment offered from the floor at the Annual Conference without first having been considered by the Constitution and By-Laws Committee shall require a two-thirds vote of the voting members present.

Section 2.

In addition to the Section 1 provisions for amending the By-Laws, the By-Laws may be amended by mailing to each voting member of The Association, the proposed By-Law amendment, and by allowing at least 30 days time for return of said ballot to the Secretary of the Association. The passage of the said amendment is determined by the returns of at least two-thirds of the voting members. This mail out procedure may only commence after approval of a quorum of the Board of Directors.

Section 3.

All changes in these by-laws adopted at the Annual Conference will take effect upon adjournment of the Annual Conference.

ARTICLE XX

(Parliamentary Authority)

Robert's Rules of Order, Newly Revised, shall be used as the parliamentary authority for all meetings and operations of the Association unless specifically detailed in this Constitution and By-Laws.

ARTICLE XXI

(Time Capsule)

The Justices of the Peace and Constables Association of Texas, Inc. has created a Time Capsule Project with letters, mementos, photos and articles from the various members and other state officials. This Capsule was sealed in June 2001, in the vault of the Lyndon B. Johnson Presidential Library in Austin, Texas, to be opened in the year 2050, and the items distributed to those office holders addressed. This Time Capsule should be remembered annually at the Annual Business Meeting to keep it fresh before the members.

JPCA BYLAWS: Proposed Change

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

CONSTITUTION AND BY-LAWS

ARTICLE I

(Name and Purpose)

Section 1.

The name of the association shall be Justices of the Peace and Constables Association of Texas, Inc., hereinafter referred to as "The Association".

Section 2.

The purpose of The Association is to:

- A. Further the interests of local government for the people of Texas.
- B. Advance the interests of Justices of the Peace and Constables in their official capacities.
- C. Provide continuing education for Justices of the Peace, Constables, and their respective personnel.
- D. Publish and distribute reports, data and other pertinent information relative to increasing efficiency and administration of Texas Justice Courts and Constables offices.

ARTICLE II

(Members)

Section 1.

Every person who holds the office of Justice of the Peace or Constable and every person serving as a Deputy Constable or Clerk or Deputy Clerk in the office of any Justice of the Peace or Constable in the State of Texas shall be eligible for regular membership. Any person so eligible may join The Association by paying the annual dues or lifetime dues in an amount set under Article XI. A person paying an annual dues amount shall be a member in good standing with all rights stated herein for the calendar year in which the dues are paid unless membership is canceled as provided in these Bylaws. A person paying lifetime dues shall be a member for life unless canceled under Article XIV.

Any person that is not a regular member of The Association may be appointed as an Honorary Member by the Board of Directors of The Association upon payment of a fee to be set by the Board of Directors, but shall not have a vote.

Section 3.

Any person who is eligible for membership under Section 1 and who has legally retired from that position under the terms of the Texas District and County Retirement System shall be eligible for regular membership and all rights or privileges granted by The Association except for holding elected office or an appointed committee chair.

Section 4.

The President may from time to time award not more than five "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. The President will make these awards in writing, no more than 30 days after such award is made, and will submit this writing to the Secretary/Treasurer so a permanent records may be maintained. The President may also award not more than two "full time memberships" to active members that have made significant contributions to the association. These memberships shall carry all the rights and privileges as "paid" memberships. The President will make these awards in writing, no more than 30 days after such award is made, and will submit this in writing to the Secretary/Treasurer so a permanent record may be maintained.

ARTICLE III

(Annual Election)

Section 1.

The Association shall hold an Annual Conference and business meeting. The Association shall at the Annual Conference, elect the following officers, whose powers and duties shall be as hereinafter set forth: President, President-Elect, Second Vice-President, Third Vice-President, Secretary/Treasurer, Judge Advocate/Parliamentarian, Sergeant-At-Arms, and ten District Directors. The Incumbent President-Elect will automatically ascend to Presidency.

Section 2.

The State of Texas shall be divided in ten (10) districts, each of which shall be represented by a Director who resides therein and shall be elected at the Annual Conference.

Section 3.

District boundary lines shall be established by the Board of Directors. The boundary lines may be redrawn from time to time by the Board of Directors, subject to the ratification of the membership at the next Annual Conference.

4.

In the event that no member of the district is present at the Annual Conference, the office of director of this district becomes vacant and a member shall be appointed by the President pursuant to Article V, Section 5.

Section 5.

The Association members, at the Annual Conference, shall also elect a duly qualified Deputy Constable and a Court Clerk to serve as Directors of the Association. Each shall have voting privileges.

Section 6.

Nominations for the office of Third Vice-President shall be so regulated as to provide for the election of a Justice of the Peace one year and a Constable the next year, etcetera.

Section 7.

When any member of the Board of Directors ceases to qualify as a regular member of The Association pursuant to Article II, Section 1, he/she shall be disqualified and the office that he/she holds shall automatically become vacated.

Section 8.

Any regular member may be nominated for office or director by a regular member from the floor except as provided in Article III, Section 4.

Section 9.

A vacancy in the office of President shall be filled by a majority vote of the Board of Directors. If a vacancy in the office of the President occurs simultaneously with vacancies in other offices, the duties of the office will be performed by the President-Elect or one of the Vice Presidents in their order. Should vacancies occur in all of these offices simultaneously, the Board of Directors member with the longest tenure will serve as interim President until the Board of Directors select a new president. Should two or more Board Members have the longest tenure, the succession shall be determined by the lowest district number.

ARTICLE IV

(Duties of the Board of Directors)

Section 1.

The Board of Directors shall consist of the Officers and Directors and the Immediate Past President, each of whom must be a Justice of the Peace or Constable plus the elected Deputy Constable and Court Clerk pursuant to Article III, Section 5, and who shall serve for a term of one (1) year and may be re-elected or re-appointed for additional terms.

2.

The President shall call a Board of Directors meeting as needed. One day's reasonable expenses may be paid by The Association to each member thereof attending.

Section 3.

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. The Board of Directors shall have the management and control of The Association and shall transact all business thereof, subject only to such limitations and directions as may be prescribed by vote of the regular members of The Association.

Section 4.

A two-thirds vote of the Board of Directors may call a Board of Directors meeting at any time and place, as they deem proper.

Section 5.

In the event of a vacancy in the office of President, the Secretary/Treasurer shall call a meeting of the Board of Directors at the earliest possible time. A vacancy in the office of President shall be filled by a majority vote of the Board of Directors.

Section 6.

Any regular or honorary member may be appointed by the Board of Directors as an advisory member thereof, but shall not have a vote in the transaction of business thereof.

Section 7.

The Secretary/Treasurer shall notify The Association members of any action taken at a Board of Directors meeting, other than the meeting scheduled on the day preceding the Annual Conference, no later than 90 days following the Board of Directors meeting.

Section 8.

DUTIES OF DIRECTORS shall include but not be limited to:

- A. Attendance at all meetings of the Board of Directors if possible.
- B. Contacting the members of their regions or represented groups at the direction of the President or Board of Directors concerning JPCA matters of business.
- C. Contact information for the elected officers shall be maintained on the JPCA website.
- D. Performing all other duties as assigned by the President or prescribed in the parliamentary authority adopted in these bylaws.
- E. Directors should attend regional training events to represent the JPCA if at all possible.

Section 9.

There shall be no secret ballot voting.

ARTICLE V **(Duties of the President)**

Section 1.

The President shall preside at all meetings of the general membership of The Association and over all Board of Directors meetings.

Section 2.

The President may sign all checks. Checks over \$750.00 shall be co-signed by the Secretary/Treasurer and the President. Any checks less than \$750.00 the Secretary/Treasurer will have the authority to sign.

Section 3.

The President's name shall be imprinted upon all membership cards and certificates.

Section 4.

The President may call meetings of the general membership and/or Board of Directors at such times and places as he/she may deem proper.

Section 5.

The President, with the consent of a majority of the members of the Board of Directors, shall appoint a duly qualified member to fill any vacancy on the Board of Directors. A vacancy in a District Director office shall be filled by a member that resides within said District.

Section 6.

The President shall perform all other duties pertaining to his/her office.

Section 7.

The President, unless otherwise as denoted in this Constitution, shall serve on every committee as an Ex-Officio member.

ARTICLE VI

(Duties of Vice-Presidents)

In the absence of the President, the President-Elect or Vice-Presidents shall, in their numerical order, preside over all meetings.

ARTICLE VII

(Duties of the Judge Advocate/Parliamentarian)

The Judge Advocate/Parliamentarian shall advise the President and the Board of Directors on the Constitution and By-Laws of the Association's procedures, and all legal questions referred to him/her.

ARTICLE VIII

(Duties of the Secretary/Treasurer)

Section 1.

The Secretary/Treasurer shall keep minutes of all meetings and shall distribute a "draft" version of the minutes to the entire board within 30 days of commencement of a meeting..

Section 2.

The Secretary/Treasurer shall keep the records, books and reports of The Association, and shall make a monthly report to the President and the board of directors of all cash on hand, all expenses, all receipts, and disbursements, including all money on hand and a list of the assets and liabilities of The Association.

Section 3.

The Secretary/Treasurer shall pay all bills from the funds of The Association, and shall prepare all checks. Any checks over \$750.00 shall be cosigned. The Secretary/Treasurer shall sign all checks under \$750.00

Section 4.

The Secretary/Treasurer shall keep a complete record of all membership fees paid and all such fees that are due and unpaid, and shall file any and all necessary or proper reports required by law or under these By-Laws. The Secretary/Treasurer shall also maintain a complete record of all honorary life memberships awarded by the President from time to time, show the class of such membership and indicate in the records that no fee is due. The Secretary/Treasurer will receive notice of the awards from the President in writing.

Section 5.

The Secretary/Treasurer shall prepare a membership card to any member in good standing, upon request. His/her name shall be imprinted on all membership cards.

6.

The Secretary/Treasurer shall be under a surety bond to The Association, in the amount to be determined by the Board, and the premium on such bond to be paid by The Association.

Section 7.

At least ninety (90) days prior to the 1st business session of each Conference the Secretary/Treasurer shall notify the membership of The Association, the date of such business session and the contact information of the Chairman of the Constitution and By-Laws Committee and advising that all resolutions to amend or add to the Constitution and By-Laws shall be delivered or mailed to such chairman not less than sixty (60) days prior to the date of such business session. The Chairman shall then meet with the by-laws committee to discuss the proposed changes. Once an agreed change is reached, it shall be then posted on the website and in the Gavel and Badge at least thirty (30) days prior to the 1st business session for the membership to consider.

ARTICLE IX

(Duties of Sergeant-at-Arms)

The Sergeant-at-Arms shall maintain order at all meetings and shall assist the President by carrying out all necessary errands and by securing necessary equipment.

ARTICLE X

(Duties of Chaplain)

The President shall appoint an appropriate member to serve as Chaplain. The duties shall include coordinating a Prayer Breakfast Meeting during the Annual Conference, and other duties deemed appropriate.

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Regular membership dues shall be set, from time to time, by a two-thirds vote of the membership at the Annual Conference. Life membership dues for regular members shall be set from time to time by the Board of Directors. Ten dollars (\$10.00) of the membership dues are to annually be deposited in the JPCA Scholarship Fund.

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Section 1.

If a membership card is requested as stated in Article VIII, Section 5, the card shall designate the type of membership held in The Association and the expiration date of the card.

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Honorary membership cards shall be evidence only of such members' financial support of the proper administration of justice and law and order and their interest in the work of The Association.

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- B. Cities or local host committees wishing to submit a written bid for a conference to JPCA shall submit the same to the Secretary/Treasurer not later than January 31 of the year that is two years prior to the bid year. Should no bids be timely presented, the Site Selection Committee shall contact appropriate cities for a bid to be submitted before May 1st.
- C. The Site Selection Committee shall present proposed conference sites and dates to the membership for their approval at the Annual Conference.
- D. Once a site is selected by the membership, a Conference Oversight committee shall be appointed by the President and shall include the current President-Elect, the 2nd and 3rd vice-president's and the Secretary/Treasurer, and 2 Directors from the host regions, to direct all financial and contract matters of the conference. This committee shall also be responsible for all program features of the conference.
- E. A Conference Host committee may be organized locally to provide the necessary day-to-day contact and coordination to assist the Conference Oversight committee.

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Section 3.

All revenue from the Conference in excess of the expenditures shall be forwarded to the Secretary/Treasurer within thirty days of the close of the Conference and is to be deposited in The Association's Legislative Fund.

4.

The Board of Directors shall enter into a contract with a hotel within the host city or county, which shall be known as Conference Headquarters. The distribution of all complementary rooms and all gift items shall be vested in The Association's Oversight Committee.

Section 5.

The host city or county sponsor may form a Committee to be known as the Host Committee. This Committee shall arrange for Entertainment, Decorations, Excursions, and Meals outside Conference – Headquarters. This Committee shall make certain that all persons attending the Conference are properly registered. The Host Committee shall also make available an official Conference program book and furnish door prizes and/or other incentives to insure member attendance and participation. The Host Committee shall obtain authorization from the Conference Oversight Committee before entering into any contract or agreement that would make The Association liable for payments of money.

ARTICLE XIV
(Cancellation of Membership)

The Board of Directors may cancel the membership and call in the membership card of any member who has been convicted of any criminal offense involving moral turpitude or has been guilty of conduct unbecoming a member of this Association. The Board may, without cause, suspend membership privileges with a two-thirds vote. A membership suspension may be reinstated with a majority vote.

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- E. Auditing
- F. Constitution and By-Laws
- G. Conference Site Selection
- H. J.P. Legislation
- I. Constable Legislation
- J. Scholarship
- K. Resolutions
- L. Promotions & Membership
- M. **Media**
- N. Special Awards Committee for Judges and Constables
- O. Special Awards Committee for Clerks and Deputies
- P. **Legacy**
- Q. Other Committees that he/she may deem proper.

A written list of all committee appointments shall be furnished to the Secretary/Treasurer for permanent record and posted on the website as well as published in The Gavel and The Badge as called for in Article IV, Section 7.

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Constable terms expiring each year. For the Texas Justice Court Training Center to be a Texas Commission on Law Enforcement education provider, there shall be an Advisory Board formed in accordance with requirements composed of the Constable Education Committee members and four members of the public who do not hold a Texas Peace Officer's license. The members of the public shall serve terms of three years each, with two members of the public terms expiring each year. The Advisory Board shall meet once annually to approve the curriculum.

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Section 7.

Each Education Committee shall be responsible for developing curriculum and standards for the education of either Justices of the Peace, Constables, or Justice Court Personnel/Clerks as indicated by the name of the Committee, and shall monitor the implementation of their curriculum

throughout the year so as to ensure a high level of effectiveness.

Section 8.

The Auditing Committee shall review the finances of The Association and at the Annual Conference and Business meeting of The Association shall provide a report to the members. The Auditing Committee may also recommend to the Board of Directors, that an external independent financial audit be conducted of The Association. Any regular member of The Association may serve on the Auditing Committee. There shall be at minimum one Justice of the Peace and one Constable on the Auditing Committee

Section 9.

The Constitution and By-Laws Committee shall periodically review the Constitution and By-Laws of The Association and may recommend amendments as necessary in accordance with the ByLaws. The committee is also responsible for reviewing any proposed amendments submitted in accordance with Article XIX. Any regular member of The Association may serve on the Constitution and By-Laws Committee. There shall be a minimum of two Justices of the Peace and two Constables on the Constitution and By-Laws Committee.

Section 10.

The Justice of the Peace Legislative committee is responsible for monitoring legislation at the state and national level in the interest of Justice Courts across the State of Texas. This committee maintains relationships with legislative offices to ensure favorable relationship between The Association and legislators. Any regular member who is a Justice of the Peace or Court Clerk may serve on this committee.

Section 11.

The Constable Legislative committee is responsible for monitoring legislation at the state and national level in the interest of Constable's Offices across the State of Texas. This committee maintains relationships with legislative offices to ensure favorable relationship between The Association and legislators. Any regular member who is a Constable, Deputy Constable, or Constable's Office staff member may serve on this committee.

Section 12.

The Scholarship Committee is responsible for reviewing scholarship applications submitted to The Association for higher level education. Scholarships are awarded to high school seniors and students enrolled in higher-level education, who are children and/or grandchildren of members. The Scholarship Committee shall select applicants and designate the amount of award to those selected. The Scholarship Committee shall at the Annual Conference and Business meeting shall announce those scholarships awarded. As the Justice of the Peace and Constable Association Scholarship Fund is a designated 501(c)(3) organization the Scholarship Committee shall also follow the By-Laws of that association. Any regular member may serve on this committee. There shall be a minimum of one Justice of the Peace and one Constable on the Scholarship Committee.

Section 13.

The Resolutions Committee is responsible for presenting resolutions to the members at the Annual Conference and business Meeting as it deems appropriate. Any regular member may serve on this committee. There shall be a minimum of one Justice of the Peace and one Constable on the Resolutions Committee.

Section 14.

The Promotions and Membership Committee is responsible for the sale of merchandise for The Association and assisting District Directors in recruiting and retaining Members. Any regular member may serve on this committee.

Section 15.

The Media Committee is responsible for maintaining current media for The Association. This includes, but is not limited to, a website, the Gavel and Badge publication, social media accounts, et cetera. The Media Committee is responsible for publishing and distributing to the membership The Gavel and Badge, the official publication of The Association. The Media Committee shall make regular reports to the Board of Directors regarding the status of media outlets being used and make proposals for other means of media. Any regular member may serve on this committee. There shall be a minimum of one Justice of the Peace and one Constable on the Media Committee.

Section 16.

The Special Awards Committee for Judges and Constables is responsible for reviewing nominations for awards presented to members and non-members, including, but not limited to, Judge of the Year, Constable of the Year, Best Practices Award, et. Cetera. Any regular member who is a Justice of the Peace or Constable may serve on the Special Awards Committee for Judges and Constables.

Section 17.

The Special Awards Committee for Clerks and Deputies is responsible for reviewing nominations for awards presented to members and non-members, including, but not limited to, Clerk of the Year, Deputy of the Year, Best Practices Award, et. Cetera. Any regular

member who is a Clerk, Deputy Constable, or Constable's Office Staff member may serve on the Special Awards Committee for Clerks and Deputies.

Section 18.

The Legacy Committee is responsible for preserving the legacy of The Association. This includes archiving records of past presidents, board members, awards, conferences, and any other items that ensure the legacy of the Justices of the Peace and Constables Association of Texas, Inc. is preserved in history. Any regular member may serve on this committee.

Section 8 19.

The President shall appoint from the membership of each Committee a Chairman, Vice Chairman, and a Secretary to serve for that Committee. The duty of the Chairman shall be to set the date and place of all meetings and to preside over said meetings. The duties of the Secretary shall be to keep accurate and complete minutes of all meetings of the Committee and to submit to all members of the Committee, both appointed and non-voting, a written copy of said minutes. The President shall appoint members of special committees and subcommittees pursuant to section one of this Article. These members shall serve for the duration of the project, subject to the B&O Committee Policies and Procedures.

Section 9 20.

The President and the Secretary/Treasurer shall be non-voting members of all three Education Committees listed herein, except the President shall vote when necessary to break a tie. So as to acquaint themselves with the important work of the Education Committees, the President-Elect and all Vice-Presidents shall be non-voting members of all three Committees. In the absence of the President, the President-Elect and Vice-Presidents, in their numerical order, shall be able to vote to break a tie.

Section 10 21.

The Training Center Budget and Oversight Committee, hereinafter referred to as the "B. & O. Committee" shall consist of the President, President-Elect, all Vice-Presidents of The Association, the Secretary/Treasurer, the Immediate Past President, the Judge Advocate/Parliamentarian, Sergeant-at-Arms, the Chairman of the Justice Court Education Committee, the Chairman of the Constables Education Committee, and the Chairman of the Justice Court Personnel/Clerk Education Committee. The President shall be Chairman. The

B. & O. Committee shall coordinate the budget requests of the Justice Court Training Center and each educational and training Committee. The B. & O. Committee shall make recommendations on budget requests for Grants on behalf of The Association. The B. & O. Committee will approve adjustments to the ongoing Grants on behalf of The Association. The B & O Committee shall establish, as needed such committees and special project committees, and shall oversee the same. The B. & O. Committee shall oversee the operations of the Justice Court Training Center and set policies and guidelines for the Executive Director of the Training Center. No other Committee or person shall direct the Executive Director to set alternate policies or guidelines or to disregard policies or guidelines set by the B. & O. Committee. Final Acceptance of all Grant awards and all policies or guidelines must be presented to and remain vested in The Association's Board of Directors. The President shall call a meeting of the B. & O. Committee at least once a year before Grant applications are made and at such other times and places that he/she may deem appropriate. In addition to their other duties, the Committee shall review all bids submitted for the lodging, substance, and meeting rooms for the participants of all three training entities, and shall select the location for all three entities.

Section 11 22.

Any appointed member of any Committee provided for by this Article may be removed by the existing President with approval of two-thirds of the Board of Directors, without cause.

Section 12 23.

At any meeting of any committee provided for in this article if any member is unable to attend he/she may designate any member to attend in his/her place and said person shall have the same voting rights as the absent member.

Section 13 24.

The President, when a Constable, shall appoint a Constable to serve as a Director for the Texas Association of Counties. The term shall be for a period of two years beginning January 1 of the following year. The President, when a Justice of the Peace, shall appoint a Justice of the Peace to serve as a Director for the Texas Association of Counties. The term shall be for a period of two years beginning January 1 of the following year. The President shall notify the President of the Texas Association of Counties by November 1 of the preceding year of the appointments. If a vacancy occurs in either position, the President at the time shall appoint a successor for the remainder of the term. If the President so chooses he/she may appoint himself/herself to one of the positions to represent the Justice of the Peace and Constables Association board as a Director for the Texas Association of Counties.

Section 14 25.

President-Elect , all Vice-Presidents and the Secretary/Treasurer shall serve as non-voting members of all committees. They may vote on a committee if specifically provided for in these by-laws, or if an appointed member of a committee.

Section 15 26.

At any meeting of any Committee, except for the Nominating Committee, provided such Committee is not in executive session, any regular member of The Association may, after being recognized by the Chairman, address an opinion on the subject under consideration by the Committee.

Section 16 27.

The Chairman of any Committee may limit discussion or debate on any subject matter so as to provide for an orderly and efficient flow of business.

Section 17 28.

The Auditing Committee, **Constitution and By-Laws, and Scholarship Committees** and other Committees as directed by the President, shall make a report to the Annual Membership meeting of The Association prior to the election of Officers and Directors.

ARTICLE XVI

(Fiscal Year)

The fiscal year of The Association shall be a 12-month period to be determined by the Board of Directors.

ARTICLE XVII

(Distribution of Funds on Dissolution)

In the event the Justices of the Peace and Constables Association of Texas, Inc. should cease to exist, all funds of The Association on deposit in any bank or banks or on hand shall be disbursed to the State of Texas.

ARTICLE XVIII

(Suspension of the Rules)

There shall be no suspension of the by-laws at an Annual Conference Business Meeting concerning Conference site selection as provided for in Article XIII.

ARTICLE XIX

(Amendments)

Section 1.

These Bylaws may be amended by a majority vote of the voting members at the Annual Conference on a motion to amend submitted at least sixty (60) days prior to the Annual Conference to the Chair of the Bylaws Committee in writing. Such proposals shall be published on the website and in the Gavel and the Badge immediately preceding the Annual Conference.

Any amendment offered from the floor at the Annual Conference without first having been considered by the Constitution and By-Laws Committee shall require a two-thirds vote of the voting members present.

Section 2.

In addition to the Section 1 provisions for amending the By-Laws, the By-Laws may be amended by mailing to each voting member of The Association, the proposed By-Law amendment, and by allowing at least 30 days time for return of said ballot to the Secretary of the Association. The passage of the said amendment is determined by the returns of at least two-thirds of the voting members. This mail out procedure may only commence after approval of a quorum of the Board of Directors.

Section 3.

All changes in these by-laws adopted at the Annual Conference will take effect upon adjournment of the Annual Conference.

ARTICLE XX

(Parliamentary Authority) Robert's Rules of Order, Newly Revised, shall be used as the parliamentary authority for all meetings and operations of the Association unless specifically detailed in this Constitution and By-Laws.

ARTICLE XXI

(Time Capsule)

The Justices of the Peace and Constables Association of Texas, Inc. has created a Time Capsule Project with letters, mementos, photos and articles from the various members and other state officials. This Capsule was sealed in June 2001, in the vault of the Lyndon B. Johnson Presidential Library in Austin, Texas, to be opened in the year 2050, and the items distributed to those office holders addressed. This Time Capsule should be remembered annually at the Annual Business Meeting to keep it fresh before the members.

JPCA BYLAWS: PROPOSED CHANGE

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

CONSTITUTION AND BY-LAWS

ARTICLE I

(Name and Purpose)

Section 1.

The name of the association shall be Justices of the Peace and Constables Association of Texas, Inc., hereinafter referred to as "The Association".

Section 2.

The purpose of The Association is to:

- A. Further the interests of local government for the people of Texas.
- B. Advance the interests of Justices of the Peace and Constables in their official capacities.
- C. Provide continuing education for Justices of the Peace, Constables, and their respective personnel.
- D. Publish and distribute reports, data and other pertinent information relative to increasing efficiency and administration of Texas Justice Courts and Constables offices.

ARTICLE II

(Members)

Section 1.

Every person who holds the office of Justice of the Peace or Constable and every person serving as a Deputy Constable or Clerk or Deputy Clerk in the office of any Justice of the Peace or Constable in the State of Texas shall be eligible for regular membership. Any person so eligible may join The Association by paying the annual dues or lifetime dues in an amount set under Article XI. A person paying an annual dues amount shall be a member in good standing with all rights stated herein for the calendar year in which the dues are paid unless membership is canceled as provided in these Bylaws. A person paying lifetime dues shall be a member for life unless canceled under Article XIV..

Section 2. Any person that is not a regular member of The Association may be appoint-

ed as an Honorary Member by the Board of Directors of The Association upon payment of a fee to be set by the Board of Directors, but shall not have a vote.

Section 3.

Any person who is eligible for membership under Section 1 and who has legally retired from that position under the terms of the Texas District and County Retirement System shall be eligible for regular membership and all rights or privileges granted by The Association except for holding elected office or an appointed committee chair.

Section 4.

The President may from time to time award not more than five "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. The President will make these awards in writing, no more than 30 days after such award is made, and will submit this writing to the Secretary/Treasurer so a permanent records may be maintained. The President may also award not more than two "full time memberships" to active members that have made significant contributions to the association. These memberships shall carry all the rights and privileges as "paid" memberships. The President will make these awards in writing, no more than 30 days after such award is made, and will submit this in writing to the Secretary/Treasurer so a permanent record may be maintained.

ARTICLE III

(Annual Election) Section 1.

During the Annual Conference and Business meeting as set forth in Article XII, the membership of The Association shall hold an election for the following officers: Second Vice-President, Third Vice-President, Secretary/Treasurer, Judge Advocate/Parliamentarian, Sergeant-at-Arms, ten District Directors, one Deputy Constable Representative, and one Court Clerk Representative.

The Association shall hold an Annual Conference and business meeting. The Association shall at the Annual Conference, elect the following officers, whose powers and duties shall be as hereinafter set forth: President, President-Elect, Second Vice-President, Third Vice-President, Secretary/Treasurer, Judge Advocate/Parliamentarian, Sergeant-At-Arms, and ten District Directors. The Incumbent President-Elect will automatically ascend to Presidency.

Section 2.

The incumbent Second Vice-President shall automatically ascend to President-Elect and the President-Elect shall automatically ascend to President at the Annual Conference and Business Meeting concurrently with the election and installation of the other officers of the Board of Directors in accordance with these By-Laws.

Section 3 2.

The State of Texas shall be divided in ten (10) districts, each of which shall be represented by a Director who resides therein and shall be elected at the Annual Conference.

Section 4 3.

District boundary lines shall be established by the Board of Directors. The boundary lines may be redrawn from time to time by the Board of Directors, subject to the ratification of the membership at the next Annual Conference.

Section 5 4.

In the event that no member of the district is present at the Annual Conference, the office of director of this district becomes vacant and a member shall be appointed by the President pursuant to Article V, Section 5.

Section 5.

The Association members, at the Annual Conference, shall also elect a duly qualified Deputy Constable and a Court Clerk to serve as Directors of the Association. Each shall have voting privileges.

Section 6.

When the Annual Conference and Business Meeting is held in an even numbered year, a Justice of the Peace shall be elected to fill the position of Second Vice-President and a Constable shall be elected to fill the position of Third Vice-President. When the Annual Conference and Business Meeting is held in an odd numbered year a Constable shall be elected to fill the position of Second Vice-President and a Justice of the Peace shall be elected to fill the position of Third Vice-President.

Nominations for the office of Third Vice-President shall be so regulated as to provide for the election of a Justice of the Peace one year and a Constable the next year, etcetera.

Section 7.

Only a Justice of the Peace, in accordance with Article II, Section 1, may be nominated and elected to fill the position of Judge Advocate/Parliamentarian.

Section 8.

Only an elected Constable, in accordance with Article II, Section 1, may be nominated and elected to fill the position of Sergeant-at-Arms.

Section 9.

Only a person employed and commissioned with the Texas Commission on Law Enforcement by a Constable, in accordance with Article II, Section 1, may be nominated and elected to fill the position of Deputy Representative.

Section 10.

Only a person employed as a Clerk of a Justice of the Peace, and in accordance with Article II, Section 1, may be nominated and elected to fill the position of Clerk Representative.

Section 10 7.

When any member of the Board of Directors ceases to qualify as a regular member of The Association pursuant to Article II, Section 1, he/she shall be disqualified and the office that he/she holds shall automatically become vacated. **The President shall notify the Board of Directors within fourteen days of becoming aware of such disqualification.**

Section 11 8.

Any regular member pursuant to Article II, Section 1, registered and paid to attend as an Annual Conference and Business Meeting attendee may be nominated for the offices of Second Vice-President, Third Vice-President, Judge Advocate/Parliamentarian, Sergeant-at-Arms, Clerk Representative, and Deputy Representative by a regular member pursuant to Article II, Section 1, from the floor. Any regular member pursuant to Article II, Section 1, registered and paid to attend as an Annual Conference and Business Meeting attendee may be nominated for office or of District Director director by a regular member, pursuant to Article II, Section 1, from the floor except as provided in Article III, Section 4.

Section 12 9.

A vacancy in the office of President shall be filled by a majority vote of the Board of Directors. If a vacancy in the office of the President occurs simultaneously with vacancies in other offices, the duties of the office will be performed by the President-Elect or one of the Vice Presidents in their order. Should vacancies occur in all of these offices simultaneously, the Board of Directors member with the longest tenure will serve as interim President until the Board of Directors select a new president. Should two or more Board Members have the longest tenure, the succession shall be determined by the lowest district number.

Section 13.

Each individual member, pursuant to Article II, Section 1, shall be entitled to one vote on each matter submitted to the membership for a vote. Voting may occur electronically

during the Annual Conference and Business Meeting and adhere to procedures approved by the Board of Directors and in compliance with these By-Laws. Only members pursuant to Article II, Section 1. Shall be entitled to stand for election to an office of The Association.

ARTICLE IV

(Duties of the Board of Directors)

Section 1.

The Board of Directors shall consist of the Officers and Directors and the Immediate Past President, each of whom must be a Justice of the Peace or Constable plus the elected Deputy Constable and Court Clerk pursuant to Article III, Section 5, and who shall serve for a term of one (1) year and may be re-elected or re-appointed for additional terms.

Section 2.

The President shall call a Board of Directors meeting as needed. One day's reasonable expenses may be paid by The Association to each member thereof attending.

Section 3.

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. The Board of Directors shall have the management and control of The Association and shall transact all business thereof, subject only to such limitations and directions as may be prescribed by vote of the regular members of The Association.

Section 4.

A two-thirds vote of the Board of Directors may call a Board of Directors meeting at any time and place, as they deem proper.

Section 5.

In the event of a vacancy in the office of President, the Secretary/Treasurer shall call a meeting of the Board of Directors at the earliest possible time. A vacancy in the office of President shall be filled by a majority vote of the Board of Directors.

Section 6.

Any regular or honorary member may be appointed by the Board of Directors as an advisory member thereof, but shall not have a vote in the transaction of business thereof.

Section 7.

The Secretary/Treasurer shall notify The Association members of any action taken at a Board of Directors meeting, other than the meeting scheduled on the day preceding the Annual Conference, no later than 90 days following the Board of Directors meeting.

Section 8.

DUTIES OF DIRECTORS shall include but not be limited to:

- A. Attendance at all meetings of the Board of Directors if possible.
- B. Contacting the members of their regions or represented groups at the direction of the President or Board of Directors concerning JPCA matters of business.
- C. Contact information for the elected officers shall be maintained on the JPCA website.
- D. Performing all other duties as assigned by the President or prescribed in the parliamentary authority adopted in these bylaws.
- E. Directors should attend regional training events to represent the JPCA if at all possible.

Section 9.

There shall be no secret ballot voting.

Section 10.

No person may hold more than one position on the Board of Directors of The Association simultaneously, except as provided for by Articles VII and VIII of these By-Laws.

ARTICLE V

(Duties of the President) Section 1.

The President shall preside at all meetings of the general membership of The Association and over all Board of Directors meetings.

Section 2.

The President may sign all checks. Checks over \$750.00 shall be co-signed by the Secretary/Treasurer and the President. Any checks less than \$750.00 the Secretary/Treasurer will have the authority to sign.

Section 3.

The President's name shall be imprinted upon all membership cards and certificates.

Section 4.

The President may call meetings of the general membership and/or Board of Directors at such times and places as he/she may deem proper.

Section 5.

The President, with the consent of a majority of the members of the Board of Directors, shall appoint a duly qualified member to fill any vacancy on the Board of Directors. A vacancy in a District Director office shall be filled by a member that resides within said District.

Section 6.

The President shall perform all other duties pertaining to his/her office.

Section 7.

The President, unless otherwise as denoted in this Constitution, shall serve on every committee as an Ex-Officio member.

ARTICLE VI

(Duties of Vice-Presidents)

In the absence of the President, the President-Elect or Vice-Presidents shall, in their numerical order, preside over all meetings.

ARTICLE VII

(Duties of the Judge Advocate/Parliamentarian)

The Judge Advocate/Parliamentarian shall advise the President and the Board of Directors on the Constitution and By-Laws of the Association's procedures, and all legal questions referred to him/her.

ARTICLE VIII

(Duties of the Secretary/ Treasurer) Section 1.

The Secretary/Treasurer shall keep minutes of all meetings and shall distribute a "draft" version of the minutes to the entire board within 30 days of commencement of a meeting..

Section 2.

The Secretary/Treasurer shall keep the records, books and reports of The Association, and shall make a monthly report to the President and the board of directors of all cash on hand, all expenses, all receipts, and disbursements, including all money on hand and a list of the assets and liabilities of The Association.

Section 3.

The Secretary/Treasurer shall pay all bills from the funds of The Association, and shall prepare all checks. Any checks over \$750.00 shall be cosigned. The Secretary/Treasurer shall sign all checks under \$750.00

Section 4.

The Secretary/Treasurer shall keep a complete record of all membership fees paid and all such fees that are due and unpaid, and shall file any and all necessary or proper reports required by law or under these By-Laws. The Secretary/Treasurer shall also maintain a complete record of all honorary life memberships awarded by the President from time to time, show the class of such membership and indicate in the records that no fee is due. The Secretary/Treasurer will receive notice of the awards from the President in writing.

Section 5.

The Secretary/Treasurer shall prepare a membership card to any member in good standing, upon request. His/her name shall be imprinted on all membership cards.

Section 6.

The Secretary/Treasurer shall be under a surety bond to The Association, in the amount to be determined by the Board, and the premium on such bond to be paid by The Association.

Section 7.

At least ninety (90) days prior to the 1st business session of each Conference the Secretary/Treasurer shall notify the membership of The Association, the date of such business session and the contact information of the Chairman of the Constitution and By-Laws Committee and advising that all resolutions to amend or add to the Constitution and By-Laws shall be delivered or mailed to such chairman not less than sixty (60) days prior to the date of such business session. The Chairman shall then meet with the by-laws committee to discuss the proposed changes. Once an agreed change is reached, it shall be then posted on the website and in the Gavel and Badge at least thirty (30) days prior to the 1st business session for the membership to consider.

ARTICLE IX

(Duties of Sergeant-at-Arms)

The Sergeant-at-Arms shall maintain order at all meetings and shall assist the President by carrying out all necessary errands and by securing necessary equipment.

ARTICLE X

(Duties of Chaplain)

The President shall appoint an appropriate member to serve as Chaplain. The duties shall include coordinating a Prayer Breakfast Meeting during the Annual Conference, and other duties deemed appropriate.

ARTICLE XI

(Dues)

Regular membership dues shall be set, from time to time, by a two-thirds vote of the membership at the Annual Conference. Life membership dues for regular members shall be set from time to time by the Board of Directors. Ten dollars (\$10.00) of the membership dues are to annually be deposited in the JPCA Scholarship Fund.

ARTICLE XII

(Membership Cards and Certificates) Section 1.

If a membership card is requested as stated in Article VIII, Section 5, the card shall designate the type of membership held in The Association and the expiration date of the card.

Section 2.

Honorary membership cards shall be evidence only of such members' financial support of the proper administration of justice and law and order and their interest in the work of The Association.

ARTICLE XIII

(Annual Conference)

Section 1.

The **ANNUAL BUSINESS MEETING** of JPCA shall be conducted at an Annual Conference to be held each year at a location selected approved by the board of directors..

- A. The Site Selection Committee shall consist of the current President, President-Elect, Secretary/Treasurer and four members of the association appointed by the President.
- B. Cities or local host committees wishing to submit a written bid for a conference to JPCA shall submit the same to the Secretary/Treasurer not later than January 31 of the year that is two years prior to the bid year. Should no bids be timely presented, the Site Selection Committee shall contact appropriate cities for a bid to be submitted before May 1st.
- C. The Site Selection Committee shall present proposed conference sites and dates to the membership for their approval at the Annual Conference.
- D. Once a site is selected by the membership, a Conference Oversight committee shall be appointed by the President and shall include the current President-Elect, the 2nd and 3rd vice-president's and the Secretary/Treasurer, and 2 Directors from the host regions, to direct all financial and contract matters of the conference. This committee shall also be responsible for all program features of the conference.
- E. A Conference Host committee may be organized locally to provide the necessary day-to-day contact and coordination to assist the Conference Oversight committee.

Section 2.

Records of all matters relating to the Conference shall be maintained, including the following:

1. Expenditures;
2. Revenue generated and the source;
3. The number of hotel rooms booked.

An itemized statement of these records shall be submitted to the President by the Chairman of said Committee within thirty days of the close of the Conference.

Section 3.

All revenue from the Conference in excess of the expenditures shall be forwarded to the Secretary/Treasurer within thirty days of the close of the Conference and is to be deposited in The Association's Legislative Fund.

Section 4.

The Board of Directors shall enter into a contract with a hotel within the host city or county, which shall be known as Conference Headquarters. The distribution of all complementary rooms and all gift items shall be vested in The Association's Oversight Committee.

Section 5.

The host city or county sponsor may form a Committee to be known as the Host Committee. This Committee shall arrange for Entertainment, Decorations, Excursions, and Meals outside Conference – Headquarters. This Committee shall make certain that all persons attending the Conference are properly registered. The Host Committee shall also make available an official Conference program book and furnish door prizes and/or other incentives to insure member attendance and participation. The Host Committee shall obtain authorization from the Conference Oversight Committee before entering into any contract or agreement that would make The Association liable for payments of money.

ARTICLE XIV

(Cancellation of Membership)

The Board of Directors may cancel the membership and call in the membership card of any member who has been convicted of any criminal offense involving moral turpitude or has been guilty of conduct unbecoming a member of this Association. The Board may, without cause, suspend membership privileges with a two-thirds vote. A membership suspension may be reinstated with a majority vote.

ARTICLE XV

(Committees) Section

1.

The President shall appoint the following committees:

- A. Justice Court Education
- B. Constable's Education
- C. Justice Court Personnel/Clerk Education
- D. Conference Oversight
- E. Auditing
- F. Constitution and By-Laws
- G. Conference Site Selection
- H. J.P. Legislation
- I. Constable Legislation
- J. Scholarship
- K. Resolutions
- L. Promotions & Membership
- M. Special Awards Committee for Judges and Constables
- N. Special Awards Committee for Clerks and Deputies
- O. Other Committees that he/she may deem proper.

A written list of all committee appointments shall be furnished to the Secretary/Treasurer for permanent record and posted on the website as well as published in The Gavel and The Badge as called for in Article IV, Section 7.

Section 2.

The Nominating Committee shall be a standing committee, which shall consist of all past Presidents of The Association that are in good standing. Any member seeking nomination by the nominating committee may submit in writing, thirty (30) days prior to the Annual Conference, their qualifications and office sought. A list of the nominating committee shall be maintained on the association's web site.

Section 3.

The President shall not be appointed to nor may he/she serve upon any Committee of this article during his/her term as President except as specifically provided for by these By-Laws.

Section 4.

There shall be a Justices of the Peace Education Committee composed of nine Justices of the Peace who shall serve terms of three years each, with three members terms expiring each year.

Section 5.

There shall be a Constables Education Committee composed of six Constables and three Deputy Constables, who shall serve terms of three years each with two Constables and one Deputy Constable terms expiring each year. For the Texas Justice Court Training Center to be a Texas Commission on Law Enforcement education provider, there shall be an Advisory Board formed in accordance with requirements composed of the Constable Education Committee members and four members of the public who do not hold a Texas Peace Officer's license. The members of the public shall serve terms of three years each, with two members of the public terms expiring each year. The Advisory Board shall meet once annually to approve the curriculum.

Section 6.

There shall be a Justice Court Personnel/Clerk Education Committee composed of six Justices of the Peace and three Justice of the Peace Court Clerks who shall serve terms of three years each with two Justices of the Peace and one Clerk term expiring each year.

Section 7.

Each Education Committee shall be responsible for developing curriculum and standards for the education of either Justices of the Peace, Constables, or Justice Court Personnel/Clerks as indicated by the name of the Committee, and shall monitor the implementation of their curriculum throughout the year so as to ensure a high level of effectiveness.

Section 8.

The President shall appoint from the membership of each Committee a Chairman, Vice Chairman, and a Secretary to serve for that Committee. The duty of the Chairman shall be to set the date and place of all meetings and to preside over said meetings.

The duties of the Secretary shall be to keep accurate and complete minutes of all meetings of the Committee and to submit to all members of the Committee, both appointed and non-voting, a written copy of said minutes. The President shall appoint members of special committees and subcommittees pursuant to section one of this Article. These members shall serve for the duration of the project, subject to the B&O Committee Policies and Procedures.

Section 9.

The President and the Secretary/Treasurer shall be non-voting members of all three Education Committees listed herein, except the President shall vote when necessary to break a tie. So as to acquaint themselves with the important work of the Education Committees, the President-Elect and all Vice-Presidents shall be non-voting members of all three Committees. In the absence of the President, the President-Elect and Vice-Presidents, in their numerical order, shall be able to vote to break a tie.

Section 10.

The Training Center Budget and Oversight Committee, hereinafter referred to as the "B. & O. Committee" shall consist of the President, President-Elect, all Vice-Presidents of The Association, the Secretary/Treasurer, the Immediate Past President, the Judge Advocate/Parliamentarian, Sergeant-at-Arms, the Chairman of the Justice Court Education Committee, the Chairman of the Constables Education Committee, and the Chairman of the Justice Court Personnel/Clerk Education Committee. The President shall be Chairman. The

B. & O. Committee shall coordinate the budget requests of the Justice Court Training Center and each educational and training Committee. The B. & O. Committee shall make recommendations on budget requests for Grants on behalf of The Association. The B. & O. Committee will approve adjustments to the ongoing Grants on behalf of The Association. The B & O Committee shall establish, as needed such committees and special project committees, and shall oversee the same. The B. & O. Committee shall oversee the operations of the Justice Court Training Center and set policies and guidelines for the Executive Director of the Training Center. No other Committee or person shall direct the Executive Director to set alternate policies or guidelines or to disregard policies or guidelines set by the B. & O. Committee. Final Acceptance of all Grant awards and all policies or guidelines must be presented to and remain vested in The Association's Board of Directors. The President shall call a meeting of the B. &

O. Committee at least once a year before Grant applications are made and at such other times and places that he/she may deem appropriate. In addition to their other duties, the Committee shall review all bids submitted for the lodging, substance, and meeting rooms for the participants of all three training entities, and shall select the location for all three entities.

Section 11.

Any appointed member of any Committee provided for by this Article may be removed by the existing President with approval of two-thirds of the Board of Directors, without cause.

Section 12.

At any meeting of any committee provided for in this article if any member is unable to attend he/she may designate any member to attend in his/her place and said person shall have the same voting rights as the absent member.

Section 13.

The President, when a Constable, shall appoint a Constable to serve as a Director for the Texas Association of Counties. The term shall be for a period of two years beginning January 1 of the following year. The President, when a Justice of the Peace, shall appoint a Justice of the Peace to serve as a Director for the Texas Association of Counties. The term shall be for a period of two years beginning January 1 of the following year. The President shall notify the President of the Texas Association of Counties by November 1 of the preceding year of the appointments. If a vacancy occurs in either position, the President at the time shall appoint a successor for the remainder of the term. If the President so chooses he/she may appoint himself/herself to one of the positions to represent the Justice of the Peace and Constables Association board as a Director for the Texas Association of Counties.

Section 14.

President-Elect, all Vice-Presidents and the Secretary/Treasurer shall serve as non-voting members of all committees. They may vote on a committee if specifically provided for in these by-laws, or if an appointed member of a committee.

Section 15.

At any meeting of any Committee, except for the Nominating Committee, provided such Committee is not in executive session, any regular member of The Association may, after being recognized by the Chairman, address an opinion on the subject under consideration by the Committee.

Section 16.

The Chairman of any Committee may limit discussion or debate on any subject matter so as to provide for an orderly and efficient flow of business.

Section 17.

The Auditing Committee and other Committees as directed by the President, shall make a report to the Annual Membership meeting of The Association prior to the election of Officers and Directors.

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The fiscal year of The Association shall be a 12-month period to be determined by the Board of Directors.

ARTICLE XVII (Distribution of Funds on Dissolution)

In the event the Justices of the Peace and Constables Association of Texas, Inc. should cease to exist, all funds of The Association on deposit in any bank or banks or on hand shall be disbursed to the State of Texas.

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There shall be no suspension of the by-laws at an Annual Conference Business Meeting concerning Conference site selection as provided for in Article XIII.

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These Bylaws may be amended by a majority vote of the voting members at the Annual Conference on a motion to amend submitted at least sixty (60) days prior to the Annual Conference to the Chair of the Bylaws Committee in writing. Such proposals shall be published on the website and in the Gavel and the Badge immediately preceding the Annual Conference.

Any amendment offered from the floor at the Annual Conference without first having been considered by the Constitution and By-Laws Committee shall require a two-thirds vote of the voting members present.

Section 2.

In addition to the Section 1 provisions for amending the By-Laws, the By-Laws may be amended by mailing to each voting member of The Association, the proposed By-Law amendment, and by allowing at least 30 days time for return of said ballot to the Secretary of the Association. The passage of the said amendment is determined by the returns of at least two-thirds of the voting members. This mail out procedure may only commence after approval of a quorum of the Board of Directors.

Section 3.

All changes in these by-laws adopted at the Annual Conference will take effect upon adjournment of the Annual Conference.

ARTICLE XX (Parliamentary Authority)

Robert's Rules of Order, Newly Revised, shall be used as the parliamentary authority for all meetings and operations of the Association unless specifically detailed in this Constitution and By-Laws.

ARTICLE XXI (Time Capsule)

The Justices of the Peace and Constables Association of Texas, Inc. has created a Time Capsule Project with letters, mementos, photos and articles from the various members and other state officials. This Capsule was sealed in June 2001, in the vault of the Lyndon B. Johnson Presidential Library in Austin, Texas, to be opened in the year 2050, and the items distributed to those office holders addressed. This Time Capsule should be remembered annually at the Annual Business Meeting to keep it fresh before the members.

JPCA BYLAWS: PROPOSED CHANGE

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

CONSTITUTION AND BY-LAWS

ARTICLE I (Name and Purpose)

Section 1.

The name of the association shall be Justices of the Peace and Constables Association of Texas, Inc., hereinafter referred to as "The Association".

Section 2.

The purpose of The Association is to:

- A. Further the interests of local government for the people of Texas.
- B. Advance the interests of Justices of the Peace and Constables in their official capacities.
- C. Provide continuing education for Justices of the Peace, Constables, and their respective personnel.
- D. Publish and distribute reports, data and other pertinent information relative to increasing efficiency and administration of Texas Justice Courts and Constables offices.

ARTICLE II

(Members)

Section 1.

Every person who holds the office of Justice of the Peace or Constable and every person serving as a Deputy Constable, or Clerk, or Deputy Clerk, or Bailiff in the office of any Justice of the Peace or Constable in the State of Texas shall be eligible for regular membership. Any person so eligible may join The Association by paying the annual dues or lifetime dues in an amount set under Article XI. A person paying an annual dues amount shall be a member in good standing with all rights stated herein for the calendar year in which the dues are paid unless membership is canceled as provided in these Bylaws. A person paying lifetime dues shall be a member for life unless canceled under Article XIV.

Section 2.

Any person that is not a regular member of The Association may be appointed as an Honorary Member by the Board of Directors of The Association upon payment of a fee to be set by the Board of Directors, but shall not have a vote.

Section 3.

Any person who is eligible for membership under Section 1 and who has legally retired from that position under the terms of the Texas District and County Retirement System shall be eligible for regular membership and all rights or privileges granted by The Association except for holding **they may not hold an elected office or position of The Association**, or an appointed committee chair.

Section 4.

The President may from time to time award not more than five "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. The President will make these awards in writing, no more than 30 days after such award is made, and will submit this writing to the Secretary/Treasurer so a permanent records may be maintained. The President may also award not more than two "full time memberships" to active members that have made significant contributions to the association. These memberships shall carry all the rights and privileges as "paid" memberships. The President will make these awards in writing, no more than 30 days after such award is made, and will submit this in writing to the Secretary/Treasurer so a permanent record may be maintained.

Section 5.

Only a member in good standing qualified as a regular member of The Association pursuant to Article II, Section 1, and in attendance pursuant to Article III, Section 8, shall be eligible to be nominated and elected to positions as described in Article III. Only a member in good standing qualified as a regular member of The Association pursuant to Article II, Section 1, shall be eligible to be nominated and sit on any committee as laid out in Article XV unless specifically directed in a section of Article XV to include members not qualified under Article II, Section 1.

Section 6.

Individuals not qualified under the requirements for Active Members, pursuant to Article II, Section 1, shall be eligible for Associate Membership, subject to the approval of The Association's Board of Directors. Dues for an Associate Member shall be established as set forth under Article XI and shall be paid prior to granting membership. Associate members are not provided with the privileges of a regular member. Associate members may be placed on advisory committees at the discretion of the President, but shall have no vote on such committees.

ARTICLE III

(Annual Election)

Section 1.

The Association shall hold an Annual Conference and business meeting. The Association shall at the Annual Conference, elect the following officers, whose powers and duties shall be as hereinafter set forth: President, President-Elect, Second VicePresident, Third Vice-President, Secretary/Treasurer, Judge Advocate/Parliamentarian, Sergeant-At-Arms, and ten District Directors. The Incumbent President-Elect will automatically ascend to Presidency.

Section 2.

The State of Texas shall be divided in ten (10) districts, each of which shall be represented by a Director who resides therein and shall be elected at the Annual Conference.

Section 3. District boundary lines shall be established by the Board of Directors. The boundary lines may be redrawn from time to time by the Board of Directors, subject to the ratification of the membership at the next Annual Conference. **Section 4.**

In the event that no member of the district is present at the Annual Conference, the office of director of this district becomes vacant and a member shall be appointed by the President pursuant to Article V, Section 5.

Section 5.

The Association members, at the Annual Conference, shall also elect a duly qualified Deputy Constable and a Court Clerk to serve as Directors of the Association. Each shall have voting privileges.

Section 6.

Nominations for the office of Third Vice-President shall be so regulated as to provide for the election of a Justice of the Peace one year and a Constable the next year, etcetera.

Section 7.

When any member of the Board of Directors ceases to qualify as a regular member of The Association pursuant to Article II, Section 1, he/she shall be disqualified and the office that he/she holds shall automatically become vacated.

Section 8.

Any regular member may be nominated for office or director by a regular member from the floor except as provided in Article III, Section 4.

Section 9.

A vacancy in the office of President shall be filled by a majority vote of the Board of Directors. If a vacancy in the office of the President occurs simultaneously with vacancies in other offices, the duties of the office will be performed by the PresidentElect or one of the Vice Presidents in their order. Should vacancies occur in all of these offices simultaneously, the Board of Directors member with the longest tenure will serve as interim President until the Board of Directors select a new president. Should two or more Board Members have the longest tenure, the succession shall be determined by the lowest district number.

ARTICLE IV

(Duties of the Board of Directors)

Section 1.

The Board of Directors shall consist of the Officers and Directors and the Immediate Past President, each of whom must be a Justice of the Peace or Constable plus the elected Deputy Constable and Court Clerk pursuant to Article III, Section 5, and who shall serve for a term of one (1) year and may be re-elected or re-appointed for additional terms.

Section 2.

The President shall call a Board of Directors meeting as needed. One day's reasonable expenses may be paid by The Association to each member thereof attending.

Section 3.

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. The Board of Directors shall have the management and control of The Association and shall transact all business thereof, subject only to such limitations and directions as may be prescribed by vote of the regular members of The Association.

Section 4.

A two-thirds vote of the Board of Directors may call a Board of Directors meeting at any time and place, as they deem proper.

Section 5.

In the event of a vacancy in the office of President, the Secretary/Treasurer shall call a meeting of the Board of Directors at the earliest possible time. A vacancy in the office of President shall be filled by a majority vote of the Board of Directors.

Section 6.

Any regular or honorary member may be appointed by the Board of Directors as an advisory member thereof, but shall not have a vote in the transaction of business thereof.

Section 7.

The Secretary/Treasurer shall notify The Association members of any action taken at a Board of Directors meeting, other than the meeting scheduled on the day preceding the Annual Conference, no later than 90 days following the Board of Directors meeting.

Section 8.

DUTIES OF DIRECTORS shall include but not be limited to:

- A. Attendance at all meetings of the Board of Directors if possible.
- B. Contacting the members of their regions or represented groups at the direction of the President or Board of Directors concerning JPCA matters of business.
- C. Contact information for the elected officers shall be maintained on the JPCA website.
- D. Performing all other duties as assigned by the President or prescribed in the parliamentary authority adopted in these bylaws.
- E. Directors should attend regional training events to represent the JPCA if at all possible.

Section 9.

There shall be no secret ballot voting.

ARTICLE V

(Duties of the President)

Section 1.

The President shall preside at all meetings of the general membership of The Association and over all Board of Directors meetings.

Section 2.

The President may sign all checks. Checks over \$750.00 shall be co-signed by the Secretary/Treasurer and the President. Any checks less than \$750.00 the

Secretary/Treasurer will have the authority to sign.

Section 3.

The President's name shall be imprinted upon all membership cards and certificates.

Section 4.

The President may call meetings of the general membership and/or Board of Directors at such times and places as he/she may deem proper.

Section 5.

The President, with the consent of a majority of the members of the Board of Directors, shall appoint a duly qualified member to fill any vacancy on the Board of Directors. A vacancy in a District Director office shall be filled by a member that resides within said District.

Section 6.

The President shall perform all other duties pertaining to his/her office.

Section 7.

The President, unless otherwise as denoted in this Constitution, shall serve on every committee as an Ex-Officio member.

ARTICLE VI

(Duties of Vice-Presidents)

In the absence of the President, the President-Elect or Vice-Presidents shall, in their numerical order, preside over all meetings.

ARTICLE VII

(Duties of the Judge Advocate/Parliamentarian)

The Judge Advocate/Parliamentarian shall advise the President and the Board of Directors on the Constitution and By-Laws of the Association's procedures, and all legal questions referred to him/her.

ARTICLE VIII

(Duties of the Secretary/Treasurer)

Section 1.

The Secretary/Treasurer shall keep minutes of all meetings and shall distribute a "draft" version of the minutes to the entire board within 30 days of commencement of a meeting..

Section 2.

The Secretary/Treasurer shall keep the records, books and reports of The Association, and shall make a monthly report to the President and the board of directors of all cash on hand, all expenses, all receipts, and disbursements, including all money on hand and a list of the assets and liabilities of The Association. **Section 3.**

The Secretary/Treasurer shall pay all bills from the funds of The Association, and shall prepare all checks. Any checks over \$750.00 shall be cosigned. The Secretary/Treasurer shall sign all checks under \$750.00

Section 4.

The Secretary/Treasurer shall keep a complete record of all membership fees paid and all such fees that are due and unpaid, and shall file any and all necessary or proper reports required by law or under these By-Laws. The Secretary/Treasurer shall also maintain a complete record of all honorary life memberships awarded by the President from time to time, show the class of such membership and indicate in the records that no fee is due. The Secretary/Treasurer will receive notice of the awards from the President in writing.

Section 5.

The Secretary/Treasurer shall prepare a membership card to any member in good standing, upon request. His/her name shall be imprinted on all membership cards.

Section 6.

The Secretary/Treasurer shall be under a surety bond to The Association, in the amount to be determined by the Board, and the premium on such bond to be paid by The Association.

Section 7.

At least ninety (90) days prior to the 1st business session of each Conference the Secretary/Treasurer shall notify the membership of The Association, the date of such business session and the contact information of the Chairman of the Constitution and ByLaws Committee and advising that all resolutions to amend or add to the Constitution and By-Laws shall be delivered or mailed to such chairman not less than sixty (60) days prior to the date of such business session. The Chairman shall then meet with the bylaws committee to discuss the proposed changes. Once an agreed change is reached, it shall be then posted on the website and in the Gavel and Badge at least thirty (30) days prior to the 1st business session for the membership to consider.

ARTICLE IX

(Duties of Sergeant-at-Arms)

The Sergeant-at-Arms shall maintain order at all meetings and shall assist the President by carrying out all necessary errands and by securing necessary equipment.

ARTICLE X

(Duties of Chaplain)

The President shall appoint an appropriate member to serve as Chaplain. The duties shall include coordinating a Prayer Breakfast Meeting during the Annual Conference, and other duties deemed appropriate.

ARTICLE XI

(Dues)

Regular membership and Associate membership dues shall be set, from time to time, by a two-thirds vote of the membership at the Annual Conference. Life membership dues for regular members shall be set from time to time by the Board of Directors. A portion of all membership dues shall be deposited to The Association's Scholarship Fund, the portion amount shall be set by the Board of Directors. Ten dollars (\$10.00) of the membership dues are to annually be deposited in the JPCA Scholarship Fund.

ARTICLE XII

(Membership Cards and Certificates)

Section 1.

If a membership card is requested as stated in Article VIII, Section 5, the card shall designate the type of membership held in The Association and the expiration date of the card.

Section 2.

Honorary membership cards shall be evidence only of such members' financial support of the proper administration of justice and law and order and their interest in the work of The Association.

ARTICLE XIII
(Annual Conference)

Section 1.

The **ANNUAL BUSINESS MEETING** of JPCA shall be conducted at an Annual Conference to be held each year at a location selected approved by the board of directors..

- A. The Site Selection Committee shall consist of the current President, President-Elect, Secretary/Treasurer and four members of the association appointed by the President.
- B. Cities or local host committees wishing to submit a written bid for a conference to JPCA shall submit the same to the Secretary/Treasurer not later than January 31 of the year that is two years prior to the bid year. Should no bids be timely presented, the Site Selection Committee shall contact appropriate cities for a bid to be submitted before May 1st.
- C. The Site Selection Committee shall present proposed conference sites and dates to the membership for their approval at the Annual Conference.
- D. Once a site is selected by the membership, a Conference Oversight committee shall be appointed by the President and shall include the current President-Elect, the 2nd and 3rd vice-president's and the Secretary/Treasurer, and 2 Directors from the host regions, to direct all financial and contract matters of the conference. This committee shall also be responsible for all program features of the conference.
- E. A Conference Host committee may be organized locally to provide the necessary day-to-day contact and coordination to assist the Conference Oversight committee.

Section 2.

Records of all matters relating to the Conference shall be maintained, including the following:

1. Expenditures; 2. Revenue generated and the source; 3. The number of hotel rooms booked. An itemized statement of these records shall be submitted to the President by the Chairman of said Committee within thirty days of the close of the Conference.

Section 3.

All revenue from the Conference in excess of the expenditures shall be forwarded to the Secretary/Treasurer within thirty days of the close of the Conference and is to be deposited in The Association's Legislative Fund.

Section 4.

The Board of Directors shall enter into a contract with a hotel within the host city or county, which shall be known as Conference Headquarters. The distribution of all complementary rooms and all gift items shall be vested in The Association's Oversight Committee.

Section 5.

The host city or county sponsor may form a Committee to be known as the Host Committee. This Committee shall arrange for Entertainment, Decorations, Excursions, and Meals outside Conference Headquarters. This Committee shall make certain that all persons attending the Conference are properly registered. The Host Committee shall also make available an official Conference program book and furnish door prizes and/or other incentives to insure member attendance and participation. The Host Committee shall obtain authorization from the Conference Oversight Committee before entering into any contract or agreement that would make The Association liable for payments of money.

ARTICLE XIV
(Cancellation of Membership)

The Board of Directors may cancel the membership and call in the membership card of any member who has been convicted of any criminal offense involving moral turpitude or has been guilty of conduct unbecoming a member of this Association. The Board may, without cause, suspend membership privileges with a two-thirds vote. A membership suspension may be reinstated with a majority vote.

ARTICLE XV
(Committees) Section 1.

The President shall appoint the following committees:

- A. Justice Court Education
- B. Constable's Education
- C. Justice Court Personnel/Clerk Education
- D. Conference Oversight
- E. Auditing
- F. Constitution and By-Laws
- G. Conference Site Selection
- H. J.P. Legislation
- I. Constable Legislation
- J. Scholarship
- K. Resolutions
- L. Promotions & Membership
- M. Special Awards Committee for Judges and Constables
- N. Special Awards Committee for Clerks and Deputies
- O. Other Committees that he/she may deem proper.

A written list of all committee appointments shall be furnished to the Secretary/Treasurer for permanent record and posted on the website as well as published in The Gavel and The Badge as called for in Article IV, Section 7.

Section 2.

The Nominating Committee shall be a standing committee, which shall consist of all past Presidents of The Association that are in good standing. Any member seeking nomination by the nominating committee may submit in writing, thirty (30) days prior to the Annual Conference, their qualifications and office sought. A list of the nominating committee shall be maintained on the association's web site.

Section 3.

The President shall not be appointed to nor may he/she serve upon any Committee of this article during his/her term as President except as specifically provided for by these By-Laws.

Section 4.

There shall be a Justices of the Peace Education Committee composed of nine Justices of the Peace who shall serve terms of three years each, with three members terms expiring each year.

Section 5.

There shall be a Constables Education Committee composed of six Constables and three Deputy Constables, who shall serve terms of three years each with two Constables and one Deputy Constable terms expiring each year. For the Texas Justice Court Training Center to be a Texas Commission on Law Enforcement education provider, there shall be an Advisory Board formed in accordance with requirements composed of the Constable Education Committee members and four members of the public who do not hold a Texas Peace Officer's license. The members of the public shall serve terms of three years each, with two members of the public terms expiring each year. The Advisory Board shall meet once annually to approve the curriculum.

Section 6.

There shall be a Justice Court Personnel/Clerk Education Committee composed of six Justices of the Peace and three Justice of the Peace Court Clerks who shall serve terms of three years each with two Justices of the Peace and one Clerk term expiring each year.

Section 7.

Each Education Committee shall be responsible for developing curriculum and standards for the education of either Justices of the Peace, Constables, or Justice Court Personnel/Clerks as indicated by the name of the Committee, and shall monitor the implementation of their curriculum throughout the year so as to ensure a high level of effectiveness.

Section 8.

The President shall appoint from the membership of each Committee a Chairman, Vice Chairman, and a Secretary to serve for that Committee. The duty of the Chairman shall be to set the date and place of all meetings and to preside over said meetings. The duties of the Secretary shall be to keep accurate and complete minutes of all meetings of the Committee and to submit to all members of the Committee, both appointed and nonvoting, a written copy of said minutes. The President shall appoint members of special committees and subcommittees pursuant to section one of this Article. These members shall serve for the duration of the project, subject to the B&O Committee Policies and Procedures.

Section 9.

The President and the Secretary/Treasurer shall be non-voting members of all three Education Committees listed herein, except the President shall vote when necessary to break a tie. So as to acquaint themselves with the important work of the Education Committees, the President-Elect and all Vice-Presidents shall be non-voting members of all three Committees. In the absence of the President, the President-Elect and VicePresidents, in their numerical order, shall be able to vote to break a tie.

Section 10.

The Training Center Budget and Oversight Committee, hereinafter referred to as the "B. & O. Committee" shall consist of the President, President-Elect, all Vice-Presidents of The Association, the Secretary/Treasurer, the Immediate Past President, the Judge Advocate/Parliamentarian, Sergeant-at-Arms, the Chairman of the Justice Court Education Committee, the Chairman of the Constables Education Committee, and the Chairman of the Justice Court Personnel/Clerk Education Committee. The President shall be Chairman. The

B. & O. Committee shall coordinate the budget requests of the Justice Court Training Center and each educational and training Committee. The B. & O. Committee shall make recommendations on budget requests for Grants on behalf of The Association. The B. & O. Committee will approve adjustments to the ongoing Grants on behalf of The Association. The B & O Committee shall establish, as needed such committees and special project committees, and shall oversee the same. The B. & O. Committee shall oversee the operations of the Justice Court Training Center and set policies and guidelines for the Executive Director of the Training Center. No other Committee or person shall direct the Executive Director to set alternate policies or guidelines or to disregard policies or guidelines set by the B. & O. Committee. Final Acceptance of all Grant awards and all policies or guidelines must be presented to and remain vested in The Association's Board of Directors. The President shall call a meeting of the B. & O. Committee at least once a year before Grant applications are made and at such other times and places that he/she may deem appropriate. In addition to their other duties, the Committee shall review

all bids submitted for the lodging, substance, and meeting rooms for the participants of all three training entities, and shall select the location for all three entities.

Section 11.

Any appointed member of any Committee provided for by this Article may be removed by the existing President with approval of two-thirds of the Board of Directors, without cause.

Section 12.

At any meeting of any committee provided for in this article if any member is unable to attend he/she may designate any member to attend in his/her place and said person shall have the same voting rights as the absent member. **Section 13.**

The President, when a Constable, shall appoint a Constable to serve as a Director for the Texas Association of Counties. The term shall be for a period of two years beginning January 1 of the following year. The President, when a Justice of the Peace, shall appoint a Justice of the Peace to serve as a Director for the Texas Association of Counties. The term shall be for a period of two years beginning January 1 of the following year. The President shall notify the President of the Texas Association of Counties by November 1 of the preceding year of the appointments. If a vacancy occurs in either position, the President at the time shall appoint a successor for the remainder of the term. If the President so chooses he/she may appoint himself/herself to one of the positions to represent the Justice of the Peace and Constables Association board as a Director for the Texas Association of Counties.

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The Chairman of any Committee may limit discussion or debate on any subject matter so as to provide for an orderly and efficient flow of business.

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The Auditing Committee and other Committees as directed by the President, shall make a report to the Annual Membership meeting of The Association prior to the election of Officers and Directors.

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(Fiscal Year)

The fiscal year of The Association shall be a 12-month period to be determined by the Board of Directors.

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(Distribution of Funds on Dissolution)

In the event the Justices of the Peace and Constables Association of Texas, Inc. should cease to exist, all funds of The Association on deposit in any bank or banks or on hand shall be disbursed to the State of Texas.

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There shall be no suspension of the by-laws at an Annual Conference Business Meeting concerning Conference site selection as provided for in Article XIII.

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These Bylaws may be amended by a majority vote of the voting members at the Annual Conference on a motion to amend submitted at least sixty (60) days prior to the Annual Conference to the Chair of the Bylaws Committee in writing. Such proposals shall be published on the website and in the Gavel and the Badge immediately preceding the Annual Conference.

Any amendment offered from the floor at the Annual Conference without first having been considered by the Constitution and By-Laws Committee shall require a two-thirds vote of the voting members present.

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CONSTITUTION AND BY-LAWS

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Section 2.

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- A. Further the interests of local government for the people of Texas.
- B. Advance the interests of Justices of the Peace and Constables in their official capacities.
- C. Provide **quality** continuing education for Justices of the Peace, Constables, and their respective personnel.
- D. Publish and distribute reports, data and other pertinent information relative to increasing efficiency and administration of Texas Justice Courts and Constables offices **of Texas**.

ARTICLE II

(Members)

Section 1.

Every person who holds the office of Justice of the Peace or Constable and every person serving as a Deputy Constable, or Clerk, or Deputy Clerk in the office of any Justice of the Peace or Constable in the State of Texas shall be eligible for regular membership. Any person so eligible may join The Association by paying the annual dues or lifetime dues in an amount set under Article XI. A person paying an annual dues amount shall be a member in good standing with all rights stated herein for the calendar year in which the dues are paid unless membership is canceled as provided in these Bylaws. A person paying lifetime dues shall be a member for life unless canceled under Article XIV. **This section does not apply to a person whose membership has been canceled under Article XIV.**

Section 2.

Any person that is not a **eligible for regular membership** of in The Association may be appointed as an Honorary Member by the Board of Directors of The Association upon payment of a fee to be set by the Board of Directors, but shall not have a vote **on any matters of the Association.**

Section 3.

Any person who is eligible for membership under Section 1 and who has legally retired from that position under the terms of the Texas District and County Retirement System shall be eligible for regular membership and all rights or **and** privileges granted by The Association except for holding elected office or an appointed committee chair. **This section does not apply to a person whose membership has been canceled under Article XIV.**

Section 4.

The President, **during their term as President**, may from time to time award not more than five "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. The President will make these awards in writing, no more than 30 days after such award is made, and will submit this writing to **shall notify** the Secretary/Treasurer so a permanent records may be maintained. The President may also award not more than two "full life time memberships" to active members that have made significant contributions to the association. These memberships shall carry all the rights and privileges as "paid" memberships. The President will make these awards in writing, no more than 30 days after such award is made, and will submit this in writing to the Secretary/Treasurer so a permanent record may be maintained.

ARTICLE III

(Annual Election)

Section 1.

The Association shall hold an Annual Conference and business meeting. The Association shall at **during** the Annual Conference, elect the following officers, whose powers and duties shall be as hereinafter set forth: President, President-Elect, Second

Vice-President, Third Vice-President, Secretary/Treasurer, Judge Advocate/Parliamentarian, Sergeant-At-Arms, and ten District Directors. The Incumbent President-Elect will automatically ascend to Presidency.

Section 2.

The State of Texas shall be divided in **into** ten (10) districts, each of which shall be represented by a Director who resides therein and shall be elected at **during** the Annual Conference.

Section 3.

District boundary lines shall be established by the Board of Directors. The boundary lines may be redrawn from time to time by the Board of Directors, subject to the ratification of the membership at **during** the next Annual Conference.

Section 4.

In the event that no member of the district is present at the Annual Conference, the office of director of this district becomes vacant and a member shall be appointed by the President pursuant to Article V, Section 5.

Section 5.

The Association members, at **during** the Annual Conference, shall also elect a duly qualified Deputy Constable and a Court Clerk to serve as Directors of the Association. Each shall have voting privileges.

Section 6.

Nominations for the office of Third Vice-President shall be so regulated as to provide for the election of a Justice of the Peace one year and a Constable the next year, etcetera.

Section 7.

When any member of the Board of Directors ceases to qualify as a regular member of The Association pursuant to Article II, Section 1, he/she shall be disqualified and the office that he/she holds shall automatically become vacated.

Section 8.

Any regular member may be nominated for office or director by a regular member from the floor except as provided in Article III, Section 4.

Section 9.

A vacancy in the office of President shall be filled by a majority vote of the Board of Directors. If a vacancy in the office of the President occurs simultaneously with vacancies in other offices, the duties of the office will be performed by the PresidentElect or one of the Vice Presidents in their order. Should vacancies occur in all of these offices simultaneously, the Board of Directors member with the longest tenure will serve as interim President until the Board of Directors select a new President. Should two or more Board Members have the longest tenure, the succession shall be determined by the lowest district number.

ARTICLE IV

(Duties of the Board of Directors)

Section 1.

The Board of Directors shall consist of the Officers and Directors and the Immediate Past President, each of whom must be a Justice of the Peace or Constable plus the elected Deputy Constable and Court Clerk pursuant to Article III, Section 5, and who shall serve for a term of one (1) year and may be re-elected or re-appointed for additional terms.

Section 2.

The President shall call a Board of Directors meeting as needed. One day's reasonable expenses may be paid by The Association to each member thereof attending.

Section 3.

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. The Board of Directors shall have the management and control of The Association and shall transact all business thereof, subject only to such limitations and directions as may be prescribed by vote of the regular members of The Association.

Section 4.

A two-thirds vote of the Board of Directors may call a Board of Directors meeting at any time and place, as they deem proper.

Section 5.

In the event of a vacancy in the office of President, the Secretary/Treasurer shall call a meeting of the Board of Directors at the earliest possible time. A vacancy in the office of President shall be filled by a majority vote of the Board of Directors.

Section 6.

Any regular or honorary member may be appointed by the Board of Directors as an advisory member thereof, but shall not have a vote in the transaction of business thereof.

Section 7.

The Secretary/Treasurer shall notify The Association members, **electronically**, through the Gavel and Badge, of any action taken at a Board of Directors meeting, other than the meeting scheduled on the day preceding the Annual Conference, no later than 90 days following the Board of Directors meeting.

Section 8.

DUTIES OF DIRECTORS shall include but not be limited to:

- A. Attendance at all meetings of the Board of Directors if possible.
- B. Contacting the members of their regions or represented groups at the direction of the President or Board of Directors concerning JPCA matters of business.
- C. Contact information for the elected officers shall be maintained on the JPCA website.
- D. Performing all other duties as assigned by the President or prescribed in the parliamentary authority adopted in these bylaws.
- E. Directors should attend regional training events to represent the JPCA if at all possible.

Section 9.

There shall be no secret ballot voting.

ARTICLE V

(Duties of the President)

Section 1.

The President shall preside at all meetings of the general membership of The Association and over all Board of Directors meetings.

Section 2.

The President may sign all checks. Checks over \$750.00 shall be co-signed by the Secretary/Treasurer and the President. Any checks less than \$750.00 the

Secretary/Treasurer will have the authority to sign.

Section 3.

The President's name shall be imprinted upon all membership cards and certificates.

Section 4.

The President may call meetings of the general membership and/or Board of Directors at such times and places as he/she may deem proper.

Section 5.

The President, with the consent of a majority of the members of the Board of Directors, shall appoint a duly qualified member to fill any vacancy on the Board of Directors. A vacancy in a District Director office shall be filled by a member that resides within said District.

Section 6.

The President shall perform all other duties pertaining to his/her office.

Section 7.

The President, unless otherwise as denoted in this Constitution, shall serve on every committee as an Ex-Officio member.

ARTICLE VI

(Duties of Vice-Presidents)

In the absence of the President, the President-Elect or Vice-Presidents shall, in their numerical order, preside over all meetings.

ARTICLE VII

(Duties of the Judge Advocate/Parliamentarian)

The Judge Advocate/Parliamentarian shall advise the President and the Board of Directors on the Constitution and By-Laws of the Association's procedures, and all legal questions referred to him/her.

ARTICLE VIII

(Duties of the Secretary/Treasurer)

Section 1.

The Secretary/Treasurer shall keep minutes of all meetings and shall distribute a "draft" version of the minutes to the entire board within 30 days of commencement of a meeting..

Section 2.

The Secretary/Treasurer shall keep the records, books and reports of The Association, and shall make a monthly report to the President and the board of directors of all cash on hand, all expenses, all receipts, and disbursements, including all money on hand and a list of the assets and liabilities of The Association. **Section 3.**

The Secretary/Treasurer shall pay all bills from the funds of The Association, and shall prepare all checks. Any checks over \$750.00 shall be cosigned. The Secretary/Treasurer shall sign all checks under \$750.00

Section 4.

The Secretary/Treasurer shall keep a complete record of all membership fees paid and all such fees that are due and unpaid, and shall file any and all necessary or proper reports required by law or under these By-Laws. The Secretary/Treasurer shall also maintain a complete record of all honorary life memberships awarded by the President from time to time, show the class of such membership and indicate in the records that no fee is due. The Secretary/Treasurer will receive notice of the awards from the President in writing.

Section 5.

The Secretary/Treasurer shall prepare a membership card to any member in good standing, upon request. His/her name shall be imprinted on all membership cards.

Section 6.

The Secretary/Treasurer shall be under a surety bond to The Association, in the amount to be determined by the Board, and the premium on such bond to be paid by The Association.

Section 7.

At least ninety (90) days prior to the 1st business session of each Conference the Secretary/Treasurer shall notify the membership of The Association, the date of such business session and the contact information of the Chairman of the Constitution and ByLaws Committee and advising that all resolutions to amend or add to the Constitution and By-Laws shall be delivered or mailed to such chairman not less than sixty (60) days prior to the date of such business session. The Chairman shall then meet with the bylaws committee to discuss the proposed changes. Once an agreed change is reached, it shall be then posted on the website and in the Gavel and Badge at least thirty (30) days prior to the 1st business session for the membership to consider.

ARTICLE IX

(Duties of Sergeant-at-Arms)

The Sergeant-at-Arms shall maintain order at all meetings and shall assist the President by carrying out all necessary errands and by securing necessary equipment.

ARTICLE X

(Duties of Chaplain)

The President shall appoint an appropriate member to serve as Chaplain. The duties shall include coordinating a Prayer Breakfast Meeting during the Annual Conference, and other duties deemed appropriate.

ARTICLE XI

(Dues)

Regular membership dues shall be set, from time to time, by a two-thirds vote of the membership at the Annual Conference. Life membership dues for regular members shall be set from time to time by the Board of Directors. Ten dollars (\$10.00) of the membership dues are to annually be deposited in the JPCA Scholarship Fund.

ARTICLE XII

(Membership Cards and Certificates)

Section 1.

If a membership card is requested as stated in Article VIII, Section 5, the card shall designate the type of membership held in The Association and the expiration date of the card.

Section 2.

Honorary membership cards shall be evidence only of such members' financial support of the proper administration of justice and law and order and their interest in the work of The Association.

ARTICLE XIII

(Annual Conference)

Section 1.

The **ANNUAL BUSINESS MEETING** of JPCA shall be conducted at an Annual Conference to be held each year at a location selected approved by the board of directors..

- A. The Site Selection Committee shall consist of the current President, President-Elect, Secretary/Treasurer and four members of the association appointed by the President.
- B. Cities or local host committees wishing to submit a written bid for a conference to JPCA shall submit the same to the Secretary/Treasurer not later than January 31st of the year that is two years prior to the bid year. Should no bids be timely presented, the Site Selection Committee shall contact appropriate cities for a bid to be submitted before May 1st.
- C. The Site Selection Committee shall present proposed conference sites and dates to the membership for their approval at the Annual Conference.
- D. Once a site is selected by the membership, a Conference Oversight committee shall be appointed by the President and shall include the current President-Elect, the 2nd and 3rd Vice-Presidents and the Secretary/Treasurer, and 2 Directors from the host regions. To direct all financial and contract matters of the conference. This committee shall also be responsible for all program features of the conference.
- E. A Conference Host committee may be organized locally to provide the necessary day-to-day contact and coordination to assist the Conference Oversight committee.

Section 2.

Records of all matters relating to the Conference shall be maintained, including the following:

- 1. Expenditures;
- 2. Revenue generated and the source;
- 3. The number of hotel rooms booked.

An itemized statement of these records shall be submitted to the President by the Chairman of said **the Conference Oversight** Committee within thirty days of the close of the Conference.

Section 3.

All revenue from the Conference in excess of the expenditures shall be forwarded to the Secretary/Treasurer within thirty days of the close of the Conference and is to be deposited in The Association's Legislative Fund.

Section 4.

The Board of Directors shall enter into a contract with a hotel within the host city or county, which shall be known as Conference Headquarters. The distribution of all complementary rooms and all gift items shall be vested in The Association's Oversight Committee.

Section 5.

The host city or county sponsor may form a Committee to be known as the Host Committee. This Committee shall arrange for Entertainment, Decorations, Excursions, and Meals outside Conference Headquarters. This Committee shall make certain that all persons attending the Conference are properly registered. The Host Committee shall also make available an official Conference program book and furnish door prizes and/or other incentives to insure member attendance and participation. The Host Committee shall obtain authorization from the Conference Oversight Committee before entering into any contract or agreement that would make The Association liable for payments of money.

ARTICLE XIV

(Cancellation of Membership)

The Board of Directors may cancel the membership and call in the membership card of any member who has been convicted of any criminal offense involving moral turpitude or has been guilty of conduct unbecoming a member of this Association. The Board may, without cause, suspend membership privileges with a two-thirds vote. A membership suspension may be reinstated with a majority vote.

ARTICLE XV

(Committees) Section 1.

The President shall appoint the following committees:

- A. Justice of the Peace Court Education
- B. Constable's Education
- C. Justice Court Personnel/Clerk Education
- D. Conference Oversight
- E. Auditing
- F. Constitution and By-Laws
- G. Conference Site Selection
- H. J.P. Justice of the Peace Legislation
- I. Constable Legislation
- J. Scholarship
- K. Resolutions
- L. Promotions & Membership
- M. Special Awards Committee for Judges and Constables
- N. Special Awards Committee for Clerks and Deputies
- O. Other Committees that he/she may deem proper.

A written list of all committee appointments shall be furnished to the Secretary/Treasurer for permanent record and posted on the [Association](#) website as well as published in The Gavel and The Badge. as called for in Article IV, Section 7.

Section 2.

The Nominating Committee shall be a standing committee, which shall consist of all past Presidents of The Association that are in good standing. Any member seeking nomination by the nominating committee may submit in writing, thirty (30) days prior to the Annual Conference, their qualifications and office sought. A list of the nominating committee shall be maintained on the association's web site.

Section 3.

The President shall not be appointed to nor may he/she serve upon any Committee of this article during his/her term as President except as specifically provided for by these By-Laws.

Section 4.

There shall be a Justices of the Peace Education Committee composed of nine Justices of the Peace who shall serve **staggered** terms of three years each, with three members terms expiring each year.

Section 5.

There shall be a Constables Education Committee composed of six Constables and three Deputy Constables, who shall serve **staggered** terms of three years each with two

Constables and one Deputy Constable terms expiring each year. For the Texas Justice Court Training Center to be a Texas Commission on Law Enforcement education provider, there shall be an Advisory Board formed in accordance with requirements composed of the Constable Education Committee members and four members of the public who do not hold a Texas Peace Officer's license. The members of the public shall serve terms of three **ty**years each, with two members of the public terms expiring each year. The Advisory Board shall meet once annually to approve the curriculum.

Section 6.

There shall be a Justice Court Personnel/Clerk Education Committee composed of six Justices of the Peace and three Justice of the Peace Court Clerks who shall serve terms of three years each with two Justices of the Peace and one Clerk term expiring each year.

Section 7.

Each Education Committee shall be responsible for developing curriculum and standards for the education of either Justices of the Peace, Constables, or Justice Court Personnel/Clerks as indicated by the name of the Committee, and shall monitor the implementation of their curriculum throughout the year so as to ensure a high level of effectiveness.

Section 8.

The President shall appoint from the membership of each Committee a Chairman, Vice Chairman, and a Secretary to serve for that Committee. The duty of the Chairman shall be to set the date and place of all meetings and to preside over said meetings. The duties of the Secretary shall be to keep accurate and complete minutes of all meetings of the Committee and to submit to all members of the Committee, both appointed and nonvoting, a written copy of said minutes. The President shall appoint members of special committees and subcommittees pursuant to section one of this Article. These members shall serve for the duration of the project, subject to the B&O Committee Policies and Procedures.

Section 9.

The President and the Secretary/Treasurer shall be non-voting members of all three Education Committees listed herein, except the President shall vote when necessary to break a tie. So as to acquaint themselves with the important work of the Education Committees, the President-Elect and all Vice-Presidents shall be non-voting members of all three Committees. In the absence of the President, the President-Elect and VicePresidents, in their numerical order, shall be able to vote to break a tie.

Section 10.

The Training Center Budget and Oversight Committee, hereinafter referred to as the "B. & O. Committee" shall consist of the President, President-Elect, all Vice-Presidents of The Association, the Secretary/Treasurer, the Immediate Past President, the Judge Advocate/Parliamentarian, Sergeant-at-Arms, the Chairman of the Justice Court Education Committee, the Chairman of the Constables Education Committee, and the Chairman of the Justice Court Personnel/Clerk Education Committee. The President shall be Chairman. The

B. & O. Committee shall coordinate the budget requests of the Justice Court Training Center and each educational and training Committee. The B. & O. Committee shall make recommendations on budget requests for Grants on behalf of The Association. The B. & O. Committee will approve adjustments to the ongoing Grants on behalf of The Association. The B & O Committee shall establish, as needed such committees and special project committees, and shall oversee the same. The B. & O. Committee shall oversee the operations of the Justice Court Training Center and set policies and guidelines for the Executive Director of the Training Center. No other Committee or person shall direct the Executive Director to set alternate policies or guidelines or to disregard policies or guidelines set by the B. & O. Committee. Final Acceptance of all Grant awards and all policies or guidelines must be presented to and remain vested in The Association's Board of Directors. The President shall call a meeting of the B. & O. Committee at least once a year before Grant applications are made and at such other times and places that he/she may deem appropriate. In addition to their other duties, the Committee shall review all bids submitted for the lodging, substance, and meeting rooms for the participants of all three training entities, and shall select the location for all three entities.

Section 11.

Any appointed member of any Committee provided for by this Article may be removed by the existing President with approval of two-thirds of the Board of Directors, without cause.

Section 12.

At any meeting of any committee provided for in this article if any member is unable to attend he/she may designate any member to attend in his/her place and said person shall have the same voting rights as the absent member. **Section 13.**

The President, when a Constable, shall appoint a Constable to serve as a Director for the Texas Association of Counties. The term shall be for a period of two years beginning January 1 of the following year. The President, when a Justice of the Peace, shall appoint a Justice of the Peace to serve as a Director for the Texas Association of Counties. The term shall be for a period of two years beginning January 1 of the following year. The President shall notify the President of the Texas Association of Counties by November 1 of the preceding year of the appointments. If a vacancy occurs in either position, the President at the time shall appoint a successor for the remainder of the term. If the President so chooses he/she may appoint himself/herself to one of the positions to represent the Justice of the Peace and Constables Association board as a Director for the Texas Association of Counties.

Section 14.

President-Elect, all Vice-Presidents and the Secretary/Treasurer shall serve as nonvoting members of all committees. They may vote on a committee if specifically provided for in these by-laws, or if an appointed member of a committee.

Section 15.

At any meeting of any Committee, except for the Nominating Committee, provided such Committee is not in executive session, any regular member of The Association may, after being recognized by the Chairman, address an opinion on the subject under consideration by the Committee.

Section 16.

The Chairman of any Committee may limit discussion or debate on any subject matter so as to provide for an orderly and efficient flow of business.

Section 17.

The Auditing Committee and other Committees as directed by the President, shall make a report to the Annual Membership meeting of The Association prior to the election of Officers and Directors.

ARTICLE XVI

(Fiscal Year)

The fiscal year of The Association shall be a 12-month period to be determined by the Board of Directors.

ARTICLE XVII

(Distribution of Funds on Dissolution)

In the event the Justices of the Peace and Constables Association of Texas, Inc. should cease to exist, all funds of The Association on deposit in any bank or banks or on hand shall be disbursed to the State of Texas.

ARTICLE XVIII

(Suspension of the Rules)

There shall be no suspension of the by-laws at an Annual Conference Business Meeting concerning Conference site selection as provided for in Article XIII.

ARTICLE XIX

(Amendments)

Section 1.

These Bylaws may be amended by a majority vote of the voting members at the Annual Conference on a motion to amend submitted at least sixty (60) days prior to the Annual Conference to the Chair of the Bylaws Committee in writing. Such proposals shall be published on the website and in the Gavel and the Badge immediately preceding the Annual Conference.

Any amendment offered from the floor at the Annual Conference without first having been considered by the Constitution and By-Laws Committee shall require a two-thirds vote of the voting members present.

Section 2.

In addition to the Section 1 provisions for amending the By-Laws, the By-Laws may be amended by mailing to each voting member of The Association, the proposed By-Law amendment, and by allowing at least 30 days time for return of said ballot to the Secretary of the

Association. The passage of the said amendment is determined by the returns of at least two-thirds of the voting members. This mail out procedure may only commence after approval of a quorum of the Board of Directors.

Section 3.

All changes in these by-laws adopted at the Annual Conference will take effect upon adjournment of the Annual Conference.

ARTICLE XX

(Parliamentary Authority)

Robert's Rules of Order, Newly Revised, shall be used as the parliamentary authority for all meetings and operations of the Association unless specifically detailed in this Constitution and By-Laws.

ARTICLE XXI

(Time Capsule)

The Justices of the Peace and Constables Association of Texas, Inc. has created a Time Capsule Project with letters, mementos, photos and articles from the various members and other state officials. This Capsule was sealed in June 2001, in the vault of the Lyndon B. Johnson Presidential Library in Austin, Texas, to be opened in the year 2050, and the items distributed to those office holders addressed. This Time Capsule should be remembered annually at the Annual Business Meeting to keep it fresh before the members.

