

TJCSA Bylaws are the rules adopted by the Association to govern its actions. It provides the methods for the selection of its executive officers, the creation of committees, the conduct of meetings and the duties of officers & committee members. The Bylaws are updated and approved at the Association's annual business meeting.

Article I – Name

Section 1. The name of this organization shall be Tennessee Juvenile Court Services Association, Incorporated.

Section 2. The principle office of this Corporation shall be at the Juvenile Court hosting the Annual Meeting, within the confines of the State of Tennessee.

Article II – Purpose and Objectives

Section 1. To promote the general acceptance of city or county juvenile court personnel as a professional endeavor in all phases of juvenile court services.

Section 2. To raise the professional competency of all juvenile court service personnel.

Section 3. To develop meaningful and effective relations between judges and juvenile court service personnel.

Section 4. To provide authoritative and professional expression of the views, policies, and positions of the Tennessee Juvenile Court Services Association on major issues in juvenile justice, such as legislation, trends and developments, treatment standards, and service to children.

Section 5. Create avenues for a regular exchange of ideas and techniques employed in the respective areas of administration, detention care, and court services..

Section 6. Unite members of this Association in the acceptance of a standard of conduct and a code of ethics by which they agree to abide in the performance of their duties.

Section 7. Encourage the development of community-based programs and services in Tennessee and give support to other professional organizations in improving youth services.

Section 8. Adopt such objectives and initiate actions as are consistent with the scope of this Association and which the members or Executive Committee may determine and approve. Any such executive actions are to be approved by the membership at the next meeting of the Association.

Article III – Membership and Rules

Section 1. The membership of this Association shall be composed of those individuals who are employed by a local juvenile court in the State of Tennessee, or who are employed by a local government entity in the designated capacity of juvenile court personnel serving as court administrators/directors, city or county juvenile probation or youth services officers, detention personnel, or other juvenile court personnel as authorized by the judge with juvenile court jurisdiction within the State. This includes emeritus members.

Section 2. Emeritus members shall be those persons no longer in active duty with a juvenile court within the State of Tennessee and who have ten or more years service with juvenile court and have been a member in good standing with the Tennessee Juvenile Court Services Association for ten or more years. They shall be subject to dues and shall have all rights and privileges as a member in good standing. Emeritus members shall have the right to serve on standing committees with the approval of the Executive Committee.

Section 3. A member in good standing shall have one vote at regular meetings of the Association; no member shall give their vote by proxy to another individual.

Section 4. No individual shall be a member in good standing until they have paid their annual dues for the year in which they claim membership. Membership shall be from July 1st to June 30th annually.

Section 5. Membership dues will be determined by the Executive Committee and approved by the membership at the annual business meeting.

Article IV – Officers

Section 1. The elected officers of the Association shall consist of one President, one Vice President, one Secretary, and one Treasurer.

Section 2. Nominees for the office of President shall be persons who have a minimum of five consecutive years membership in the Tennessee Juvenile Court Services Association and have served as a chairperson of a committee or served at least two years on the executive committee.

Section 3. All officers shall be elected for a one-year term by a majority vote of the members in attendance at the annual business meeting of the Association. Elected officers shall assume responsibility for their office at the conclusion of the annual business meeting.

Section 4. The immediate past President shall serve ex officio for one year on the Executive Committee.

Article V – Executive Committee

Section 1. The Executive Committee shall consist of President, Vice President, Secretary, and Treasurer, immediate past President, three persons from each grand division of the State, and three Board of Trustee members selected at each meeting by the Chair/Vice-Chair of the Board of Trustees. Grand division representatives shall serve for three terms and one person's term from each division shall expire each year.

Section 2. The Executive Committee shall decide all matters of policy and recommendations to the general membership.

Section 3. The Executive Committee shall meet at least once quarterly at a time and place determined by the President. A majority of the membership of the Executive Committee shall constitute a quorum.

Section 4. Vacancies occurring among the officers or members of the Executive Committee shall be filled by the Executive Committee until the next annual business meeting of the Association, at which time a successor shall be duly elected for the unexpired term.

Article VI – Duties of Officers

Section 1. The duties of the officers of the organization shall be governed according to "Robert's Rules of Order Revised," except as otherwise provided herein.

Section 2. It shall be the duty of the President to preside at meetings of the Executive Committee and the general membership.

1. The President, with approval of the Executive Committee, shall appoint such committees as are necessary to carry out the purposes of the organization and shall serve ex officio on all committees.
2. The President shall be the official spokesperson for the organization and shall sign/approve all contracts and legal documents.
3. The President may designate any member of the Executive Committee to serve as his/her official representative at any function attendant to the business of the organization.

Section 3. The Vice President shall preside at meetings in the President's absence.

1. The Vice president shall serve as parliamentarian for the Association.
2. The Vice President, with the training committee chairperson shall recruit, appoint and train the three grand division coordinators.

Section 4. The Secretary shall keep a record of the proceedings of the Executive Committee, the annual meeting, and all other meetings of the Corporation.

1. The Secretary shall maintain a permanent record of all minutes and serve as custodian of all records pertaining to the Corporation.
2. The Secretary shall conduct all necessary correspondence.
3. The Secretary shall keep a current list of members with their current address and shall be responsible for the dissemination of all information.
4. The Secretary shall be prepared to report on the membership status at meetings of the Executive Committee and at the annual meeting.
5. The The Secretary shall serve on various committees consistent with the responsibilities of this office and as directed by the President.

Section 5. The Treasurer shall make all necessary arrangements for the collection and disbursement of all monies on behalf of the Corporation and maintaining adequate financial records.

1. Disbursements over \$500.00 shall be made by check signed by the Treasurer and the President.
2. The Treasurer, at the request of the Executive Committee, will arrange for a financial review of the corporate books. This report is to be submitted to the Executive Committee at their next scheduled meeting.
3. The Treasurer shall be prepared to report on the finance of the Corporation at the meeting of the Executive Committee at the annual meeting.
4. The Treasurer shall serve on various committees consistent with the responsibilities of this office and as directed by the President.
5. Past Treasurers shall provide all financial records, or copies of financial records, to include receipts or copies of receipts, to the next administration prior to their first planning meeting. Financial records will be maintained by the Association for a minimum of five years

Section 6. The Duties of the Executive Committee shall be:

1. To serve as advisors to the President in the performance of his/her duties.
2. To have general charge of the business of the Corporation between annual meetings.
3. To consider legislation concerning the objectives of the Corporation with power to approve or disapprove proposed legislation in the name of the Corporation in the interim between annual meetings.
4. To approve the appointment by the President of such committees as shall be necessary for the work of the Corporation.

Article VII – Meetings

Section 1. There shall be an annual meeting of the Association in the State of Tennessee at a time and place determined by the Time and Place Committee.

Section 2. Notice of the annual meeting shall be mailed to all members by the Secretary at least thirty (30) days before the meeting.

Section 3. Grand Division Coordination Meetings. There shall be at least one annual meeting of each grand division.

Section 4. Executive Committee Meetings. Meetings of the Executive Committee shall comply with Article V, Section 3.

Section 5. Advisory Board of Trustees. There shall be at least two meetings each year of the Board of Trustees.

Article VIII – Elections

Section 1. The Nominating Committee shall prepare a slate of nominees from the membership of the Association for all elective offices.

Section 2. The membership of the Association shall be notified of the slate of nominees at least seven (7) days prior to the annual business meeting.

Section 3. Nominations may be made from the floor at the annual meeting, with the permission of the nominee(s) having been secured in advance, and in accordance with procedures prescribed by the Committee.

Section 4. Election shall be by a majority of those members present at the annual business meeting.

Article IX – Committees

Section 1. ARTICLE IX—Committees

Section 1. The President, with the advice of the Executive Committee, shall appoint the following standing committees, or rest a committee upon recommendation of the President and approval by the Executive Committee:

1. Program Committee
2. Nomination Committee
3. Time and Place Committee

4. Bylaws and Resolution Committee
5. Budget and Finance Committee
6. Awards Committee
7. Training Committee
8. Minority Issues Committee
9. Legislative Committee
10. Scholarship Committee

Section 2. Program Committee. It is the duty of this committee to plan the program for the annual meeting of the Association.

Section 3. Nomination Committee. It shall be the duty of this committee to prepare a slate of nominees from the list of members of the Association.

Section 4. Time and Place Committee. It shall be the duty of this committee to determine the proposed site for the annual meeting.

1. The committee will consult with any interested person or court to determine the most appropriate site for recommendation.
2. The committee shall make a recommendation to the Executive Committee for their approval.
3. A report will be made to the Association at the annual business meeting.

Section 5. Bylaws and Resolution Committee. It shall be the duty of this committee to review and present with its recommendation to all members all formally proposed amendments to the current bylaws. The committee shall also review and draft appropriate amendments and resolution recommendations of the Executive Committee. A report by this committee will be annually. Bylaws and Resolution Chairperson shall serve a two-year term, but can serve consecutive terms.

Section 6. Budget and Finance Committee. It shall be the duty of this committee to assist the President in drafting the annual budget and in procurement of funds necessary for the maintenance of the Association. This committee shall include the President, Vice President, Secretary, Treasurer, immediate past President, and two persons appointed by the President.

Section 7. Training Committee. It shall be the duty of this committee to research, develop, and direct professional training, materials, and activities for juvenile justice practitioners. Training Committee Chairperson shall serve a two-year term, but can serve consecutive terms.

Section 8. Awards Committee. It shall be the duty of this committee to select outstanding individuals, organizations, and programs, which have made significant contributions to the children and juvenile courts of Tennessee.

Section 9. Minority Issues Committee. It shall be the duty of this committee to assure that minorities are provided with the opportunity for equitable attention and sensitivity within the Tennessee Juvenile Court Services Association and the juvenile justice system.

Section 10. Legislative Committee is responsible for researching past, present, and future legislation that may affect the children of our state. When appropriate, recommendations are made to the Executive Committee.

Section 11. Scholarship Committee. It shall be the duty of this committee to determine and select which TJCSA members meet the requirements of the application(s) and make recommendations to the Executive Committee as to selected applicants from each region.

Section 12. The President shall appoint other committees as the need arises to serve the best interest of the Association, and these committees shall serve during the terms of the appointing President and shall be approved by the Executive Committee.

Article X – Grand Division Coordinators

Section 1. The Vice President along with the Training Committee Chairperson will recruit, appoint and train the three Grand Division Coordinators.

Section 2. Grand Division Coordinators shall serve on a voluntary basis to further the goals, aims, and objectives of the Association on a regular basis.

Section 3. The Grand Division Coordinators will be responsible for an area in West, Middle and East Tennessee. Each area shall be divided into regions.

Section 4. The three Grand Division Coordinators may recruit Regional Coordinators.

Section 5. The Grand Division Coordinators shall serve two-year terms, from annual conference to annual conference, but can serve consecutive terms.

Section 6. The Grand Division Coordinator will be allotted an amount not to exceed \$1000.00 for the mini-conference. Any additional monies collected from sponsors or non-member participants will be accounted for, but can be used for mini-conference expenses. All funds are property of TJCSA and must be returned to TJCSA. The Grand Division

Coordinators shall turn in an expense report and any additional monies to the TJCSA Treasurer within 60 days of their respective conferences.

Article XI – Fiscal Accountability

Section 1. A maximum of \$30,000 in funds and fiscal records shall be transferred to the new administration by the first quarterly meeting following the annual meeting. The remaining balance shall be transferred to the mutual funds account by the outgoing administration prior to the first quarterly meeting. There shall be no transactions regarding the mutual funds without prior approval of the Executive Committee.

Section 2. The President shall be responsible for preparing a budget for the term of office. This is to be completed before the first quarterly meeting following the annual meeting.

Section 3. The Executive Committee at its first quarterly meeting shall approve the proposed budget.

Section 4. The President, without approval by the Executive Committee, may exceed the approved budget line item by fifteen percent (15%).

Section 5. Without prior approval the President cannot expend or commit to expenditure amounts more than five hundred (\$500) when it is not for planning or carrying out plans for the annual meeting.

Section 6. No part of the net earnings of the Association shall benefit or be distributed to its members, board members or officers, but the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes and objectives set forth in Article II hereof. It is intended that the Association shall have and continue to have tax exempt status in accord with the rules and regulations of the Internal Revenue Service, all powers and activities herein shall be limited accordingly.

Section 7. The Treasurer shall submit a financial report to the Executive Committee at each quarterly meeting.

Article XII – Parliamentary Authority

Section 1. The rules contained in “Robert’s Rules of Order Revised” shall govern the Tennessee Juvenile Court Services Association in all cases not provided for in the Bylaws and in which they are not inconsistent with the Bylaws of this Corporation.

Article XIII – Board of Trustees

Section 1. Past Presidents of the Association still actively employed by a Juvenile Court. Former Past Presidents who have emeritus membership status shall continue to be a Board of Trustees member.

Section 2. The Board of Trustees shall act in an advisory capacity to the President and the Executive Committee. Board of Trustees shall have three voting privileges at each Executive Committee meeting. Those persons shall be selected by the Chair/Vice-Chair of the Board of Trustees at each Executive Committee meeting.

Section 3. The Board of Trustees shall also receive direction at the will of the President and the Executive Committee.

Section 4. The Chairperson of the Board of Trustees shall be elected by the Board of Trustees, and shall be actively employed by a juvenile court in Tennessee and may serve consecutive terms.

Section 5. The Board of Trustees shall be responsible for developing and directing the implementation plan of fund raising for the Association.

Section 6. The Board of Trustees shall meet a minimum of twice yearly at a time and place determined by the Chairperson and the President of the Association.

Article XIV – Amendments To Bylaws

Section 1. Amendments and revisions to these bylaws shall be proposed by the recommendation of the Executive Committee.

Section 2. Notice of proposed amendments to the bylaws to be voted on at the annual meeting must be published to the membership, which notice shall be at least thirty (30) days before the meeting.

Section 3. Amendments must be adopted at the annual meeting and must have at least two-thirds vote of those present.

Section 4. The bylaws shall not operate retroactively and shall be effective from the date of the adoption of these bylaws.
Section 5. The bylaws shall be reviewed and voted on at the annual meeting of the Association, in order to approve any revisions.

Article XV – TJCSA Web Page

Section 1. The Tennessee Juvenile Court Services Association web page shall be maintained by the Tennessee Juvenile Court Services Association.

Section 2. Financial support of the Web page will be the responsibility of the Tennessee Juvenile Court Services Association, if needed, at the discretion of the Association's President.

Article XVI – Financial Assets upon Dissolvement

Section 1. If the TJCSA were to be dissolved, all financial assets at that time, after all financial obligations have been met, will be equally distributed to the existing college scholarships that TJCSA founded.