

TEXAS COURT CLERKS ASSOCIATION
President

The President shall have active executive management of the operation of the Association, subject, however, to the control of the Board of Directors. The President shall preside at all meetings of the members and at all meetings of the Board of Directors, discharge all the duties incumbent upon a presiding officer and perform such other duties as the Bylaws provide or the Board of Directors may prescribe. The President will also serve as an ex-officio member of all Standing Committees. The President shall make a semi-annual report to the officers and Board Members, advising them on all Association business transacted.

The line of succession is as follows: President, Vice President, Treasurer and Secretary. If the President and Vice President were unable to attend a meeting the Treasurer would conduct the meeting. If the Treasurer were also unable to attend a meeting, the Secretary would conduct the meeting and appoint another board member to take the minutes.

The President shall be elected at the Annual Meeting of the even years of the Association. The length of term of office shall be two years, and shall assume the duty of President immediately after the meeting at which they were elected. The President will not serve more than two consecutive terms as President.

As a Board Member, there are three Board Meetings and one Annual Business Meeting per year. The Pre-Conference Board Meeting, Annual Business Meeting and Post Conference Board Meeting are usually held in October. The Mid Year Board Meeting is usually held in the Spring. Failure to attend three of these four meetings beginning at the Post Conference Board Meeting for a twelve-month period shall constitute good cause for removal from office, unless good cause is shown and approved by the Board of Directors. Expenses to attend the Mid Year Board Meeting are paid by TCCA. Expenses for all other meetings are not reimbursable by TCCA. Budget restraints do not constitute "good cause" for absence from a TCCA Board Meeting.

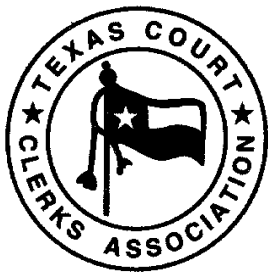
Reports should be submitted to the Annual Conference Host no later than the date requested by the President or Conference Host. The Bylaws require that reports be included in each of the meeting binders and must be submitted timely so that the Conference Host has sufficient time to prepare the meeting binder. If you are unable to submit your report to the Host as requested, it then becomes your responsibility to contact the Host and confirm how many copies of the report you must print and bring with you to the meeting. Reports should be stapled together and hole-punched for placement into a three-ring binder. A copy of your reports must be sent to the Secretary via email for permanent electronic storage.

Correspondence between Board Members and Committee Chairs may be done via email as long as the current listing of Board Members and Committee Chairs includes an email address. It is recommended that any correspondence sent using email require a return receipt. Correspondence must be mailed via the postal service to any Board Member or Committee Chair who does not have an email address.

Board members will be asked to sign a Code of Ethics during the Post Conference Board meeting. The signed copy will be maintained by the Secretary. If the signed copy is scanned as a permanent document and stored electronically, the original may be destroyed. A new Code of Ethics will be signed by board members each year.

Job Descriptions will be distributed to all Board Members during the Post Conference Board meeting. Board members should notify the Secretary of any changes. Sample forms and letters should be copied onto a diskette and given to the Secretary for safekeeping.

It is the responsibility of the President to follow the Records Retention Schedule for any records maintained while serving as President.



TEXAS COURT CLERKS ASSOCIATION
Mission Statement
September 23, 1988

There is no other position in municipal management, other than City Manager and City Attorney; which faces greater complexity on a daily basis than the Court Clerk. The TCCA makes a concerted effort to assist clerks in the management of their municipality's justice system.

- 1) The Texas Court Clerks Association is to insure the highest quality of court management for member and non-member courts.
- 2) The TCCA works assertively to maintain an open public forum to serve to the citizens.
- 3) The TCCA reviews administrative procedures to protect due process and reduce potential liability for the city.
- 4) The TCCA designs management strategy, which assures a neutral magistrate in the courtroom before the public.
- 5) The TCCA encourages the maintenance of daily court activity, which endorses no greater benefit for the police than the citizen.
- 6) The TCCA keeps a vigil to deny clerks, citizens, police, management and judges from using the courts as an instrument of revenge.
- 7) The TCCA provides assistance to any Court wanting a review of its administrative process to enhance or enrich the quality of its service.
- 8) The TCCA assesses the impact of present and future legislation on the operations of courts.

- **Upon Election**
 - ❑ The newly elected President will begin their duties at the close of the Annual Business Meeting.
 - ❑ Begin preparation for the Post Conference Board Meeting.
 - ❑ Work on the Standing Committee appointments.
 - ❑ Prepare for the banquet held during the Annual Conference.
 - ❑ Provide closing remarks at the close of the Annual Conference.
- **Banquet**
 - ❑ Present the current and newly elected Board Members.
 - ❑ Assist the Host City wherever needed.
 - ❑ Assist in the presentation of Awards.
- **Post Conference Board Meeting**
 - ❑ Review the agenda that the Secretary has prepared.
 - ❑ Preside over the meeting.
 - ❑ Welcome and introduce each of the new Board Members.
 - ❑ Assign Committee Chairpersons for the Standing Committees as listed in the Bylaws.
 - ❑ If there is an un-expired vacancy of a Director at Large, the President will appoint a replacement to fulfill the un-expired term.
- **Mid Year Board Meeting**
 - ❑ Review the agenda that the Secretary has prepared.
 - ❑ Be available to the Board Members for any questions or concerns they might have.
 - ❑ Preside over the meeting.
 - ❑ Assign duties or tasks as needed.
- **Pre Conference Board Meeting**
 - ❑ Review the agenda that the Secretary has prepared.

- ❑ Be available to the Board Members for any questions or concerns they might have.
- ❑ Preside at the meeting.
- ❑ Assign Board Members to introduce Guest Speakers during the Annual Conference.
- **Annual Business Meeting**
 - ❑ Review the agenda that the Secretary has prepared.
 - ❑ Be available to the Board Members and Association Members for any questions or concerns they might have.
 - ❑ Lead membership in the Pledge of Allegiance.
 - ❑ Preside at the meeting.
 - ❑ Introduce each Board Member.
 - ❑ Ask participants wishing to speak to step up to the microphone and begin by identifying themselves for the record.
- **Other Duties**
 - ❑ Sign checks presented by the Treasurer.
 - ❑ Be available to the Board Members as well as all members of the Association.
 - ❑ Represent the TCCA at Chapter Meetings, TMCEC Conference and TMCA Conference.
 - ❑ Represent the TCCA at the NACM Conference.

Record Description	Retention Period
Agendas	Permanent
Articles of Incorporation	Permanent
Audio Tape Recordings	2 years
Awards Lists	Permanent
Bank Statements	FE+5 years
Board of Directors Listings	Permanent
Budgets	FE+5 years
By-Laws	Permanent
Certification Program - Misc. Correspondence	5 years
Code of Ethics	Permanent
Conference Budgets	5 years
Conference Guidelines	Permanent
Correspondence - Miscellaneous	5 years
Equipment Purchased	Life of Equipment
Financial Correspondence	5 years
Financial Reports	Permanent
Forms - Miscellaneous	Administratively Valuable
General Counsel Agreement	Term of contract + 3 years
Grant Applications - Denied	2 years
Grant Applications - Granted	Permanent
IRS Non-Profit Status	Permanent
Legislative Committee Information	5 years
Legislative Updates	End of Legislative Session + 6 months
Meeting Minutes	Permanent
Membership Lists	Permanent
Mid-Year Meeting Information	3 years
Mission Statement	Permanent
Nominations for Office	Election + 1 year
Nominations for Awards	Date Awarded + 1 year

Previous Conference Information	5 years
Records Retention Schedule	Permanent
Scholarship Information	Permanent
Signature Cards	5 years
SJI Grant	Permanent
State of the Association Address	Permanent
Tax Forms	Permanent
TCCA Chapter Information	Permanent
The Scribe	Permanent
TML-TCCA Information	Permanent
Votes by Proxy	Date of Vote + 3 years