

Chapter Steering Committee Policies and Procedures

February 2018

I. PURPOSE

The Chapter Steering Committee is responsible for promoting state chapters. They will assist potential and existing chapters in establishing and defining their boundaries; promoting attendance at meetings and education sessions; as well as with any issues the chapters may have. The committee upon request will provide a copy of the TCCA Policies & Procedures Manual to potential and existing chapters for guidance and instruction.

II. MISSION STATEMENT

To organize Chapters in areas and establish a network of support for the Association and to offer a variety of educational opportunities for its members.

III. CHAIRPERSON

The Chairperson of the Chapter Steering Committee is appointed by the President at or immediately after the Annual Meeting and will serve until the next Annual Meeting, or until their respective successor is appointed.

IV. COMMITTEE

Chapter Steering Committee membership consists of all Chapter Presidents or a Committee member will be appointed by the Chapter Steering Chairperson upon request of a TCCA member.

V. BOARD MEMBER/MEETINGS

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 Spring 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 Spring 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 TCCA Board meetings. Committee Chairpersons who are not serving as an elected board member or chapter president will not be required to attend all meetings. The Executive Board will review the agenda for the scheduled meeting and determine which committee chairs will be required to attend the meeting.

VI. REPORTS

The Committee Chair will be required to submit a report to the Board of Directors during the Spring Board Meeting and Pre-Conference Board Meeting. The report should include committee membership information, information regarding committee meetings and financial information (if applicable). Reports should be submitted to the TCCA Secretary no later than the date requested by the TCCA Secretary or President. The Bylaws require that reports be submitted timely to the TCCA Secretary so that the TCCA Secretary has sufficient time to prepare and include the reports for board meetings. If you are unable to submit your report as requested, it then becomes your responsibility to contact the Secretary to confirm how many printed copies of the report you must bring with you to the meeting/s. A copy of the report must be sent to the TCCA Secretary via email in both Microsoft Word and PDF format for permanent electronic storage.

VII. STATE CHAPTER BOUNDARIES

The boundaries are proposed by the Chapter Steering Chairperson and approved by the TCCA Board Members.

VIII. TCCA CHAPTERS

1. Central Texas Chapter
2. Gulf Coast Chapter
3. North Texas Chapter
4. Northeast Texas Chapter
5. West Texas Chapter
6. Freedom Trail
7. South Texas Chapter
8. Panhandle Chapter

If a Chapter becomes inactive, the members of that chapter will be assigned to the nearest active chapter until the chapter reactivates.

IX. COUNTIES/CHAPTERS

The Central Texas Chapter consists of the following counties: Anderson, Bastrop, Bell, Bosque, Brazos, Brown, Burleson, Burnet, Coleman, Comanche, Coryell, Eastland, Erath, Falls, Freestone, Grimes, Hamilton, Hill, Houston, Lampasas, Lee, Leon, Limestone, Llano, Madison, Mason, McCulloch, McLennan, Milam, Mills, Navarro, Palo Pinto, Robertson, San Jacinto, San Saba, Stephens, Travis, Trinity, Walker, and Williamson

The Freedom Trail consists of the following counties: Atascosa, Bandera, Bexar, Blanco, Caldwell, Comal, Frio, Gillespie, Gonzales, Guadalupe, Hays, Kendall, Kerr, Medina, and Wilson.

The Gulf Coast Chapter consists of the following counties: Angelina, Austin, Brazoria, Chambers, Fayette, Fort Bend, Galveston, Hardin, Harris, Jasper, Jefferson, Liberty, Montgomery, Nacogdoches, Newton, Orange, Polk, Sabine, San Augustin, Shelby, Tyler, Waller, and Washington.

The North Texas Chapter consists of the following counties: Collin, Cooke, Dallas, Denton, Ellis, Grayson, Hood, Johnson, Kaufman, Montague, Parker, Rockwall, Somervell, Tarrant and Wise.

The Northeast Texas Chapter consists of the following counties: Bowie, Camp, Cass, Cherokee, Delta, Fannin, Franklin, Gregg, Harrison, Henderson, Hopkins, Hunt, Lamar, Marion, Morris, Panola, Rains, Red River, Rusk, Smith, Titus, Upshur, Van Zandt, and Wood.

The South Texas Chapter consists of the following counties: Aransas, Bee, Brooks, Calhoun, Cameron, Colorado, DeWitt, Dimmit, Duval, Goliad, Hidalgo, Jackson, Jim Hogg, Jim Wells, Karnes, Kennedy, Kleberg, La Salle, Lavaca, Live Oak, Matagorda, Maverick, McMullen, Nueces, Refugio, San Patricio, Starr, Victoria, Webb, Wharton, Willacy, Zapata, and Zavala.

The West Texas Chapter consists of the following counties: Andrews, Borden, Brewster, Callahan, Coke, Concho, Crane, Crockett, Culberson, Dawson, Ector, Edwards, El Paso, Fisher, Gaines, Glasscock, Howard, Hudspeth, Irion, Jeff Davis, Jones, Kimble, Kinney, Loving, Martin, Menard, Midland, Mitchell, Nolan, Pecos,

Presidio, Reagan, Real, Reeves, Runnels, Schleicher, Scurry, Shackelford, Sterling, Sutton, Taylor, Terrell, Tom Green, Upton, Uvalde, Val Verde, Ward, and Winkler.

The Panhandle Chapter consists of the following counties: Archer, Armstrong, Bailey, Baylor, Briscoe, Carson, Castro, Childress, Clay, Cochran, Collingsworth, Cottle, Cosby, Dallam, Deaf Smith, Dickens, Donley, Foard, Floyd, Garza, Grayson, Hale, Hall, Hansford, Hardeman, Hartley, Haskell, Hemphill, Hockley, Hutchison, Jack, Kent, King, Knox, Lamb, Lipscomb, Lubbock, Lynn, Moore, Motley, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Stonewall, Swisher, Terry, Throckmorton, Wheeler, Wichita, Wilbarger, Yoakum and Young.

XI. STARTING A CHAPTER

The following are steps that can be taken to create a new chapter of the TCCA:

1. Contact Chapter Steering Committee Chair

The first step in the process is to contact the Chapter Steering Committee Chair. It is the responsibility of the Chapter Steering Committee to research the area in question and conduct a survey to determine interest of other court personnel within the area. Once a survey is complete, the committee will provide interested parties with contact information for the clerk spearheading chapter formation.

2. Organizational Meeting

Once there is an identified interest in creating a local chapter, the first meeting should be called with all interested courts and a member of the TCCA Board of Directors. This meeting helps to determine if there is a commitment to establishing a local chapter.

3. Application to Charter a Local Chapter

If the commitment is made, the Application to Charter a Local Chapter must be filled out and submitted to the TCCA Board of Directors for acceptance.

4. Chapter Meeting

Upon acceptance, a second meeting should be scheduled to:

- a. Select Officers- usually the first officers are volunteers
- b. Adopt By-Laws - Chapter must adopt the TCCA By-Laws
- c. Schedule future meetings and locations. The first series of meetings will be planning sessions and membership drive strategies. Meetings can be scheduled every month, every other month or quarterly. The location can be in one specific place or move from city to city. There are advantages to both methods. The Chapter Steering Committee will remain available to assist with these types of issues.
- d. A roster of the chapter's Board of Directors should be forwarded to the TCCA Board of Directors as soon as possible, with details of when and how often meetings are to be held. The chapter president then becomes a voting

member of the TCCA Board of Director's and will be required to attend all TCCA Board of Director's meetings (Spring Meeting; Pre Conference Meeting; Annual Business Meeting; and Post Conference Meeting). The chapter president will be responsible for submitting a chapter report at all TCCA Board meetings.

5. Education

The chapter should arrange to provide further educational opportunities to its members based on the needs of the membership. The following are possible resources for educational training:

Area Judges

Colleges

Court Personnel

TMCEC

State Board Members

Other Chapter Members

6. Fiscal Responsibility

When the application is accepted, submit a request for seed money to assist in the formation of a new chapter. This seed money should be deposited into a bank with little or no charge for a non-profit organization and handled in accordance with the financial guidelines of the TCCA.

All membership dues will be paid at the State level. The TCCA Treasurer will inform the chapter of the policy for remitting money due to the chapter. The Membership term is on a calendar year cycle.

It is good practice to have a line item budget to present at the first chapter meeting for approval by the membership. Revenues are received from the membership dues and educational meeting fees if charged by the chapter. All line item budgets should be presented to the state upon approval by the chapter membership.

The Chapter Steering Committee is available at any time to assist in any way possible to formulate a new chapter or offer assistance to existing chapters.

XII. OFFICERS

The Officers of each Chapter of TCCA shall consist of a President, Vice-President, Secretary and Treasurer.

The Officers shall be elected at the Chapter's last business meeting of each year and shall serve two-year terms beginning January 1 and ending December 31. The President and Secretary shall be elected at the chapter's last business meeting of the even years of the Association. The Vice-President and Treasurer shall be elected at the Chapter's last meeting of the odd years of the Association. There are no term limits for Chapter Officers.

The President, with a majority approval of the Chapter membership, shall fill any vacancy left by an Officer, irrespective of the length of term remaining before annual Chapter elections.

XIII. DUTIES OF CHAPTER OFFICERS

CHAPTER PRESIDENT: The Chapter President shall serve as the Executive Manager of the Chapter, subject, however, to the control of the TCCA Board of Directors. The President shall preside over all meetings of the chapter, discharge the entire duties incumbent upon a presiding officer and perform such other duties as these bylaws provide or the TCCA Board of Directors may prescribe. He/She shall be an ex-officio member of all Chapter committees. The Chapter President shall also serve as a voting member of the TCCA Board of Directors for as long as he or she holds the office of Chapter President and shall be required to attend TCCA Board Meetings.

CHAPTER VICE PRESIDENT: In the absence of the Chapter President, the Vice-President shall assume the duties of the President. He/She shall also assume such other duties as are assigned to him/her by the President, or the TCCA Board of Directors. In the event of a vacancy occurring in the office of Chapter President, the Vice-President shall serve as President until the next Chapter election.

CHAPTER RECORDING SECRETARY: The Chapter Secretary shall keep the minutes of all meetings of the Chapter and shall preserve and retain to his/her successor all Chapter property and records in his/her possession immediately after the installation of a new secretary. He/she shall assume all duties related to the work of Chapter Recording Secretary, as specified or assigned by the Chapter President.

CHAPTER TREASURER: The Chapter Treasurer shall collect, record and otherwise maintain all funds of the Chapter and shall deposit such funds in a bank agreed to by a majority of the Chapter membership. He/she shall make a financial report to the Chapter at each chapter meeting. He/she shall assume such duties related to the work of Treasurer as designated, specified or assigned by the Chapter President. The retiring Chapter Treasurer shall immediately after the close of the final chapter meeting of the Chapter Treasurer's term deliver to the newly installed Chapter Treasurer all money, voucher books, and papers of the Chapter in his/her custody. All checks of the Chapter shall have the signature of the Chapter Treasurer or Chapter President, and on the unavailability of either, the Vice-President.

XIV. PREPARING TCCA CHAPTER MEETING MINUTES

Minutes are the written record of the proceedings of a deliberative assembly. Meeting minutes will be prepared by the Chapter Secretary for all chapter meetings.

Minutes shall include:

- Name of the Association
- Date and time of the meeting
- Meeting location
- Type of Meeting as listed above
- Time meeting was called to order
- Roll Call – Note board members absent from meeting
- Exact wording of each main motion as it was voted on, whether it passed or failed along with the name of the maker
- Time meeting was adjourned

When preparing minutes, record the actions taken at the meeting, not what was said at that meeting. The minutes should record what was decided at the meeting.

Minutes should not include:

- The opinion of the secretary, including judgmental phrases or adjectives
- Discussion
- Motions that were withdrawn
- Reports in detail
- Transcription of the meeting