



TEXAS COURT CLERKS ASSOCIATION

CHARTER #309589

ORGANIZED—MARCH 14, 1972

BYLAWS

Updated October 2020

FOUNDERS

Alexander, Gloria
Bryant, Ruby
Coe, Elizabeth
Corney, Jean
Gibson, Nadine (Proxy L.E.N.)
Gillespie, Jennie
Kennedy, Zelle
Nelson, Lorna
O'Neal, Margaret
Sease, Joyce
Thomas, Minnie
Walker, Leonida

Baytown, Texas
Galena Park, Texas
Baytown, Texas
Friendswood, Texas
Hedwig Village, Texas
Webster, Texas
Jacinto City, Texas
Deer Park, Texas
Brookside Village, Texas
La Porte, Texas
Webster, Texas
Shoreacres, Texas

CHARTER MEMBERS

Aboosh, Norman D
Akers, Anne
Alexander, Gloria
Anderson, Doris
Beach, Wanda
Bryant, Ruby
Coe, Elizabeth
Felkner, Truman
Ferguson, Gail
Gibson, Nadine
Guthrie, Farrell
Harris, Barbara
Kennedy, Zelle
Larsen, Margaret T
Monkres, Poline
Nelson, Lorna E
O'Neal, Margaret
Pittman, James C
Prukop, Anna V
Sease, Joyce
Southard, John
Thompson, Dorothy
Walker, Leonida
Walker, Nina M
Weatherly, Dorothy

Beaumont, Texas
Texas City, Texas
Baytown, Texas
Deer Park, Texas
Hurst, Texas
Galena Park, Texas
Baytown, Texas
Texas City, Texas
Deer Park, Texas
Houston, Texas
Pearland, Texas
Katy, Texas
Jacinto City, Texas
Hurst, Texas
DeSoto, Texas
Deer Park, Texas
Brookside, Texas
Houston, Texas
Victoria, Texas
La Porte, Texas
Fort Worth, Texas
Pearland, Texas
Shoreacres, Texas
Deer Park, Texas
Bedford, Texas

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BY LAWS

ARTICLE I

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

ARTICLE II - PURPOSES

1. **Specific and Primary Purposes.** To associate any person serving in a capacity as court clerk, administrator, or in any other administrative capacity within the framework of court administration in an effort to better court administration.
2. **General Purposes.** To engage in any activity, undertaking, business or venture as shall assist or be pertinent to the carrying out of the specific and primary purposes of this corporation, so long as those activities, undertakings, businesses or ventures are non-political in nature and are concomitant with the purposes and intent of this organization in refraining from any politically motivated or associated activity.

ARTICLE III - GENERAL POWERS

The Association shall have the power to own, accept, acquire, mortgage, and dispose of real and personal property, and to obtain, invest, and retain funds in advancing the purposes stated in Article II above.

Further, the Association shall have the power and authority to conduct any activities designed to promote or implement the following:

- Organization or reconstitution of new or existing Chapters.
- Instruction or education of the members of this Association regarding their duties, responsibilities, and procedures as an authorized member of this Association.

The Association shall have the authority to secure the funds of any chapter that becomes inactive.

ARTICLE IV - MEMBERSHIP AND DUES

1. The membership of this Association shall be divided into five classes: Regular Membership, Associate Membership, Affiliate Membership, Emeritus, and Corporate Partnerships. Annual dues shall be payable in January and shall be for the calendar year from January through December.
 - A. **Regular Membership.** Any person serving in a non-judicial, non-exhibitor capacity as Court Clerk, Administrator, or in any other capacity within the framework of municipal court or justice of the peace court, serving on a full time or part time basis, is eligible for membership upon paying the dues as provided for herein. Regular Membership dues include automatic chapter affiliation.

Regular members in good standing shall be entitled to receive copies of the Association

newsletter and other mailings, attend the Annual Conference, attend the Annual Business Meeting and chapter meetings, vote, hold office, and serve on committees.

- B. **Associate Membership.** Any person who serves in a non-exhibitor dual capacity role, primarily as Court Clerk.

Associate Members in good standing shall be entitled to receive copies of the Association newsletter and other mailings, attend the Annual Conference, attend the Annual Business Meeting and chapter meetings and vote, but shall not hold office or chair a committee. An Associate Member may serve on a committee. Associate Membership dues include automatic chapter affiliation.

- C. **Affiliate Membership.** Any person who previously held a Regular or Associate membership or was designated as an Emeritus until their employment with an exhibitor.

An Affiliate Member shall be entitled to receive copies of the Association Newsletter, attend the Annual Business Meeting, Annual Conference, Chapter Meetings and Chapter Education. An Affiliate Member may not hold another class of membership in the Association and may not vote or hold office. An Affiliate Member may not serve on a committee. If the person is no longer employed by a vendor and was previously an Emeritus, their standing may be restored. Affiliate Membership dues include automatic chapter affiliation.

- D. **Emeritus.** Any non-exhibitor person who has made a significant contribution to the science of court administration or rendered distinguished service in related fields may apply for Emeritus membership through an application process. Applications for Emeritus shall be submitted to the Membership Chair and voted on by the Board of Directors as applications are received. The applicants and membership will be notified of the results after the vote by the Board of Directors.

An Emeritus shall be entitled to receive copies of the association newsletter. An Emeritus may not hold another class of membership in the Association and does have the right to attend the Annual Business Meeting and chapter meetings but may not vote or hold office. An Emeritus may serve on a committee.

- E. **Corporate Partnership.** Exhibitors may apply for Corporate Partnership with the Texas Court Clerks Association. Corporate Partners are entitled to receive copies of the Association newsletter as well as a copy of the Association's current membership list. Copies of the Association newsletter and membership lists will be provided to the representatives indicated in the Corporate Partnership application.

Corporate Partners shall register as vendors to attend the Annual Conference of the Texas Court Clerks Association. Corporate Partners shall not have the right to attend the Annual Business Meeting, chapter meetings, vote, hold office or serve on a committee.

Corporate Partners may advertise they are partners of the Texas Court Clerks Association; however, partnership does not constitute endorsement of their product, nor are vendors to imply as such. Any violation or appearance of a violation of this bylaw will result in revocation of the Corporate Partnership by the Board of Directors.

Corporate Partners may underwrite any hospitality and promote their product. Corporate Partners may not use the Texas Court Clerks Association logo on their advertising material. Application for Corporate Partnership will be reviewed and voted on by the Board for approval.

2. Annual dues shall be payable in January. Members must pay annual dues in an amount determined by the Board of Directors.

ARTICLE V - OFFICERS

1. The elected officers of the Association shall be a President, Vice-President, Recording Secretary, Treasurer, and Directors At Large.
2. President and Secretary shall be elected in the even years of the Association. No one should be elected President without first having served as an officer for at least one full term. Vice-President and Treasurer shall be elected in the odd years of the Association.
3. The length of term of office shall be two years, with each officer assuming their duties January 1 after the election. No officer shall serve more than two consecutive terms in the same office, with the exception of the Treasurer. An incumbent who has already served two terms may be nominated if there are no nominations on the ballot by the deadline set by the nominations committee.

ARTICLE VI - DUTIES OF OFFICERS

1. **President.** The President shall have active executive management of the operation of the Association, subject, however, to the control of the Board of Directors. He/She shall preside at all meetings of the members and at all meetings of the Board of Directors, discharge all the duties incumbent upon a presiding officer and perform such other duties as these bylaws provide or the Board of Directors may prescribe. He/She shall be ex-officio member of all Standing Committees. He/She shall make a semi-annual report to the officers and Board members, advising them on all Association business transacted.
2. **Vice-President.** In the absence of the 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 Board of Directors. In the event of a vacancy occurring in the office of President, the Vice-President shall serve as President until the next general election.
3. **Treasurer.** The Treasurer shall collect, receive and have custody of all funds of the Association with the exception of the Certification Program Funds (see ARTICLE IX; Paragraph 14). He/She shall deposit such funds in a bank designated by the Board of Directors and shall provide for the expenditures of such funds. He/She shall make a semi-annual financial report to the officers and Board members of the Association and shall make a report to the Association at the Annual Meeting. He/She shall assume such duties in connection with the work of Treasurer as shall be designated, specified or assigned by the Board of Directors.

He/She shall deliver to his successor all Association property and records in his/her possession immediately after the installation of a new Treasurer.

The Treasurer shall be required to furnish bond in such amount as shall be determined by the Board of Directors. The premium of said bond shall be a proper expenditure of Association funds. All checks shall have the signature of the Treasurer or President, and on the unavailability of the either, the Vice-President.

The Treasurer shall present a proposed line item budget for the next fiscal year to the membership at the Annual Meeting for discussion. The Board of Directors shall vote on the budget at the Post-Conference meeting. The Board of Directors shall be authorized to perform a line item transfer, providing the transfer does not result in exceeding the overall budget. Any realized line item overage shall require the Treasurer to submit a revised budget for Board approval as stated above. This may require Board approval by email. There shall be a full compliance review of all books and records of the Association each year. IRS tax forms shall be completed in compliance with current Federal law, and appropriate tax documents shall be filed by the Treasurer annually with the CPA for filing of

taxes with the IRS.

4. **Recording Secretary.** The Recording Secretary shall keep the minutes of all meetings of the Association and of the Board of Directors, and shall preserve and retain all papers, letters and transactions of the Association. He/She shall deliver to his successor all Association property and records in his/her possession immediately after the installation of a new secretary. He/She shall assume all duties in connection with the work of Recording Secretary as shall be specified or assigned by the Board of Directors.
5. The **Executive Board** shall be comprised of the President, Vice-President, Secretary and Treasurer and Immediate Past President. A simple majority of the Executive Board shall constitute a quorum for the purposes of conducting the regular business of the Executive Board. The Executive Board shall conduct business only with a quorum and may do so at regularly scheduled meetings, specially called meetings or by electronic means such as email, teleconferences or facsimiles.
6. **Meetings of the Executive Board** shall be called at the will of the President, upon the request of another Executive Board Member in exigent circumstances or may be pre-set by the President. The management and business affairs of the TCCA Board shall be vested in the Executive Board. Actions taken by the Executive Board shall be relayed to the TCCA Board following the action taken.
7. **Vacancies.** Vacancies or Absence in the Executive Board shall follow a line of succession in this order: President, Vice President, Treasurer, and Secretary.

ARTICLE VII - BOARD OF DIRECTORS

1. **Composition.** The Board shall consist of the President, Vice-President, Recording Secretary, Treasurer of the Association, six Directors at Large, the immediate past President, and the President of each Chapter who shall be elected as hereinafter provided.
2. **Classification of Directors at Large.** At the first Annual Meeting of the members, the Directors at Large shall be divided into two classes of three members each. The members of the first class shall hold office for a term of one year and the members of the second class shall hold office for a term of two years. At all annual elections thereafter, three Directors at Large shall be elected by the members for a term of two years to succeed the three directors whose terms then expire; provided that nothing herein shall be construed to prevent the election of a Director to succeed himself except as limited herein.
3. **Vacancies.** Vacancies of any Director at Large may be filled by appointment made by the remaining Board of Directors in one of the following ways: The remaining Board members may appoint any member in good standing to the position based on the needs and practicality of that vacancy for the greater good of the organization as a whole, or the Board may refer to the most recent election results to appoint the nominee with the most votes in order of greatest to least for the position needing to be filled. Each person so selected to fill a vacancy shall remain a Director for the unexpired term of his/her predecessor and until his/her successor is duly elected and qualified.
4. **Quorum.** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than majority, the Directors present may adjourn the meeting from time to time without further notice.
5. **Action of Directors at a Meeting.** The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these bylaws.

6. **Action of Directors without a Meeting.** Any action required by law or these bylaws to be taken at a meeting of Directors or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing or by electronic means such as email, teleconferences or facsimiles, setting forth the action so taken, shall be signed by a majority of the directors.
7. **Reimbursement.** All Board members as such shall not receive any compensation for their services. The Board of Directors by a simple majority vote of the members thereof may authorize reimbursement of all or part of the actual expenses incurred in attending any special meeting, including the Spring Board meeting. The Board may request specific individuals to provide information which would require personal appearance at a called meeting and may authorize reimbursement of all or part of the actual expenses incurred by them.
8. All actions of Directors at a meeting or actions of Directors without a meeting as herein before outlined, other than at the regular Annual Meeting of the Board of Directors, shall be preceded by formal notice of such pending action in the form of a letter or by electronic means such as email, teleconferences or facsimiles prior to such action, to all members of the Board.

ARTICLE VIII - DUTIES OF BOARD OF DIRECTORS

1. A regular annual meeting of the Board of Directors shall be held without other notice than this bylaw, immediately before and immediately after, and at the same place as, the Annual Meeting of members, and at any other time and place as approved by at least three quarters of the Board.
2. The management and government of the affairs of this Association shall be vested in the Board of Directors which shall transact the general business of the Association in the interim between Annual Meetings.
3. The Board shall have the power to remove any officer or Board member from office for any good cause shown; provided, that such removal shall be by two-thirds majority vote of the Board with the member or officer in question not being allowed to exercise his vote. The Board shall appoint a member to fill the unexpired term.

ARTICLE IX - INDIVIDUAL APPOINTEES AND STANDING COMMITTEES

1. The President shall appoint a regular member as the Chairperson of the Standing Committees or a regular member to a non-board position with the approval of the Board of Directors except as otherwise provided herein.
2. The Chairperson of the following Standing Committees or appointed individual to a non-board position shall be appointed to serve until the next Annual Meeting, or until their respective successors are appointed.
 - Bylaws Committee
 - Nominations Committee
 - Conference Planning Committee
 - Publications Committee
 - Certification and Educational Programs Committee
 - Membership Committee
 - Legislative Committee

- Advisory Committee
- Public Relations Committee
- Chapter Steering Committee
- Certification Program Financial Manager
- Internal Audit Committee
- Technology Committee
- Merchandise Committee
- Historian Committee
- Exhibitor Committee
- Ethics Committee
- Scholarship Committee
- Finance Committee

3. Standing Committees shall be composed of non-exhibitor individuals, who may provide value and expertise in that area, appointed by the Chairperson of each of the respective committees.
4. **Bylaws Committee.** The Chairperson of the Committee on Bylaws shall act as parliamentarian of the Association. It shall be the duty of this Committee to review the Bylaws of this Association as to their practicality and application. The Committee shall also review the needs of the Association for amending or adding to the Bylaws. The Chairperson shall make a report of its findings to the Board of Directors.
5. **Nominations Committee.** The Committee shall prepare and distribute nominations for officers and members of the Board of Directors of this Association prior to the Annual Meeting to permit circulation of the Committee's nominations to all the members of the Association. Nominations and ballots may be submitted by means approved by the board. The list of members as disclosed by the membership committee chairperson's records shall be conclusive as to the total membership of this Association.
6. **Conference Planning Committee.** The Chairperson of the Conference Planning Committee shall be assigned by the current President. This Committee shall be responsible for the selection of meeting facilities, housing accommodations and planning of the Conference, subject to approval by the Conference Planning Committee
7. **Publications Committee.** The Publications Committee shall circulate questionnaires and compile the answers from them and shall prepare other reports for distribution to the membership. The Committee shall be responsible for the Association publication and for its distribution to the members.
8. **Certification and Education Program Committee.** The Certification and Education Program Committee shall be responsible for the planning and development of the educational program at the Annual Meeting and such other educational and development programs.

The Education Committee shall be responsible for the approval of certification credit hours provided for the purpose of continuing education for the Clerk's Certification Program. This committee shall serve as the decision-making body for the certification program.

9. **Membership Committee.** The Membership Committee shall be responsible for the recruiting of members, the circulation of information about our Association to other organizations and individuals.
10. **Legislative Committee.** The Legislative Committee shall be responsible to assimilate information from the membership regarding suggested legislative changes and to provide that information to proper sources for subsequent presentation to legislative authorities. It shall be the duty of the Committee to advise the Membership of proposed legislation.
11. **Advisory Committee.** The Advisory Committee shall be comprised of those Board Members that

have completed their term of office and are no longer serving in the capacity of Chapter President or an elected Board Member. Immediate Past President will Chair the Advisory Committee, if eligible to serve as Chair.

12. **Public Relations Committee.** The Public Relations Committee shall be responsible for soliciting nominations for awards to be presented at the Annual Banquet. Qualifications for the awards shall include, but not be limited to, outstanding contributions to the Texas Court Clerks Association and/or its local chapter. The Public Relations Committee shall also be responsible for obtaining any other awards deemed necessary by the Board.
13. **Chapter Steering Committee.** The Chapter Steering Committee shall be responsible for promoting state chapters. The Committee shall be responsible for assisting potential and existing chapters in establishing or defining their boundaries.
14. **Certification Program Financial Manager.** The Certification Program Financial Manager shall collect, receive and have custody of all funds derived by and from the Court Clerks Certification Program. He/She shall deposit such funds in a bank designated by the Board of Directors and shall provide for the expenditures of such funds. All checks shall have the signature of the Certification Program Financial Manager or Education Committee Chairperson, and on the unavailability of either, the TCCA President. He/She shall perform all other duties required of the Treasurer (see ARTICLE VI, Paragraph 3) as they relate to the Certification Program funds.)
15. **Internal Audit Committee.** The Internal Audit Committee shall perform a compliance review of all financial records of TCCA and make a report to the Board of Directors.
16. **Technology Committee.** The Technology Committee shall be responsible for the development and maintenance of the TCCA website, hardware, software, social media and other technology.
17. **Merchandise Committee.** The Merchandise Committee shall be responsible for ordering merchandise to be sold at the Annual Conference and managing the merchandise booth during the Conference.
18. **Historian Committee.** The Historian Committee shall be responsible for preserving the history of the Texas Court Clerk's Association by collecting various articles, documents, and photos regarding the Association's activities and placing them into scrapbooks, photo albums and/or electronic storage equipment. The Historian is responsible for storing and maintaining all association scrapbooks, photo albums and electronic media.
19. **Exhibitor Committee.** The Exhibitor Committee shall serve as a liaison between the Conference Planning Committee Chairperson and TCCA exhibitors. The Exhibitor Committee shall be responsible for recruiting Corporate Partner Members, exhibitor conference registration and exhibitor logistics.
20. **Ethics Committee.** The Ethics Committee shall be responsible for handling any and all grievances related to TCCA business and educational training/activities. The Chair shall be a non-board member and will serve the Committee as appointed by the President. The Chair shall compile a committee that equally represents the different regions/chapters of the Association to make up the Ethics Committee.
21. **Scholarship Committee.** The Scholarship Committee shall be responsible for informing TCCA members about the scholarship program. The Committee will solicit members to apply for a scholarship and ensure that the selection process is carried out per TCCAguidelines.
22. **Finance Committee.** The Finance Committee shall consist of the Treasurer as Chair and an Assistant Treasurer, appointed by the Board, as Co-Chair. Members of the Finance Committee shall

consist of each Chapter Treasurer. The Finance Committee shall be responsible for maintaining the finances of the Chapters of the Association and reporting to the Board as required. It shall be the duty of this Committee to maintain, review and update the financial policies of the Association.

ARTICLE X - ANNUAL MEETING

1. This Association shall hold an Annual Meeting for all members.
2. The order of business at each Annual Meeting shall be fixed to allow for publication or notice of the agenda and shall include the following:
 - Address of the President
 - Reports of the Board of Directors
 - Reports of Officers
 - Reports of Special Committees
 - Reports of Standing Committees
 - Election Results of Officers and Directors
 - Miscellaneous Business

ARTICLE XI – QUORUM

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

A quorum at a Chapter business meeting shall consist of a simple majority of the members present and registered as attending that chapter meeting and shall be deemed sufficient to conduct the business of the Chapter.

ARTICLE XII - FISCAL/MEMBERSHIP YEAR

The Fiscal Year of the Association shall be January 1st through December 31st. The membership year shall be January 1st through December 31st.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Parliamentary procedure at the Annual Meeting, meetings of the Board of Directors and chapter meetings shall be governed by Robert's Rules of Order.

ARTICLE XIV - NEGOTIABLE INSTRUMENTS DEEDS AND CONTRACTS

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

ARTICLE XV - AMENDMENTS

Recommendations for bylaw amendments must be presented to the TCCA Board for consideration. Any member of good standing may make a recommendation to the Bylaws Committee. All proposed bylaw amendments shall be referred to the Bylaws Committee for review and recommendation. Those amendments are presented to the membership for review and vote.

ARTICLE XVI - RESPONSIBILITY OF LOCAL CHAPTERS

The local chapters shall maintain records including, but not limited to: minutes of meetings, attendance list, bank name and address, bank account number, a proposed budget and financial statement.

The local chapters are responsible for:

- 1) submitting their financial statement and all back up documentation to the Audit Committee Chair prior to the annual audit being conducted at the Spring Meeting; and
- 2) Submitting a Chapter Report prior to the Spring, Pre-Conference and Annual Business Meetings as directed by the Board
- 3) In the event that a local chapter should cease to exist, all funds and records must be returned to the State Association Treasurer within sixty (60) days after the chapter ceases to exist.
- 4) Abiding by all Policy and Procedures and Bylaws of the Texas Court Clerks Association.

ARTICLE XVII - RESPONSIBILITY TO LOCAL CHAPTERS

The Treasurer will remit chapter membership dues to chapter Treasurers at least twice per year. Local chapters will receive \$15 from each Regular Membership that is registered from that chapter's region.

The Membership Committee Chairperson will send updated membership lists to Chapter Presidents every 1st and 15th of each month during the calendar year.

ARTICLE XVIII - CHAPTER OFFICERS

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

With the exclusion of any term limits, chapter elections will be conducted and governed by the same process as TCCA elections in Article V of the bylaws. There are no term limits for Chapter Officers

Vacancies or Absence in the Chapter Officers shall follow a line of succession in this order: President, Vice President, Treasurer, and Secretary.

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

ARTICLE XIX - 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 all the 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 Recording Secretary shall keep the minutes of all meetings of the Chapter and shall preserve and retain all papers, letters and transactions of the Chapter. He/she shall deliver 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 in connection with the work of Chapter Recording Secretary as shall be 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 in connection with the work of Treasurer as shall be 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 Chapter Vice-President.