

BY-LAWS

JUVENILE COURT ASSOCIATION OF GEORGIA

ARTICLE 1 – NAME AND DEFINITION

SECTION 1: Name: Juvenile Court Association of Georgia (JCAG)

SECTION 2: Definition: JCAG is comprised of independent courts whose personnel are funded by their local county governments and who follow the policies and procedures enacted by the juvenile court judges.

ARTICLE II – PURPOSE

PURPOSE OF THIS ASSOCIATION WILL BE:

1. To impact future legislation concerning juvenile court services in the State of Georgia.
2. To promote the advancement of professionalism among the juvenile court personnel in the State of Georgia.
3. To disseminate information concerning reform proposals involving juvenile courts.
4. To coordinate ongoing training programs for independent juvenile court personnel.
5. To recognize individuals for outstanding service to the field of juvenile justice through a program of annual awards.

ARTICLE III – MEMBERSHIP

SECTION 1: The privileges of membership shall include:

- Attending general meetings of the Association, meeting of the executive committee and any special meetings that may be called.
- Access to the Association's website (jcag.net).
- Serving on or chairing special or standing committees.
- Holding elective office.
- Nominating recipients for various annual rewards.
- Receiving regular updates regarding legislation and other proposals for juvenile court system reform, together with information regarding governance of the Association.
- Participating in periodic training activities at a reduced registration fee as well as being eligible for partial travel expense reimbursement.
- Voting on amending the by-laws.
- Electing a court representative and officers to the executive committees.
- Having the executive committee speak on behalf of the Association, with regard to matters involving juvenile justice.

SECTION 2: The term of membership shall be one year.

SECTION 3: Each member shall subscribe to the purposes of the Association; and the Association shall have the following classes of members:

- A) GENERAL MEMBERSHIP: Any person employed by the various independent juvenile courts of the STATE OF GEORGIA may become a general member upon payment of dues. General members shall receive all privileges of the Association.
- B) ASSOCIATE MEMBER: Any person not currently employed by an independent juvenile court may become an associate member upon payment of dues. Associate members shall receive all privileges of the Association with the exception of voting, holding elective office and reimbursement of travel expenses.
- C) RETIRED MEMBERSHIP: Any person retired from an independent juvenile court may become a retired member upon payment of dues. Retired members shall receive all privileges of the Association, which will include voting with the exception of holding elective office and reimbursement of travel expenses.

SECTION 4: Application for membership shall be submitted to the membership chairperson, who shall bring the application to the attention of the executive committee, who will determine acceptability for membership. If the executive committee determines the applicant is ineligible for membership, the committee will notify the applicant in writing of its decision to reject the request. If the membership committee rules that an application is ineligible for membership, the membership dues shall be refunded. Membership is granted to an individual, and if a member vacates their employment, shall not be transferred to a new employee who assumes that position.

In order to be eligible to vote for officers of JCAG, individuals must have been members of the Association for at least thirty (30) days prior to the annual business meeting.

ARTICLE IV – DUES

SECTION 1: Early dues can be paid at a fee of \$40.00 for general membership prior to January 31st of each year. For dues paid February 1 or after, the fee shall be \$50.00 for general membership and \$15.00 for associate and retired membership.

SECTION 2: Dues for any employee seeking general membership shall be payable to the treasurer by the last day of February of each calendar year. Failure to pay these dues by the deadline will result in a \$5.00 late fee. New employees shall pay dues without penalty within 30 days of the effective date of employment. To secure voting privileges, dues must be paid 30 days prior to the annual business meeting.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1: The executive committee shall be comprised of a president, president elect, secretary, treasurer, parliamentarian and one representative from each independent juvenile court.

SECTION 2: The executive committee shall meet at least once quarterly, time and location to be determined by the president. The president may also call meetings at any time deemed necessary. A simple majority vote shall be sufficient to carry all matters of business brought before the executive committee. The president shall not vote except in the case of a tie.

SECTION 3: President – The president shall be the chief administrative officer of the Association and shall call and preside over the executive committee and general meetings. The president shall have the duty to designate special committees deemed necessary for the effective operation of the Association and shall have the duty to appoint committee chairs and shall be an ex-officio member of all committees. The president shall appoint members of the executive committee or from the general voting membership to serve on any of the committees. The president shall have the power to call special meetings of the executive committee as deemed necessary. The Association will pay for the president to attend a national conference. The president should provide the association (members/committee) written details/information from the conference. The conference trip must be taken before the annual business meeting during his or her tenure as president and expenditures must be approved by the executive committee.

SECTION 4: President Elect – The president elect shall become president at the expiration of the president’s term. In the absence of the president, the president elect shall preside over the executive committee and general meetings. The president elect shall chair the education and training committee and perform other duties at the direction of the president. Any person nominated for the position of president elect shall have served a minimum of one year on the executive committee within the past five years.

SECTION 5: Secretary – The secretary shall be responsible for recording the minutes of all the executive and general meetings and shall maintain all non-fiscal records. The secretary shall deliver the minutes to the website chairperson, who will post them on the Association’s website, and any other member who requests a copy by mail or fax.

SECTION 6: Treasurer – The treasurer shall be responsible for the receipt, disbursal and withdrawal of all funds of the Association and shall render quarterly financial statements to the executive committee and at the annual business meeting to the general membership. All disbursement of funds shall require the signature of the treasurer and president.

SECTION 7: Parliamentarian – The parliamentarian shall advise on all issues of parliamentary procedures during any session of business in accordance with Robert’s Rules of Order.

SECTION 8: Court Representatives – Each independent juvenile court shall elect one person who shall be a member of the Juvenile Court Association of Georgia act as their representative on the executive committee and shall have full voting powers in all matters of business coming before the executive committee in accordance with the by-laws and shall be elected prior to the annual business meeting. Court representative shall disseminate information pertaining to the Association and its business.

SECTION 9: Terms of Office –

- A) A term of office shall be one year for all elected officers of the Association with the exception of the President Elect who shall serve as President Elect and President consecutively over two years. No person shall serve in the same executive office for more than two terms with the exception of the treasurer. The term of office of the treasurer will be for two years, and the treasurer can serve up to four years consecutively.
- B) A term of office shall be two years for court representatives elected by each independent juvenile court. No person shall serve more than two-year terms consecutively. After leaving the committee for a period of two years, any person is eligible for re-election to the committee. Any court having fewer than ten Association members is exempt from the two-term limitation.
- C) The terms of office shall run from annual business meeting to annual business meeting. Newly elected officers shall assume office immediately following the conclusion of the annual business meeting.
- D) If an executive committee member is absent from two consecutive general meetings, the executive committee has the right to review the officer’s standing on the committee. If it is the decision of the executive committee to request a recall of an officer or committee member for any reason, a two-thirds majority vote will be required by executive committee members. Notice of such a recall meeting shall be placed in the current meeting’s minutes, and the vote shall be held at the following executive committee meeting.
- E) In the event of vacation of office by the president, or the president cannot assume the office, the president elect shall fill the unexpired term of office. Appointment as an interim president to fill an unexpired term shall not count toward the term limits outlined under Article V, Section 9A.
- F) In the event of vacation of office by the President Elect or the President Elect cannot assume the office, the executive committee shall call a special election to fill the unexpired term or office. Nominations shall be submitted from the general members to the nominations committee within ten business days of the notification. The nominations will be placed on a ballot, and the ballot will be disbursed and collected

within 20 business days in a manner to be determined by the executive committee. The ballots shall be tabulated by the chairperson of the nominations committee and two general members from different courts in close geographical proximity of the chairperson. Election as an interim President Elect to fill an unexpired term shall not count toward the term limits outlined under Article V, Section 9A.

- G) In the event of vacation of office or the office cannot be assumed by the secretary, treasurer or parliamentarian, the executive committee shall have the power to appoint an interim officer to fill the unexpired term of office. Appointment as an interim officer to fill an unexpired term shall not count toward the term limits outlined under Article V, Section 9A and B.
- H) At the conclusion of a term of office, each officer and committee chairperson shall deliver all JCAG property to the president, who will disseminate the property to the new officers and committee chairs.

ARTICLE VI – MEETINGS

SECTION 1: Annual Business Meeting – The annual business meeting shall be held during the annual conference. A simple majority of votes cast shall be sufficient to carry all matters of business presented at the annual business meeting. This meeting shall include the location of officers and committee members and presentations of annual awards.

SECTION 2: General Meetings – General meetings of the executive committee shall be held at least once quarterly. This meeting shall include the routine governance of the Association. Time and location to be determined by the President.

SECTION 3: Special Meetings – Special meetings shall be called as the President deems necessary in order to address any issues that may arise. Time and location to be determined by the President.

ARTICLE VII – COMMITTEES

Members of the executive committee and the general voting membership may serve on any of the committees.

SECTION 1: Standing committees:

1. Nominations, Elections and Awards
2. Education and Training
3. Legislative
4. Membership
5. Conference
6. Website
7. Community Service

SECTION 2: Nominations, Elections and Awards Committee (NEA) – The NEA committee shall be responsible for presenting a prospective slate of officers, including a brief biological sketch, to the general membership at least 45 days prior to the annual business meeting, and for collecting nominations for the annual awards. The NEA committee shall collect all nominations and print official ballots, which will be identified with an embossed seal with the JCAG logo affixed in the lower right hand corner of the ballot. That ballot shall contain the names of those nominated as well as a space in which a write-in candidate may be chosen. Only one ballot will be mailed, at least 30 days prior to the annual business meeting, to each member who shall be responsible for casting their own vote. Each ballot must be returned in its own individually sealed envelope, to the chairperson of the NEA committee. These ballots must be returned by 1:00 P.M. on the first day of the annual business meeting. Any ballot received after this deadline will not be counted. The ballots in any JCAG election shall be tabulated in the presence of the chairperson of the NEA committee, the President Elect and the presiding Parliamentarian at the annual business meeting. In the event that any of the above stated persons, excluding the chairperson of the NEA committee, are candidates for other offices, they shall remove themselves from the tabulation process and shall be replaced by a

member of the Association chosen by the chairperson of the NEA committee. The chairperson of the NEA committee shall be ineligible to run for an executive officer during their term as chairperson.

SECTION 3: Education and Training Committee – The President Elect shall be the chairperson of the education and training committee. The committee shall plan and provide for the education program at the annual meeting and at such other meetings and conferences that may be held. The committee shall also act as a clearinghouse for information about educational opportunities and shall provide educational articles for the Association newsletter.

SECTION 4: Legislative Committee – The legislative committee shall inform the Association of pertinent legislation and shall make recommendations concerning legislative changes for approval by the Association.

SECTION 5: Membership Committee – The membership committee shall maintain the permanent membership record of the Association members and shall be responsible for determining membership eligibility as outlined in Article III, Section 4.

SECTION 6: Conference Committee – The conference committee shall plan and preside over the activities of the annual conference and such other Association meetings or conferences as may be required. This includes responsibility for publicity, fundraising and leisure activities. Conference committee members may participate in future conference site visits and be eligible for travel, room and meal reimbursement as approved by the executive committee (other executive committee members may also participate in future site visits and are eligible for reimbursement as well as approved by the executive committee).

SECTION 7: Website Committee – The website committee shall maintain the Association’s website and update information as received; all material must be approved by the President or his or her designee before being placed on the website. The website committee chairperson shall serve for a term of one year. In the event that no names are submitted for consideration at the end of the current term, the current website committee chairperson may serve an additional term. If the website chairperson cannot or will not serve another term, an outside website administrator may be consulted with the executive committee’s approval. Persons desiring to serve as website committee chairperson must have website design experience and must submit previews of web design referrals to the executive committee for review.

SECTION 8: Community Service Committee – The community service committee shall plan and implement community service projects throughout the State of Georgia, as approved by the executive committee.

ARTICLE VIII – NOMINATIONS/ELECTIONS OF OFFICERS

All individuals nominated for offices shall be general members with the Association. Prior to being nominated for office, individuals shall be general members for at least 60 days prior to the annual business meeting of the year in which they are nominated.

All questions concerning voting or the election of officers shall be ruled upon by the executive committee by majority vote.

ARTICLE IX – AMENDMENTS

Any proposed amendments to the by-laws shall be presented to the executive committee in writing with 30 days advance written notice being given that such amendments shall be presented at the next executive committee meeting. A three-fourths majority vote by all executive committee members will be required to amend the by-laws. Committee members will be allowed to vote in person, in absentia, or by proxy. Such proxy shall be an Association member and authorization of said proxy shall be by signed writing. In the event of a simple majority that fails to reach a three-fourths majority, the proposed amendments shall be presented at the next annual business meeting for a vote by the membership.

All proposed amendments shall be acted upon by the executive committee or presented to the membership for consideration within a period of one year. Any amendments not acted upon in the one year will have to be resubmitted.

ARTICLE X – ANNUAL AWARDS

SECTION 1: Romae T. Powell Service Award – The executive committee shall be responsible for selecting a recipient of the Romae T. Powell Service Award in honor of the first female African American juvenile court judge in the State of Georgia. Nominees for this award need not be members of JCAG, but should have made an outstanding contribution to the field of juvenile justice. Nominations may be made by any JCAG member and shall be made in the form of a letter of recommendation outlining the nominee’s contribution to juvenile justice. These nominations shall be given to the court representative who in turn will submit them to the Nominations, Elections and Awards Committee chairperson according to the set deadline. The NEA Committee chairperson will submit the award nominations to the executive committee. The committee will select, by simple majority, the recipient of the award at the last executive committee meeting before the annual business meeting.

SECTION 2: T. Michael Sanford Award – The executive committee shall be responsible for selecting a recipient for the T. Michael Sanford Award in honor of the first president of the Georgia Association of Independent Juvenile Courts, now JCAG. Nominees of this award must be active members of the Association who have made an outstanding contribution to JCAG. Nominations for this award shall be made in the same manner as stated in Section 1, and shall also be chosen in the same manner as stated in Section 1.

SECTION 3: Management Award – The executive committee shall be responsible for selecting a recipient for the Management Award. Those eligible for this award must be active members of JCAG and include supervisors, assistant supervisors, chief probation officers and other court administrative offices. Nominations for this award must be made in the form of a letter, which details the nominee’s accomplishments and outstanding service to the juvenile justice field. The recipient shall be chosen in the same manner as stated in Section 1.

SECTION 4: Direct Service Award – The executive committee shall be responsible for selecting a recipient for the Direct Service Award. Those eligible for the award must be active members of JCAG and include intake officers, investigators, probation officers, resource coordinators, courtroom counselors and other categories of personnel who perform similar professional tasks. Nominations may be made in the form of a letter, which details the nominee’s accomplishments and outstanding service to the juvenile justice field. The recipient shall be chosen in the same manner as stated in Section 1.

SECTION 5: President’s Award – The President may award individuals who have made a special contribution to the organization. These awards are made at the discretion of the President and shall be presented at the annual business meeting.

SECTION 6: No Nominations – If no one is nominated for an award, the executive committee can nominate one or more from the executive committee and vote during the general meeting prior to the annual business meeting.

This document reflects by-laws as adopted by the vote of the membership and announced at the annual business meeting held October 22, 1997, in Athens, Georgia, and were revised August 15, 2001, to reflect additions to amendments. Revisions were again adopted by a vote of the membership on September 10, 2003. Effective date October 22, 1997.