

The National Judges Association

An Association of Judges of Limited Jurisdiction

Constitution and Bylaws

As Amended

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INTRODUCTION

This document was prepared and presented by Executive Director Kenneth O. MacEachern at the request of President Zane Azberea, to provide a guide for the operation of the Association. This Constitution and Bylaws are devised to be compatible with directives laid down by the Charter Members of this Association as expressed in various resolutions adopted by them at the organizational convention at Las Vegas, Nevada, on March 30-31, 1979. Pending ratification by the membership, this document has been adopted by the Executive Committee, and is hereby declared by them to be the CONSTITUTION and BYLAWS of THE NATIONAL JUDGES ASSOCIATION.

GLOSSARY

In the interest of brevity and clarity, the following terms and abbreviations used herein are defined as follows:

- A. DEFINITIONS: The pronouns he, his, him and they, their, them may refer to persons of either sex.
- B. ABBREVIATIONS:
 - PRES=President;
 - PRES-ELECT=President Elect;
 - VP=Vice President;
 - SEC=Secretary;
 - ExecDir\Treas=Executive Director/Treasurer;

BoD=Board of Directors;
Cosr=Council of State Representatives;
ExCom=Executive Committee;
C&B=Constitution and Bylaws;
Ass'n or NJA=National Judges Association.

ARTICLE I - NAME

This organization shall be known as THE NATIONAL
JUDGES ASSOCIATION (An Association of Judges of
Limited Jurisdiction.)

ARTICLE II - PURPOSE

The NATIONAL JUDGES ASSOCIATION, an Association of Judges of Limited Jurisdiction, has adopted the following purposes and goals:

- A. To become a united voice for all non-attorney judges in the American Court system.
- B. To establish criteria and coordinate programs that will meet the needs of the individual judge, and improve the entire Judiciary by offering continuing education to all judges;
- C. To improve public opinion regarding the American Judiciary and secure a continuing place within our justice system for the non-attorney judge;
- D. To educate the public to the essential and traditional role of the lay judge in our judicial system by providing information and material to remind and inform the public.
- E. To promote the concept that the laws that bind us should be comprehensible to a majority of the people.
- F. To provide a forum for the exchange of ideas, methods and experiences by providing opportunities for fellowship and personal contact with judicial officers from all parts of the nation.
- G.

ARTICLE III - MEMBERSHIP

Eligibility for membership in this ASSOCIATION shall be as follows:

Section 1. Membership Categories:

- A. REGULAR MEMBERS: Any person who supports the purposes and goals of the association, and who regularly performs the functions of a judge, in an official capacity, may, upon the payment of prescribed dues, become a Regular Member of the NJA. In addition, any former member, or persons meeting the aforementioned qualifications, who leaves the bench for a reason other than malfeasance or proven incompetence shall qualify for status of a regular member.
- B. ASSOCIATE MEMBER: Any person who subscribes to the purposes of this Association, if recommended by the Membership Committee, may in the absence of objections by the ExCom, be admitted to non-voting membership on payment of prescribed dues.
- C. ORGANIZATIONAL MEMBER: Any state, regional or national judge's organization having members eligible for membership in the NJA, may, with the approval of the ExCom, be admitted to non-voting membership.
- D. INACTIVE MEMBER: One who has been suspended for non-payment of dues.

Section 2. Membership Standing:

- H. A member in good standing is one whose dues are current, and who is not under suspension for any other reason;
- I.
- J. Only REGULAR MEMBERS in good standing may vote on Ass'n matters.

Section 3. Suspension, Expulsion, Reinstatement, Impeachment:

- A. Any member convicted of a felony shall be dropped

from membership forthwith.

- B. If said conviction is later reversed, such member may be restored to membership upon recommendation of the ExCom.
- C. All rights and privileges of membership shall be suspended for members whose dues remain unpaid following the end of the membership year, if the member has been properly notified by the ExecDir.
- D. Upon a two-thirds majority vote of membership present and voting at any REGULAR or SPECIAL meeting of the Ass'n any member may, after a full hearing before the membership, be expelled or suspended for conduct detrimental to the NJA or its objectives.
 - 1. The accused shall enjoy all the rights granted any defendant in a court of law, in his defense against the charges.
 - 2. Any impeachment action shall be in the manner of a criminal trial, and may proceed at any REGULAR or SPECIAL meeting of the Ass'n, providing the meeting is called as provided herein, and providing a quorum is present. The MEMBERSHIP shall act as the jury, and voting shall be by secret ballot. The judge shall be appointed by the COSR.
 - 3. A two-thirds majority of members present and voting shall be required to impeach.
 - 4. The accused shall enjoy all the rights of the defendant in a court of law.
 - 5. Should the accused refuse trial, he shall be expelled forthwith, and shall not be eligible for reinstatement.

ARTICLE IV - DUES

Members in each category shall pay annual dues in an amount to be determined by vote of the membership at each annual meeting.

- A. Dues shall be payable annually and shall be deemed delinquent 120 days after the end of the membership year.

ARTICLE V - GOVERNMENT

The government of the Association shall be vested in the Executive Committee, acting with the advice and consent of the Council of State Representatives.

Section 1. The Executive Committee:

The Executive Committee shall consist of the President, the President-Elect, the Vice-President, the Secretary, and the immediate Past-President.

- A. Only REGULAR members of the NJA may hold office therein.
- B. At any given time, no more than one member of the Executive Committee may be a resident of any given state or government entity.
- C. At any given time, no more than two members of the Executive Committee may be judges who have been admitted to any BAR for the practice of law.

Section 2: The Council of State Representatives:

The Council of State Representatives shall consist of one member from each state or government entity having a regular member in the Ass'n plus all members of the ExCom, who are ex-officio members of the COSR.

- A. The Pres of the Ass'n shall be the Chairman of the COSR.
- B. The Vice-Chairman shall be the immediate Past-Pres, who shall be the Senior Representative.
- C. The Secretary of the Ass'n shall be the Recording Secretary of the COSR;
 - 1. In the absence or disability of the Secretary, the Chairman will appoint a temporary recording secretary;
- D. Only Regular members of the NJA may be Representatives of this Ass'n.

Section 3. The Executive Director/Treasurer:

There may be an Executive Director/Treasurer appointed by the President, with the advice and consent of the Executive Committee.

- A. The ExecDir/Treas must be eligible for membership in the NJA;
- B. The ExecDir/Treas will attend all Annual and Special meetings of the Ass'n, unless specifically excused by the Pres.
- C. The ExecDir/Treas shall not be required to pay any conference fee;
- D. The ExecDir/Treas shall not be a voting member of either the ExCom or the COSR, but will attend all meetings of both groups, and may participate in their deliberations.
- E. The remuneration of the ExecDir/Treas shall be negotiated by the Pres and approved by the COSR.

F. The ExecDir/Treas shall serve at the pleasure of the COSR.

1. Any employment contract or tenure agreement entered into between the NJA and the ExecDir/Treas shall contain a clause permitting early termination of said contract by NJA upon payment of an agreed severance settlement.

G. The ExecDir/Treas shall furnish without charge a current copy of the C&BL to any member requesting same.

H. The ExecDir/Treas shall provide a copy of the complete membership list to every officer of the Ass'n annually.

I. There may be appointed by the Executive Committee, with approval by the COSR, an Alternate Executive Director/Treasurer. The Alternate Executive director/Treasurer would assume all duties of the Executive Director/Treasurer if that person was unable to fulfill their duties. The Alternate Executive Director/Treasurer shall not be required to pay any conference fees.

Section 4. Committees:

A. All committees shall consist of an uneven number of members, not counting the Pres of the Ass'n, who may be an ex-officio member of all committees, except the Nominating Committee.

B. All committee chairmen shall be Regular Members of the Ass'n.

1. No person may be simultaneously chairman of more

than one committee.

2. Committee Chairmen shall participate in committee voting only in the event of a tie vote.
3. In the absence or disability of the committee chairman, or if no chairman has been designated, quorum of the committee shall elect one of their member chairman.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. Duties of the President:

The president shall:

- C. Be the CHIEF EXECUTIVE OFFICER of the Ass'n:
- D. Be CHAIRMAN and presiding officer of the COSR.
- E. Schedule and preside at the annual Membership Meeting of the Ass'n;
- F. Call and preside over meetings of the ExCom whenever he deems such meetings advisable:
 1. The Pres shall give, or cause to be given, not less than five days notice of meetings of the ExCom and the COSR to all persons involved, unless time limitation is expressly waived by each affected officer or director;
 2. Such notice may be written or verbal.
 3. A quorum for a meeting of the ExCom shall be three officers.
- G. Schedule and preside over no fewer than two meetings of the COSR during each calendar year.

1. Only one meeting of the COSR held at the time of, or within 30 days of the annual meeting shall be counted toward the requirement above.
 2. Written notice stating time, date, location and probable duration of such meeting shall be sent each member of the COSR not less than 20 days prior to the event.
- H. Create committees and appoint members and chairmen thereof, except as otherwise noted herein as follows:
1. Standing Committees for --

MEMBERSHIP	CONFERENCE
FINANCE	LEGISLATURE
BYLAWS	CREDENTIALS
PUBLICITY/LIAISON RESOLUTIONS	
EDUCATION	

With the advice and consent of the Executive Committee.
 2. A NOMINATING COMMITTEE, to be chaired by the Senior Representative.
 - A. Appointment of this committee shall be made by the President on or before the Fall Council of State Representatives meeting.
 - B. NOMINATING COMMITTEE shall be from different states than the former NOMINATING COMMITTEE members.
 - C. No two members of this committee may be from the same state.
 3. Such other committees as he deems necessary.
 4. Any committee appointment may be terminated by

the Pres without cause, at any time.

5. The Finance Committee shall prepare and present to the membership, at the Annual Membership Meeting, the proposed annual budget governing expenditures for the Ass'n.

- G. Upon two-thirds vote of members present and voting at any Annual or Special meeting of the Ass'n, or upon the demand of one-fourth or more members of the COSR, shall appoint a Special Committee to consider and report to the membership on a specific problem within a designated period of time.

1. Members of such committee shall be chosen by the COSR.

2. The chairman of such committee shall be selected by the committee members.

- H. Appoint the following officers who shall serve until the next Annual Membership Meeting:

- (1) Chaplain;
- (2) Sergeant-at-Arms;
- (3) Parliamentarian, who shall not be a member of the ExCom; and
- (4) Historian.

With the advice and consent of the Executive Committee.

- I. Assign appropriate responsibilities to any Officer, Representative, or Member or to any committee.
- J. Fill vacancies occurring on the ExCom or the COSR by appointing a Regular Member to complete the balance of the unexpired term.

1. Such appointment shall be ratified by the COSR.

2. No vacancy shall be permitted to continue beyond 30 days, except with the advice and consent of the COSR.

- K. Give careful consideration to maintaining the geographical balance in making appointments for any purpose.

1. Vacancies in the office of State Representatives shall be filled by appointing a Regular Member from the State represented by the outgoing State Representative.

- L. Be responsible to see that all Officers, State Representatives and Appointees properly discharge their duties in a timely manner, and shall promptly notify the COSR of the failure of any Officer to function satisfactorily in performing the obligation of his office.

Section 2. Duties of the President-Elect:

- A. Attend all meetings of the COSR, the ExCom and all scheduled meetings of the Ass'n.
- B. In the absence or the disability of the Pres, assume the responsibilities and perform the duties of the President, except as herein noted.
- C. Perform such other duties as the Pres, or the COSR may require.
- D. In the event the office of Pres falls vacant for any reason, be automatically elevated to that office, to serve as Pres until the next Annual Membership Meeting, or until properly relieved.

Section 3. Duties of the Vice-President:

The Vice-President shall:

- A. Attend all meetings of the COSR, the ExCom and all scheduled meetings of the Ass'n.
- B. In the absence or disability of the Pres-Elect, assume the responsibilities and perform the duties of the Pres-Elect.
- C. Perform such other duties as the Pres or the COSR may require.

Section 4. Duties of the Secretary:

The Secretary shall:

- A. Take, or cause to be taken, a full and complete record of all general meetings of the Ass'n, the ExCom and the COSR unless specifically relieved therefrom by the Pres.
 - 1. Such record shall be entered in the permanent MINUTES BOOK within 20 days of any such meeting.
 - 2. One Minute Book, with separate sections for minutes of the NJA meetings, the ExCom meetings, and the COSR meetings may be used.
- B. Keep a current and complete copy of the C&BL, and have it available for ready reference at all meetings of the Ass'n, ExCom and the COSR.
- C. Give a written notice of meetings of the Ass'n, as provided in ARTICLE VII HEREIN; and of such other meetings as the Pres may direct.

Notice to members may be via postcard, letter, NJA publication or, if necessary and approved by the Pres, by telephone.

Section 5. Duties of the Treasurer:

The Treasurer shall:

- A. Attend all scheduled general meetings of the Ass'n, and all meetings of the ExCom and the COSR, unless excused by the Pres.
- B. Be bonded in an amount not less than the maximum amount of cash or other negotiable assets anticipated during his term of office. Said bond shall be reviewed annually by the COSR, who shall authorize payment of the bond premium from Ass'n funds.
- C. Receive all monies due the Ass'n and pay all approved bills. A numbered, duplicate Receipt Book or electronically produced receipt shall be used to account for all cash received, and shall be a permanent supporting record.
- D. Maintain a single checking account in the name of the National Judges Association, in a bank carrying FDIC Insurance. Checks shall be drawn and signed by the Treasurer, who shall forward them with a copy of the voucher or other explanation of the expenditure, to the ExDir or Pres, for his validating signature on the check.
- E. Maintain in current condition, complete financial records showing the DATE, AMOUNT, SOURCE and PURPOSE of all monies received and disbursed; and the amount and location of all cash or other Ass'n assets in the custody of the Treasurer.
- F. Prepare and present at each Annual Membership Meeting a complete Financial Statement for the preceding fiscal year.

1. A committee of three members, appointed by the President with the advice and approval of the Executive Committee, will meet with the Executive Director/Treasurer

and audit the books and present a written Financial Statement, signed and dated by the committee, at the next annual meeting.

2. A copy of said report shall be provided for each member of the COSR and shall be given to any member requesting same.

- G. Invest SURPLUS FUNDS of the Ass'n in interest-bearing securities of the U.S Government or its Agencies, or in other securities approved by the COSR.
- H. Be a member of the FINANCE COMMITTEE. With the approval of the Pres, appoint any member to assist in the collection, transportation and safeguarding of Ass'n money or other assets. Such DEPUTY-TREASURER shall be under the direct and constant supervision of the Treasurer.
- I. Assist and cooperate with any persons who are assigned by the COSR to conduct an audit of Ass'n financial or membership records. Make readily available to such auditors all Ass'n records required to be kept by the Treasurer, including the record of checks drawn, bank statements and notices of adjustments by the bank, which are part of the permanent records of the Treasurer.
- J. Be responsible to ascertain and satisfy any tax liability incurred by the Ass'n, and to immediately inform the Pres and the ExDir of such liability. Should the Ass'n contemplate any action which might jeopardize its tax-exempt status, the Treasurer is responsible to warn and advise the Pres and the ExDir of such hazard.

Section 6. Senior Representative - Duties:

The immediate Past-President shall be the Senior

Representative. He shall be a voting member of the ExCom , and in the absence or disability of the Pres, will preside over the meetings of the COSR.

- A. In the absence or disability of the Senior Representative, or any former President, the Pres-Elect may be temporary chairman of the COSR.
- B. Each Past-Pres, who is a regular member in good standing, until he tenders his resignation to the Pres, shall be an Ex-Officio non-voting member of the COSR, and shall function at the will and pleasure of the Pres.
- C. Act as chairman of the Nominating Committee.

Section 7. Representative - Method of Selection; Term of Office; Duties:

A Representative of this Ass'n shall:

- A. Be chosen by the membership of his own state to serve a term of two (2) years.
- B. Be identified for the purpose of YEAR OF ELECTION, by the number corresponding to the State or Government Entities in the following official listing:

1--Alabama	28--Nevada
2--Alaska	29--New Hampshire
3--Arizona	30--New Jersey
4--Arkansas	31--New Mexico
5--California	32--New York
6--Colorado	33--North Carolina
7--Connecticut	34--North Dakota
8--Delaware	35--Ohio
9--Florida	36--Oklahoma
10--Georgia	37--Oregon
11--Hawaii	38--Pennsylvania

12--Idaho	39--Rhode Island
13--Illinois	40--South Carolina
14--Indiana	41--South Dakota
15--Iowa	42--Tennessee
16--Kansas	43--Texas
17--Kentucky	44--Utah
18--Louisiana	45--Vermont
19--Maine	46--Virginia
20--Maryland	47--Washington
21--Massachusetts	48--West Virginia
22--Michigan	49--Wisconsin
23--Minnesota	50--Wyoming
24--Mississippi	51--Dist Columbia
25--Missouri	52--Territories US
26--Montana	53--Tribal Entities
27--Nebraska	54--Military

(Number assigned each state or government entity is for identification only in designating ODD and EVEN numbered states or government entities, and no rank is implied or assigned).

- C. Representatives from even-numbered states and government entities shall be elected in even-numbered years; from odd-numbered states or government entities, in odd-numbered years.
- D. A Representative may be chosen prior to the Annual Membership Meeting by a majority vote of NJA members gathered for that purpose; providing that all NJA members in that state or government entity were properly notified of the TIME, PLACE and DATE OF ELECTION.
 - 1. It shall be the responsibility of the incumbent Representative to arrange such state or government entity election, if that is the wish of the members. Otherwise:
 - 2. The DELEGATION from each state or government

entity having an impending vacancy on the COSR, will, before the Annual Membership Meeting, report to the Chairman of the Nominating Committee the name of the person elected by their members, or by the majority vote of delegates present and voting, to be the representative of their state or government entity for the ensuing two years.

- a. The report of the Nominating Committee shall include the names of Representatives elected by their respective states or government entities
 - b. Such election may be challenged only by a Regular Member from the nominee's own state or government entity.
 - c. In the event of such challenge, the dispute shall be referred to that state's or government entity's delegation for settlement.
- E. Attend all meetings of the COSR, and of the Ass'n membership.
 - F. Be ex-officio head of his state's or government entity's delegation, unless another is elected or appointed to that responsibility.
 - G. Accept such other responsibilities as may be delegated to him by the Pres or the COSR.

Section 8. Council of State Representatives -- Quorum; Powers; Duties:

- A. A quorum for meetings of the COSR shall be no fewer than 5 Representatives and ex-officio Council members. In the event the State Representative or Alternate Representative of a state is not present at a COSR meeting, but there are other persons from

that State present, the President may appoint one of those other persons to represent that State.

- B. The COSR shall establish COSR Policies which shall be binding on all actions of the COSR, the ExCom and all appointed Committees, and which shall carry out the requirements and intent of these Bylaws.
- C. The COSR shall approve expenditures from the Ass'n Treasury, including their own expenses, under the limitations specified herein.
- D. The COSR shall monitor the performance of all Officers and Committees, and take necessary action to promptly correct problems that may develop in the functioning of any office or committee, including that of the ExecDir.
- E. The COSR may recommend and initiate the impeachment of any Officer for cause. Before seeking to impeach, the COSR shall solicit the resignation of the offending officer, and if proffered, shall accept such resignation in lieu of impeachment proceedings. Such resignation shall be not only from the OFFICE, but also from MEMBERSHIP in the Ass'n.

Section 9. Appointed Officers - Title; Duties; Term of Office:

- A. The CHAPLAIN who shall offer prayer on appropriate occasions, and shall take suitable action on behalf of the Ass'n on the death of any member, or in the immediate household of any member, or on the death of any other person which should be noted by the Ass'n.
- B. The SERGEANT- AT-ARMS who shall be responsible:
 - 1. for the proper display of the U.S Flag at all

meetings of the Ass'n:

2. to lead the assemblage in the pledge of allegiance:
 3. to maintain order during all proceedings and functions:
 4. to deny admission of unauthorized persons to Ass'n meetings and functions:
 5. to act as usher and guide:
 6. to verify at the start of each meeting the presence of a quorum:
 7. to present, at the request of the presiding officer, persons or things to the podium:
 8. to be custodian in charge of any premises for which the Ass'n may be responsible, and to have knowledge of how and where to seek help in any emergency:
 9. to set up and operate an information and message center at the Annual Membership Meeting.
 10. The Sergeant-At-Arms may appoint, or request the Pres to appoint deputies in any required number to assist him.
 11. He shall closely supervise and direct the work of such assistants who need not be members of the Ass'n.
- C. The PARLIAMENTARIAN, who shall be provided with a current edition of ROBERTS RULES OF ORDER, and who shall advise on proper parliamentary procedure at all meetings of the Ass'n. In any disputed procedure, the decision of the Parliamentarian,

based on his interpretation of ROBERTS, shall be final.

- D. The HISTORIAN, who shall write a continuing record of important developments and achievements of the NJA. The History shall include the names and addresses of all elected and appointed officers. This shall be a permanent record, to be displayed at each Annual Membership Meeting, and passed to his successor thereafter.

Section 10. The Executive Director/Treasurer:

In addition to the duties specified in ARTICLE V, Section 3, of these Bylaws, the Executive Director/Treasurer shall:

- A. Function as ADMINISTRATIVE OFFICER and GENERAL MANAGER of this Ass'n. He shall:
 - 1. Establish and maintain the central office of the NJA;
 - 2. Conduct the day-to-day business of the Ass'n;
 - 3. Carry out the specific mandates of the COSR.
- B. Give a full accounting for all expenditures in the form of a written statement at the time of the Annual Membership Meeting.
- C. Be responsible for receiving all applications for membership and for the collection of dues. He shall bill each member by Invoice for dues before the end of each membership year.
 - 1. For a member whose dues become delinquent, the ExecDir shall send a second notice, notifying the member that he is delinquent.

2. The ExecDir/Treas shall send a list of delinquent members to the State Representatives and Alternate State Representatives no later than the 90th day following the end of the membership year.
3. Whenever any change including change of address shall occur in the membership list, the ExecDir/Treas shall notify the State and Alternate State Representatives within 30 days.

ARTICLE VII - MEETINGS; QUORUMS; ORDER OF BUSINESS

There shall be an Annual Membership Meeting of the NJA, to be known as the ANNUAL EDUCATION CONFERENCE, to be held at least once during each calendar year, location and date to be determined by the COSR.

Section 1. Notice of Meeting:

The Secretary shall send written notice to each member in good standing, stating the time, date and place of said meeting. Such notice shall be sent not less than 45 days prior to the event, as provided in ARTICLE VI, Section 4 herein.

Section 2. Quorum:

A quorum shall include representatives from one-third of the states and government entities having members in the Ass'n.

Section 3. Special Meetings:

Special Meetings of the Ass'n may be called by the Pres with the approval of three members of the COSR, or by any five members of the COSR.

- A. The person or persons calling such Special Meeting

shall cause notices to be sent to all members of the Ass'n not less than 20 days prior to the event. The notice shall state the time, date and location, the main purpose of the Special Meeting and by whom called.

- B. A quorum for the transaction of business at any Special Meeting of the Association shall be one-fifth of the Regular Members enrolled. Said quorum shall include representatives from no fewer than four states or government entities.

Section 4. Order of Business:

Order of Business for all business meetings of the Ass'n shall be as follows:

1. Invocation
2. Pledge of Allegiance
3. Introductions and Announcements
4. Reading of Minutes
5. Treasurer's Report
6. Reports of other Officers
7. Report of Standing and Special Committees
8. Unfinished Business
9. New Business
10. Benediction

ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS

Only Regular Members in good standing may be nominated, elected, or appointed to any office in this Ass'n. Any incumbent Officer or Representative may be re-elected or elected to any other office, except as provided in ARTICLE VI, Section 6. (See ARTICLE VI, Section 7 for election of

Representative).

No candidate shall be nominated for any office without his prior consent.

Section 1. The Nominating Committee:

The Nominating Committee (see ARTICLE VI, Section 1(f)) shall nominate at least one candidate for each elective office of the Ass'n except the office of Pres.

- A. The report of the Nominating Committee shall be given at the first general session of the membership following the completion of their deliberations.

A written report shall be given to the Secretary.

- B. The Nominating Committee shall place in nomination the following member, unless the nomination is declined, or the nominee is unable to serve, or the nominee is not in good standing:

For President the present Pres for a second term, one time only, or the name of the current Pres-Elect.

- C. Prior to the election the meeting shall be opened for nominations from the floor, for each office, except the office of Pres.

Every nomination shall be recorded by the Secretary.

Section 2. Election of Officers:

The election may be held immediately following the close of all nominations, but no later than 24 hours following such closing.

- A. Only Regular Members in good standing are eligible

to vote in Ass'n elections.

- B. In every instance where there is more than one nominee for an office, voting for that office shall be by secret ballot.
- C. The presiding officer shall appoint, when necessary, an election board and name the captain thereof, to distribute and recover ballots, and tally the votes.
- D. Preparation of ballots, if needed, shall be by the Secretary, assisted by the Election Board and the Sergeant-At-Arms.
- E. The captain of the Election Board shall announce the outcome without delay.
- F. Any tied vote in the election of officers shall be determined by lot.
- G. A recount of votes shall be made whenever the highest candidate receives fewer than five (5) votes more than his nearest opponent.
- H. After counting, ballots shall be sealed in envelopes or bags, using a separate container for ballots for each office, and marking the container for identification. The sealed envelopes shall be given to the Sergeant-At-Arms who will, unless a recount is required, burn or shred the sealed envelopes, with their contents following the introduction of the newly-elected officers.
- I. Any person(s) wishing to contest the election of any candidate for an office in the NJA or to contest the vote on any resolution, or change in the COSR Policies or NJA Constitution must:
 - 1. file a signed petition, with the Election Committee, stating specifically the grounds upon

which the election is contested.

2. file the signed petition within twenty-four (24) hours of the contested election;
3. Once the signed petition is filed, the petition may not be changed without leave of the Election Committee. The Election Committee, after examining the petition, will have the duty to determine whether the petition has merit. If in the determination of the Election Committee the petition has merit, the Election Committee may recommend that the Executive Board declare the contested election to be null and void. This decision by the Election Committee must be done prior to the end of the Annual Convention.
4. The newly elected Officers and Representatives shall assume their posts immediately upon being sworn into office.

J. The following Oath of Office shall be administered to every Officer and Representative; the Oath may be given by the Chaplain, a Past President, or other person chosen by the President:

"I, _____, DO SOLEMNLY SWEAR THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE TO WHICH I HAVE BEEN ELECTED, AND I WILL CONSCIENTIOUSLY WORK TO ACHIEVE THE OBJECTIVES OF THE NATIONAL JUDGES ASSOCIATION . . . SO HELP ME GOD."

ARTICLE IX - RESOLUTIONS

The RESOLUTIONS COMMITTEE shall be appointed before or during the first session of the Annual Membership Meeting, for the purpose of considering all Resolutions submitted for presentation to the General Meeting of members, with

their recommendation. Persons desiring to submit a Resolution for their consideration must do so before NOON of the SECOND DAY of the Annual Membership Meeting -- excepting only the usual hospitality resolution, which may be submitted later.

All resolutions shall be presented in proper form, and with four copies provided for the Resolutions Committee.

- A. Each Resolution shall be numbered for identification by the Committee, and one copy of each Resolution shall be given to the Secretary for a permanent record.
- B. For adoption, a Resolution must receive a two-thirds vote of members present and voting on the Resolution.

ARTICLE X - AMENDMENTS

The Articles of Incorporation, and the Constitution and Bylaws of the National Judges Association may be amended at any Annual Membership Meeting of the Association by a two-thirds vote of Regular Members present and voting; **PROVIDED THAT:**

- A. a complete copy of the proposed amendment has been made readily available to all Regular Members present, not less than four hours preceding the vote thereon; and
- B. that the TIME and PLACE where the VOTE will be held shall be NAMED on the said copy.

ARTICLE XI - MISCELLANEOUS PROVISIONS

Any matters not covered in these Bylaws shall be governed by the recommendations to be found in ROBERTS RULES OF ORDER, REVISED, as interpreted by the Parliamentarian or by

the Executive Committee.

The foregoing CONSTITUTION and BYLAWS of the NATIONAL JUDGES ASSOCIATION are hereby approved and adopted by the undersigned Officers of the Association this twenty-fourth day of May, 1979.

ZANE E. AZBAREA, President

DEMPSIE HENLEY, Vice-President

GERALDINE CHRISTENSEN, Secretary

WHITNEY B. SULLIVAN, Treasurer