

**NEW HAMPSHIRE
JUSTICES OF THE PEACE ASSOCIATION**

d/b/a NEW HAMPSHIRE OFFICIANTS ASSOCIATION

BYLAWS



As approved on November 3, 2019

Mission Statement

The New Hampshire Justice of the Peace Association promotes professionalism and integrity by requiring members to comply with a Code of Ethics and to promote education through meetings workshops and networking.

**BYLAWS OF NEW HAMPSHIRE
JUSTICES OF THE PEACE ASSOCIATION**

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Article I Meetings

Section 1. General Business Meetings

Stated general business meetings of the Association shall be held no less than 2 times per calendar year, once in the fall and once in the spring.

- (a) The President or Executive Board may call general meetings for cause.
- (b) The President must call a special general meeting upon the written request of fifteen (15) members in good standing, provided that the notice states the business to be acted upon.
- (c) Notice of all general meetings, including annual and special general meetings, shall be distributed to members by the Membership Chairperson via mail (USPS) or electronic mail (e-mail) to each member at least fourteen (14) business days prior to meeting date and posted on the Association web site by the Membership Chairperson or that person's designee.

Section 2. Annual Meeting

There shall be an annual meeting of the Association in the Spring. Election of officers and directors shall be held during the annual Spring meeting.

Section 3. Meeting Quorum

Fifteen (15) members or 10% of the membership, whichever is lesser, in good standing, present at any meeting of the Association shall constitute a quorum and if there be less than this number, the presiding officer shall not call the meeting to order until a quorum is present.

Section 4. The Order of Business at meetings shall be as follows:

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Secretary's Report
- 4. Treasurer's Report
- 5. Committee Reports
- 6. Old Business
- 7. New Business
- 8. Good of the Order
- 9. Adjournment

Section 5. The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as laid down in "Robert's Rules of Order" shall govern all deliberations, when not in conflict with these bylaws.

Section 6. Recording of Meetings

Permission may be granted on an individual basis for recording of any meeting except when held in Executive Session.

Article II Officers

Section 1. **The Officers** of this Association shall be:

President
Vice-President
Secretary
Treasurer
Chairperson of Membership
Chairperson of Nominations, Elections and By-Laws
Chairperson of Education and Partnerships
Immediate Past President

Each Officer will discharge their duties (1) in good faith (2) with the care an ordinary person in a like position would exercise under similar circumstances and (3) in a manner the Officer reasonably believes to be the best interest of the Association.

Section 2. **The President**

- (a) Shall be the principal elected officer of the Association.
- (b) Shall preside at meetings of the Association and of the Executive Board.
- (c) Shall be a member ex-officio, with the right to vote, on all committees except the Nominating Committee.
- (d) Shall also, at the annual meeting of the Association and at such other times as the President shall deem proper, communicate with the Association and/or the Executive Board such matters and make such suggestions as may in the President's opinion tend to promote the welfare and increase the usefulness of the Association.
- (e) Shall run the day-to-day operations of the Association and shall perform such other duties as are necessarily incidental to the office of President.
- (f) Shall have authorization for the expenditure of funds not to exceed five hundred (\$500.00) dollars per authorized association activity.
- (g) Shall appoint additional committee chairpersons, (who shall not be Officers), and a Parliamentarian, as needed.
- (h) Shall appoint Officers to fill vacancies due to resignation, removal from office, death or incapacitating disability. The term of office for Officers thus appointed shall be until the following Annual Meeting, at which time a person shall be nominated, if necessary, to fill the unexpired term.

Section 3. **The Vice-President**

- (a) Shall perform the duties of the President in the event of the President's temporary disability or absence from meetings.
- (b) Shall have such other duties as the President and Executive Board may assign.
- (c) In the event of death, incapacitating disability or removal of the President, the Vice President shall assume the office of President for the remainder of the term.
- (d) Shall oversee the operation of all committees and ensure that all committee reports are forthcoming from all chairpersons.

Section 4. The Secretary

- (a) Shall assist the Membership Chairperson in providing timely notice of meetings to members.
- (b) Shall attend meetings of the Association and if unable to attend shall provide a substitute for the duties at the meeting.
- (c) Shall keep a record of all proceedings, attest documents and perform such other duties as prescribed by the Executive Board.
- (d) Shall provide minutes of the Executive Board meetings and mail or e-mail to all Board members within two (2) weeks after a meeting, the minutes of said meeting.

Section 5. The Treasurer

- (a) Shall keep an account of monies received and expended for the use of the Association and shall make disbursements authorized by the President and Executive Board.
- (b) Shall present a statement of financial affairs at each Board and General meeting.
- (c) Shall submit all books and accounts for examination whenever required by the Executive Board.
- (d) Shall prepare appropriate financial reports for tax purposes and report in detail the receipts and expenditures for the year.
- (e) Shall mail/email out dues notices prior to July 1 of each year.
- (f) Shall make prepayment of necessary expenses not exceeding an amount of five hundred (\$500.00) dollars.
- (g) Shall furnish at the direction of the Executive Board and at the expense of the Association, a fidelity bond. The Executive Board will determine the amount of bond.

Section 6. Chairperson of Membership

- (a) Shall accept applications for new members and actively seek new members
- (b) Shall keep an up to date list of the members, their addresses, telephone numbers, email addresses, websites and other pertinent information and shall provide the Treasurer with a copy of the list by June 1 of each year.
- (c) Shall keep attendance at meetings to assure that a quorum is in attendance.
- (d) Shall accept reservations for meetings and events.
- (e) Shall form a committee to assist as needed

Section 7. Chairperson of Nominations, Elections and By-Laws (Job Description)

- (a) Shall form a committee of 3 members to review the By-Laws no less than annually and to suggest By-Law changes to the Board that in its judgment, are deemed necessary to coordinate and simplify the Bylaws and to eliminate conflicting and impracticable provisions therein. This committee should consist of no less than three (3) members.
- (b) Shall form a committee consisting of the Chair, two (2) members of the Executive Board (who are not running for office that year) and two (2) members of the general membership to:
 - 1. Propose and recommend a slate of officers that consist of one nominee for each office to the membership and publish all proposed names on the meeting notice.
 - 2. Oversee all elections. It shall be the duty of the Chairperson to supervise all balloting, tallying of votes and other procedures involved in the election of Officers and Directors. A nominated candidate for an office (including from the floor) must be present, acknowledging acceptance of nomination. Written or verbal acceptance to the Nominating Committee will be allowed if warranted by extenuating circumstances.

Section 8. Chairperson of Education and Partnerships

Shall form a committee to:

1. Provide an educational element to all General Meetings
2. To plan and provide an Annual Day of Workshops and Seminars which shall be designed to provide members of the Association with opportunities for continuing education. The committee members shall promote and publicize the seminar sufficiently well in advance so that the maximum number of prospective registrants may be informed of the date, location, speakers and program content.

Section 9. Immediate Past President

Shall assist the President and members of the Executive Board in any capacity. The immediate Past President is defined as the person who preceded the current President as President. If there is no such office holder, then the position will remain vacant until the current President's term of office has expired.

Section 10. Terms of Office

- Each Officer shall be elected for a term of two years.
- The positions of Vice-President, Secretary, and Chairperson of Membership shall be elected in odd-numbered years.
- The positions of President, Treasurer, Chairperson of Nominations, Elections and By-Laws and Chairperson of Education and Partnerships shall be elected in even-numbered years.
- The Past President shall be the most recent past President with no specified length of service.

Section 11. Records

It shall be the duty and obligation of all officers to turn over to their successors all records, correspondence related to their office and such other documents and materials as may pertain to their office. The foregoing obligation shall be completed not later than ten (10) days after the new officers have been installed.

Article III Executive Board

Section 1. Affairs of Association

The Executive Board shall have supervision and direction of the affairs of the Association, shall determine its policies or changes within the limits of the Bylaws and shall actively execute its purpose. The Board shall have discretion in the disbursements of funds exceeding five hundred (\$500) dollars, for pre-budgeting special events. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable.

Section 2. Composition of Board

The Executive Board shall be composed the eight Officers.

Section 3. Number of Meetings

A minimum of two (2) meetings of the Executive Board shall be held annually. Additional or Special meetings of the Executive Board may be called by the President or any three (3) members of the Executive Board provided that notification is given by telephone or in writing at least five (5) days prior to the meeting. The notice must state the business to be presented.

Section 4. Quorum

At any meeting of the Executive Board, a quorum shall require a majority of the members of that body to be present.

Section 5. Resignation

Any member of the board may resign at any time by giving written notice to the President or to the Board.

Section 6. Removal from Office

Any board member may be removed from office for failure to comply with the duties of their office and/or for not abiding by the Code of Ethics and/or the Bylaws of the Association by two-thirds (2/3) vote of those members present and voting at any general or special general meeting of the Association at which a quorum is present. Reasons for dismissal must be so stated.

Article IV Membership

Section 1. Qualification

- (a) An applicant must be commissioned to solemnize a wedding ceremony as a Justice of the Peace within the New England States.
- (b) Applicant must be of good moral character.
- (c) Membership shall not be denied to anyone otherwise qualified because of race, creed, gender, age, sexual orientation, or national origin.

Section 2. Application

After review and approval of the application by the Membership Chair and/or Committee and upon receipt of dues (pro-rated as appropriate) and copies of commission said applicant shall be a member.

Section 3. Duration of Membership

Membership in the Association shall endure for the duration of the commission as Justice of the Peace as long as dues are current

Section 4. Termination of Membership

- (a) On termination of membership, all rights of membership including the right to hold office, vote and use of the Association's registered logo may not be exercised.
- (b) A member may be recommended by the Board for suspension from the Association for conduct prejudicial to the best interest of the Association.
- (c) Suspension by a Two-Third (2/3) vote of the Board after the member who has been charged has had a reasonable opportunity to be heard by the Board and found to be in violation.

Article V Fees and Dues

Section 1. Fiscal Year of the New Hampshire Justices of the Peace Association, Inc. shall commence on July 1 and end on June 30.

Section 2. Annual Dues

- (a) The annual dues for each member of the Association shall be \$50.00 and shall be due upon acceptance of membership.
- (b) Renewal shall be July 1st of each year.
- (c) Amount of dues shall be determined by the Executive Board.

Section 3. Failure to Pay dues

Members who fail to pay their dues within thirty (30) days from the time they are due shall be notified in writing and have fifteen (15) days to remit or without further notice and without a hearing shall be dropped from the rolls and thereupon forfeit all rights and privileges of membership. The Executive Board may prescribe procedures for extending the time for payment of dues and continuation of membership privileges upon request of a member and for good cause shown.

Article VI General Funds

Section 1. Fund

There shall be a legally established account in the name of the Association. The signatories of the account shall be the Treasurer and the President. Separate accounting shall be established and maintained for each of the following funds.

- (a) General Funds Account: Monies appropriated under this fund shall be used for the operation of the Association and for certain other phases of its programs as set forth in its annual budget.
Receipts and disbursements to this fund shall be administered by the Treasurer, and/or President.
- (b) Other Funds Accounts: May include Scholarships and Charities, or any other fund to be established at the discretion of the Executive Board.
Receipts and disbursements to this fund shall be administered by the Treasurer and/or President.
- (d) All fund accounts will be subject to an annual audit.

Section 2. Method of Payment

All obligations incurred by the Association shall be paid by check.

Section 3. Bond

The Treasurer and the President shall be bonded in an amount determined by the Executive Board. Expenses so incurred shall be paid by the Association.

Section 4. Incurring Obligations

No expenses shall be incurred, no donation made, nor shall any obligations of any kind involving Association funds be entered into unless approved by the Executive Board.

Section 5. Secretary, Membership Chairperson and Treasurer Expenses

The secretary, membership chairperson and treasurer shall be allowed, with the approval of the Executive Board, to contract bills not to exceed three hundred dollars (\$300.00) for sundry expenses, concurrent with the discharge of his or her duties.

Section 6. Investment of Funds

Funds of the Association may be invested in United States Government Bonds, banks or other similar institutions, providing said bank or other institutions carries Federal insurance. The investment in any one bank or similar institution shall at all times be kept within the limits insured by that particular institution.

Section 7. Incurring of Individual Expense

Members of the Association, whether serving upon committees or in their private capacity as members, shall not incur any expenses in the name of, or for account of, the Association without first obtaining approval of the Executive Board.

Section 8. Committee Financial Reports

It is the duty and responsibility of each committee chairperson to submit a financial statement in writing to the Association showing income and expenditure of that event within one (1) month following the event. The net proceeds shall immediately be remitted to the Treasurer for deposit into the general fund.

Section 9. Custody of Funds

All association funds shall be in the custody of the Treasurer.

**Article VII
Elections**

Section 1. Nominating Committee Recommendations

The recommendations of the Nominating committee shall be submitted to the Association in the notice for the Annual meeting. Nominations from the floor will also be accepted.

Section 2. Election of Officers

At the Annual meeting, the officers, if unopposed, shall be elected singularly by a vote cast by the Secretary. If the office is contested, a simple majority of the votes cast by the membership attending is required for the election to that office. The criteria to become an officer of the Association shall be that the member must be in good standing and present at the meeting. If extenuating circumstances warrant, written acceptance to the position will be allowed.

Section 3. Chairperson/Nominating Committee

The chairperson of the Nominating committee shall preside over the meeting during the election. The chairperson shall appoint two (2) tellers, neither of which shall be a candidate for office. The Tellers, after collection and counting the ballots, will duly record the results of the election and present the report to the presiding officer, who will be responsible for announcing the results to the members present. Any questions concerning the results shall be made at this time. If there are no challenges, the results will be accepted and the vote declared valid.

Section 4. The Officers-Elect shall be installed immediately following the election and assume office on July 1.

Section 5. Terms of Officers

- (a) The officers shall be elected for a term of two (2) years.
- (b) Any elected officer may be recommended for removal from office for flagrant neglect of the duties of office. Such action requires two-thirds (2/3) vote of the members present and voting at the next general meeting.
- (d) Any officer who has absences for fifty (50%) percent of the overall Executive Board and General Business meetings will be subject to review for dismissal at the discretion of the Executive Board.
- (e) Vacancies in any office, other than President, may be filled for the unexpired term of that office by a nomination from the President and confirmed with a majority vote of the Executive Board, at any scheduled Executive Board meeting.

Article VIII Dissolution

Section 1. Dissolution

This Association may dissolve its affairs upon the adoption of a resolution to do so by the Association Membership at a meeting called and held at which a quorum is present.

Section 2. Assets/Net Earnings

No part of the assets or net earnings of the Association shall be distributed for the benefit of any member or officer; provided however, that payment of reasonable compensation for expenses incurred may be made, after approval of the Executive Board.

Section 3. Remaining Assets

All remaining assets after the satisfaction of just debts and charges shall be transferred or conveyed to one or more organizations having 501 (C) 3 status within the State of New Hampshire.

Article IX Amendments

Section 1. Bylaws

- (a) Amendments must be presented in writing to the Bylaws Committee prior to introduction to the general membership.
- (b) Amendments shall be introduced by the Bylaws Committee, presented to the Executive Board, and notice given in writing of the proposed amendments to all members at least ten (10) calendar days before the next general meeting at which time a vote will be taken
- (c) Amendments to these Bylaws shall be made at any general meeting by two-thirds (2/3) vote of those present and qualified to vote, provided that a quorum is present.
- (d) Approved amendments become valid when approved.

Article X Parliamentary Authority

The current **Robert's Rules of Order** shall be the parliamentary authority and guide in the conducting of all Association business functions not covered in these by-laws.

REFERENCE

Code of Ethics

Members are obliged to adhere to the Code of Ethics of the Association and to conduct themselves in accordance with the Bylaws of the Association.

1. Members will transact all business of the Association through proper channels and hold inviolate all confidential information.
2. Members will refrain from using the Association to exploit personal views or personal advancement.
3. Members will not engage in conduct that conflicts with the best interests of the Association or any member of the Association.
4. Members will use ethical procedures in the practicing of their profession.
5. Members will advertise in such a way as to comply with advertising regulations specified in the laws of their state.
6. Members shall refrain from signing a couple's Marriage License until a ceremony befitting the occasion has been conducted.

Association

Section 1. Name

This non-profit Association shall be known as the “New Hampshire Justices of the Peace Association.”

Section 2. Purpose

The purpose of this Association shall be to:

- (a) Aid and assist its members in the discharge of their duties;
- (b) Give counsel and advice on all questions regarding the office of the Justice of the Peace.
- (c) Assist each other in all matters relating to the welfare of the association or the education of individual members thereof.

OATH OF OFFICE

Oath of Office as Presented by the Past President:

Please raise your right hand and repeat the following oath after me:

I, (NAME), having been elected to the office of (OFFICE) of the New Hampshire Justice of the Peace Association, do solemnly swear that I will faithfully and impartially perform the duties of the office to which I have been elected. And I will serve as an Officer of the New Hampshire Justice of the Peace Association and to promote its laws and values to the best of my ability.

I now declare you duly installed as an Officer of the New Hampshire Justice of the Peace Association.

Congratulations.