

## **TEEN COURT ASSOCIATION OF TEXAS POLICIES**

### **POLICY FOR CONFERENCE**

#### **Site Selection**

The Executive Committee will select the Associations Conference sites. Teen Courts wishing to bid to host the TCAT Conference should present a bid two (2) years in advance to the Executive Committee by notifying the President of the desire to be placed on the Executive Committee's agenda.

If necessary the conference site under consideration can be within 100 miles of the preceding conference.

Sites should have access to an airport (no more than 1 ½ hours or less than 100 miles). If no airport is nearby, transportation should be addressed in the bid. (Approved by the Executive Committee 5/96, amended 11/00 and 11/03).

#### **Host City's Responsibilities**

The Host City is responsible for the conference with the approval and/or the support from the Executive and Education Committees. The host city is responsible for advertising the conference, sending registration packets and confirmation of registration, all site arrangements, social/meal arrangements, conference notebooks, awards, follow-up and a report for the Board Meeting at the following winter/spring meeting.

In addition to hosting the conference, the conference host will be required to attend

- The mid-year meeting (in July or August) one year prior to the conference and
- To host the following year's winter board meeting (the calendar year of the conference,);
- To attend the board meeting immediately following the conference to present a final budget and report as well as present the conference notebook to the succeeding conference chair or to the Executive Committee if a successive conference chair is not yet in place. (Approved 2/2004)

The Education Committee of the Teen Court Association of Texas, chaired by the conference host, will assist in setting all educational sessions.

#### **Conference Finances**

SEED MONEY – TCAT will budget up to One Thousand and no/100 Dollars (\$1,000) annually as seed money if needed and available for the conference. Conference host must make written request to the Treasurer. (Approved 8/2004 and amended 8/2005).

#### **Conference Registration**

Current paid members will receive a discount for early registration. No one is considered registered without the fee payment.

#### **Refunds**

The deadline for refunds will be set by the host city and/or TCAT Board. Any registered participant who is unable to attend should notify the conference chairman as soon as possible. A written request for refund of conference fees must be submitted to the Board of Directors at the winter meeting.

## **Revenue**

Any excess funds, following all expense deductions, are to be divided equally between the host city and Teen Court Association of Texas and should be given to the Association by the winter/spring board meeting immediately following the conference. (Approved 2/2001)

## **Conference Scholarships**

The following guidelines are to be used:

- Preference will be given to start-up courts
- Cannot have received scholarship in the last 2 years
- Must have current membership paid by October 1 of the conference year.
- An explanation of need must also accompany the request
- The request must be submitted to the board 30 days prior to the early registration deadline

The scholarships will be given subject to Board approval and availability of funds. (approved June 22, 2006)

## **POLICY FOR NEWSLETTER**

The newsletter shall be named the Teen Court Association of Texas “The Verdict” (Approved 11/2000).

## **POLICY FOR EXECUTIVE BOARD MEETINGS**

TCAT may reimburse Executive Board members up to one-half of their expenses if approved by the Board for attendance at TCAT Board meetings (other than the annual conference). A maximum of Two Hundred Dollars (\$200) annually, with submitted receipts may be awarded. This will include the Conference Chair.

## **POLICY FOR TRANSITION OF OFFICERS**

President, President-Elect, Past-President, Vice-President, and Secretary, for the past year and the upcoming year shall meet at the end of the last day during the Annual Conference to exchange materials, answer any questions and any actions necessary to ensure a smooth transition between parties.

Standing committee chairpersons will meet to exchange materials, answer questions, and take any actions necessary to ensure a smooth transition between parties.

Treasurer, elected every two years shall participate in this process on the years applicable. At this time the outgoing Treasurer shall turn over the checkbook and all financial records. The outgoing Treasurer shall be certain that all receipts, documents, balance sheets, merchandise information and any other pertinent information is in order and ready for transfer at the end of conference meeting. The new treasurer will need to locate a Bank of America Bank or its successor, near him/her and make arrangements to go in with a copy of the General Meeting minutes from the conference showing where he/she was elected treasurer and the checkbook. At that time the new Treasurer will sign the signature card, make the address change for statements to be sent to him/her and anything else that the bank requires. As decided by the Board, two officers will also go to the nearest Bank of America and execute signature cards as required in order to have three eligible signatures on file.

## **POLICY FOR TREASURER'S RESPONSIBILITIES**

Beginning January 1, 2006 and all years subsequent, the Treasurer shall invoice dues to be paid for the fiscal year October 1 through September 30. Invoicing may be by electronic mail or standard mail. Dues not paid by October 31 of the current year shall be delinquent and shall be invoiced between December 1 and December 15 of that same year. This will allow transition of any paperwork necessary for the newly elected Treasurer to have available to carry out their duties.

It shall be the responsibility of the Treasurer to submit an independent audit to the Executive Board. The financial records of the organization shall be given to the newly elected or appointed Treasurer. (11/07) All TCAT checks written shall require 2 signatures of members in good standing. The president and/or treasurer shall appoint a member in good standing to receive the monthly bank statements for review and reconciliation and then forward to the treasurer. (2/08)

## **POLICY FOR PAST PRESIDENT RESPONSIBILITIES**

Past President shall monitor any and all legislation that may affect Teen Courts in Texas or TCAT. They shall report to the Executive Board as soon as practical of any pending legislation that may affect Teen Courts in Texas or TCAT. The whole purpose of this committee is to educate Teen Courts and TCAT of pending legislation and is not allowed to lobby or solicit.

## **POLICY FOR COMMITTEES**

All chairpersons of Committees, standing or special, may be invited to regular Executive Board Meetings at the discretion of the Executive Board. In addition, it is within the Executive Board's discretion to grant either *voice only* or *voting* privileges to Committee Chairpersons.

Submitted by: Diana Soto, TCAT Secretary

Date: November 2007