

**CONSTITUTION AND BY-LAWS**  
**OF THE**  
**NEW YORK STATE ASSOCIATION OF CITY COURT JUDGES**

(As Amended at the Year 2013 Annual Meeting,  
Mohonk Mountain House on September 30, 2013)

Prepared By:

STEVEN W. FORREST  
Immediate Past President  
Head of Nominating Committee  
NYS Association of City Court Judges  
317 E. Church Street  
Elmhira, NY 14901

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**CONSTITUTION  
(As Amended to Sept. 30, 2013)**

---

**CONSTITUTION OF THE  
NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**ARTICLE I**

**NAME**

The name of the Association shall be "New York State Association of City Court Judges", also known as the "NYS Association of City Court Judges" and/or "NYSACCJ", hereinafter referred to as the Association.

**ARTICLE II**

**PURPOSES**

The purposes of the Association are to: Promote and encourage the exchange of views and ideas relating to procedures and practices in the administration of law in the City Courts of the State of New York outside the City of New York; Improve the standards, practices and effectiveness of the City Courts; Maintain a liaison with other judicial associations and organizations, the Judicial Conference of the State of New York, the various prosecuting and defense agencies, other law enforcement agencies, the Office of Court Administration, and the various executive and administrative agencies and departments of New York State; Cultivate the science of jurisprudence and reforms in the law; Facilitate the administration of justice and the elevation of standards of integrity, honor, and courtesy in the legal profession.

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**CONSTITUTION  
(As Amended to Sept. 30, 2013)**

---

**ARTICLE III  
MEMBERSHIP**

The membership of the Association shall consist of three classes: Regular, Life and Honorary.

Any person holding a judicial position, duly elected or appointed, on a City Court outside of the City of New York, shall, upon taking office, be automatically a regular member of the Association and upon payment of the amount fixed as dues shall be entitled to all the rights and benefits of a regular member in good standing. Such membership shall continue so long as the judge shall continue to hold said judicial office, continue to pay annual dues, and abides by this Constitution and By-Laws of the Association. A regular member shall be entitled to hold office in the Association and to vote in the conduct of the Association's business.

Any judge who upon completion of any term of elected or appointed service either through resignation, discontinuance, retirement, or failure of re-election shall be entitled to life membership in the Association upon election to such membership by a two-thirds affirmative vote of regular members present and voting at any regular meeting of the Association. Life members shall, upon their election as such, be entitled to all rights and privileges of regular members, except the right to vote and to hold office, unless it be that of an honorary office. Life members shall be excused from the payment of dues.

A person may be elected to honorary membership in the Association at any regular meeting of the members in recognition of singular service either to the Court or the Association.

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**CONSTITUTION  
(As Amended to Sept. 30, 2013)**

---

A two-third affirmative vote of the voting members present at any such meeting shall be requisite to such election. Honorary members shall, upon their election as such be entitled to all the rights and privileges of regular members except the right to vote and hold office, unless it be that of an honorary office. Honorary members shall be excused from the payment of dues.

**ARTICLE IV  
OFFICERS**

The officers of the Association shall consist of a President, a President-Elect, Vice Presidents, and a Secretary-Treasurer. The Executive Committee of the Association may at its option and from time to time create honorary and/or temporary offices and appoint individuals to such positions. The election and tenure of office of all the officers shall be governed by Article VIII of this Constitution.

**ARTICLE V  
EXECUTIVE COMMITTEE**

There shall be an Executive Committee of the Association consisting of the elected officers of the Association. The most immediate past President who is a sitting judge on a City Court shall serve as a member of the Executive Committee.

The Executive Committee shall be charged with the management of the affairs of the Association subject to the provisions of the Constitution and By-Laws, and may, at its option, refer such matters as it deems necessary to the membership for decision.

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**CONSTITUTION  
(As Amended to Sept. 30, 2013)**

---

In the transaction of Association business, the Executive Committee shall have the authority to authorize expenditures and incur indebtedness for the account of the Association upon the majority vote of those members present and voting. Four members of the Executive Committee shall constitute a quorum for the transaction of business.

**ARTICLE VI  
COMMITTEES**

The Association may provide in its By-Laws for such standing committees as it may deem necessary. There may also be such special committees as the President may from time to time appoint.

**ARTICLE VII  
MEETINGS**

The annual meeting of the Association shall be held at a time and place fixed by the President and a call to the same shall be communicated the membership at least fifteen days in advance thereof.

Other stated meeting of the Association shall be held at such time and place as may be designated by the President and/or the Executive Committee provided at least fifteen days advance notice is given to the membership.

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**CONSTITUTION  
(As Amended to Sept. 30, 2013)**

---

Special meeting of the Association may be called by the President, and shall be called by the President upon the written request of twenty regular members provided such written requests shall specify the purpose of such call. At such special meetings no business shall be transacted except as shall be specified in the call thereof.

At any meeting of the Association the presence of twenty regular members shall be necessary to constitute a quorum

**ARTICLE VIII  
ELECTIONS**

Election of officers shall take place at the annual meeting. Prior to each annual meeting, the members of the Nominating Committee shall meet to designate the titles of the offices to be filled and to nominate a slate of officers to be elected at that annual meeting. The Nominating Committee shall consist of the President, the President-elect, and the three most recent Past Presidents (who are willing and able to serve). The Nominating Committee shall be chaired by the Immediate Past President. Additional nominations may be made by any regular member present at the annual meeting, provided such nomination is seconded by a regular members present in person at that annual meeting.

All contested elections shall be by written ballot and there shall be no proxies. All other elections may be had by voice vote, except that by majority vote of those present, a written ballot may be requested.

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**CONSTITUTION  
(As Amended to Sept. 30, 2013)**

---

The officers shall take office upon their election, and shall hold office until their successors are elected and take office. The term of office shall be for two years.

In case of a vacancy in the office of President, the President-elect shall perform the duties of the office of President until the next annual meeting. If the President-elect is unable to serve, then the Vice President shall perform the duties of the office of President until the next annual meeting. Any other vacancy in the elected offices shall be filled, by appointment of the President until the next annual meeting. Vacancies in any standing or special committee shall be filled by appointment of the President until the next annual meeting.

**ARTICLE IX**

**JUDICIAL CONFERENCE REPRESENTATIVE**

The President is the representative of the Association to the Judicial Conference. At the annual meeting he/she may, with the approval of the Executive Committee, designate one of more alternates with an order of succession.

**ARTICLE X**

**ANNUAL DUES**

The annual dues of regular members shall be in such amount as the By-Laws of the Association may provide. A dues schedule, once established, shall continue until a change shall be voted by the membership at a regular or stated meeting thereof or by a special meeting called for that purpose.

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**CONSTITUTION  
(As Amended to Sept. 30, 2013)**

---

**ARTICLE XI  
SUSPENSION AND EXPULSION**

Any member of the Association may be suspended or expelled for misconduct in his/her judicial office, his/her relations with the Association, or his/her suspension or disbarment from the legal profession, in such matter as may be prescribed thereafter by any By-Laws.

**ARTICLE XII  
AMENDMENTS**

This Constitution may be amended by a two-thirds vote of the members present and voting at any annual, stated or special meeting thereof provided that notice of the proposed amended be given in the notice of the meeting at which such amendment will be considered. Any amendment so proposed may be amended and voted upon as such meeting. Notwithstanding the above provision, the Constitution may be amended at any annual meeting upon the unanimous vote those present and voting.

## #



---

**BY - LAWS OF THE**

***NEW YORK STATE ASSOCIATION OF CITY COURT JUDGES***

**SECTION 1**

**PRESIDING OFFICERS**

At all meeting of the Association the President or in his absence, one of the Vice-Presidents in the order of succession shall preside and chair the meeting. The same provision shall apply at all meeting of the Executive Committee.

Robert's Rules of Order (parliamentary rules), as in effect from time to time, shall govern the conduct of all meetings of the Association. The chair of any meeting shall have the power to appoint a parliamentarian for the meeting. The parliamentary rules may be changed for that meeting upon unanimous consent.

**SECTION 2**

**ORDER OF BUSINESS**

At each annual and stated meeting of the Association the order of business shall be as follows:

1. Reading of minutes.
2. Reports of officers.
3. Reports of standing committees.
4. Reports of special committees.
5. Communications.
6. Unfinished business.
7. Elections, if applicable.

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**BY-LAWS  
(As Amended to Sept. 30, 2013)**

---

8. New Business

9. Miscellaneous business.

The order of business may be changed by majority vote of regular members present at any meeting.

**SECTION 3**

**PRESIDENT**

The President shall exercise the powers and perform the duties assigned to him/her by the Constitution and these By-Laws. He/she is the chief executive officer of the Association and generally supervises the management of its affairs. He/she shall be the chief spokesman for the Association and may delegate those duties, from time to time and in connection with specific matters, to a public information officer or a regular member of the Association. He/she shall appoint all committees, both standing and special, except such committees as provided by the Constitution and these By-Laws where a separate or special procedure is provided for. He/she shall be an *ex-officio* member of all committees except as its otherwise provided for in the By-Laws.

**SECTION 4**

**PRESIDENT-ELECT**

The President-Elect shall perform such duties as may be assigned to him/her by the President or the Executive Committee within the provision of the Constitution and these By-Laws. The President-Elect shall discharge the duties of the President in the absence or temporary disability of the President.

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**BY-LAWS  
(As Amended to Sept. 30, 2013)**

---

**SECTION 5**

**VICE PRESIDENT**

The Vice President shall perform such duties as may be assigned to him/her by the President, the President-Elect, or the Executive Committee within the provision of the Constitution and these By-Laws. The Vice President shall discharge the duties of the President in the absence of temporary disability of the President and the President-Elect.

**SECTION 6**

**SECRETARY - TREASURER**

The Secretary-Treasurer shall keep a record of the proceedings of all meetings of the Association and Executive Committee and of all other matters of which a record shall be ordered by the Associations. He/she shall issue notices of all meetings to the membership, notify the officers and all members of election or appointment to committees. He/she shall be the custodian of all records of the Association subject to such disposition thereof as may be made by the Executive Committee. Additionally, he/she shall perform such other duties as may be assigned to him by the Association or by the Executive Committee.

He/she shall collect and disburse all funds of the Association and keep regular accounts in books belonging to the Association which shall be open to inspection by any member of the Executive Committee. He/she shall keep a roll of the members and a record of the dues of such members and the payment thereof. At each annual meeting of the Association, and when required by the Executive Committee, he/she shall make a report in writing of the financial condition of the

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**BY-LAWS  
(As Amended to Sept. 30, 2013)**

---

Association on a fiscal period as set by the Executive Committee. Such report shall contain a statement of all financial transactions during the fiscal period and of all outstanding debts and amounts due the Association. All funds of the Association shall be deposited in the name of the Association in such bank or banks as may be selected by him/her. Such funds shall be withdrawn by check or draft signed by him/her. Other officers of the Association may be designated by the President or Secretary/Treasurer as authorized signers of the Associations checks or drafts in the event of the absence, disability or unavailability of the Secretary/Treasurer.

**SECTION 7**

**EXECUTIVE COMMITTEE**

The Executive Committee shall meet at the call of the President at such time or times as the President may deem necessary and advisable. Four members of the committee, exclusive of ex-officio members of the committee, shall constitute a quorum for the transaction of business.

It is charged with the management of the affairs of the Association subject to the provisions of the Constitution and By-Laws. It may act by written resolution executed and approved by all of its members, then in office. A record of the proceedings, and any executed written resolutions, of the committee shall be kept, and a written report given of its activities at the annual meeting of the Association. It may authorize the President from time to time to constitute and appoint new committees and shall have the authority to define the powers of such committees subject to the provisions of the Constitution and By-Laws. It may likewise abolish any committee so authorized.

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**BY-LAWS  
(As Amended to Sept. 30, 2013)**

---

**SECTION 8**

**MEMBERSHIP AND DUES**

Membership in the Association shall be as provided in the Constitution. Annual dues for regular members shall be One Hundred (\$100.00) Dollars payable in advance at the first of each year, or otherwise determined by the Executive Committee. The Secretary-Treasurer shall keep the President and Executive Committee advised of those regular members in arrears in the payment of dues. Life and Honorary members shall not be required to pay dues.

**SECTION 9**

**COMMITTEES**

There shall be the following standing committees: Legislation; Annual Meeting; and Liaisons/Judicial Districts.

The charge of each committee shall be determined at the time of the appointment of its chair by the President who shall also determine the number of members of each committee. Chairs of committees shall have the authority to appoint members of the Association to their committees, subject to the prior advice and consent of the President. Members of each committee shall serve at the pleasure of the President and shall continue in office until relieved or their successors are appointed.

**NEW YORK STATE ASSOCIATION  
OF CITY COURT JUDGES**

**BY-LAWS  
(As Amended to Sept. 30, 2013)**

---

**SECTION 10**

**AMENDMENTS**

These By-Laws may be amended by a two-thirds vote of the members present and voting at any meeting of the Executive Committee provided that notice of the proposed amendment be given in the notice of the meeting at which such amendment will be considered. Any amendment so proposed may be amended and voted upon at such meeting.

Notwithstanding the above provisions, these By-Laws may be amended at any annual meeting by a three-fourths vote of those present and voting if notice of the proposed amendment be given in the notice of the meeting at which such amendment will be considered. Without prior notice they may be amended upon the unanimous consent of the regular members present and voting.

###