



# NATIONAL ASSOCIATION OF WOMEN JUDGES

---

## ARTICLE VII - DUTIES OF OFFICERS

### Section 1. President

The President shall perform all duties incident to the office of President, and such other duties as may be determined by the Board of Directors. The President shall be the principal executive officer of NAWJ and shall prescribe the duties of the Executive Director in consultation with the Board of Directors. The Executive Director, under the direction and supervision of the President, shall oversee all the business and affairs of NAWJ. The President shall preside at all meetings of members and at all meetings of the Board of Directors. The President shall appoint chairpersons, vice chairpersons and members of all committees in accordance with Article XI, Section 3. The President shall be the spokesperson for NAWJ and principally responsible for dealing with the public, including the media. She shall act as liaison with the Conference Committee for the Annual Meeting held during her tenure. She shall supervise the standing committees and such other committees established from time to time by the President or the Board of Directors. The President shall be responsible, in consultation with the Executive Committee, for annually evaluating the Executive Director's performance, and providing such evaluation in person and in writing, and to review the Executive's director's compensation package and continued employment. The President shall be responsible, in consultation with the Executive Committee, for creating the process and convening a committee when the selection of a new Executive Director is necessitated.

### Section 2. President-Elect

The President-Elect shall serve as liaison to the Resource Board and shall perform all duties of the President in the absence or disability of the President. The President-Elect shall succeed to the office of President should that office become vacant for any reason and shall serve as President for the balance of that term. In the event of such succession, the office of President-Elect shall be and remain vacant. The President-Elect shall monitor and supervise all ongoing judicial education projects of NAWJ and shall perform such other duties as shall be delegated by the President and the Board of Directors. The President-Elect shall automatically succeed without further election to the office of President at the end of the Annual Meeting.

### Section 3. Office of the Vice Presidents

There shall be two Vice President positions, each of which shall constitute a separate office. The Vice President Districts shall be responsible for overseeing all district matters. The Vice President Publications shall oversee all publications, including Counterbalance. On a rotating basis one of the two Vice Presidents shall be designated by the Board to perform the duties of the President in the absence of the President and the President-Elect. Each Vice President shall perform such other duties as shall be delegated by the President.

### Section 4. Secretary

The Secretary shall (a) keep the minutes of the Board of Directors and other meetings of the Board, and oversee the maintaining of any minutes that are created by committees of the Board; (b) serve as historian archivist for NAWJ, and (c) shall oversee (1) the maintenance by the Executive Director of all records of NAWJ's activities, including but not limited to, all financial records of NAWJ, its districts, chapters, conferences, programs and events, policies enacted, and of Resource Board and donor lists; (2) the giving of all notices in accordance with the provisions of these bylaws or as required by law; (3) the composing and sending of timely correspondence on behalf of NAWJ not otherwise within the duties of the other officers; (4) the employee or employees acting as custodian of the corporate records of NAWJ; (5) the keeping of records of the mail and email address of each member of NAWJ; and (6) the

maintaining of the annual written evaluations of the Executive Director and staff. The Secretary shall perform such other duties as the Board of Directors shall direct.

#### Section 5. Treasurer

The Treasurer shall have charge of all operating funds of NAWJ and shall keep books of account and render reports as are requested by the Board of Directors, Executive Committee, or as required by law. The Executive Committee may designate employees of NAWJ or outside resources to assist the Treasurer. The Treasurer shall report to the membership the accounting of the current and previous fiscal year at the Annual Meeting and perform such other duties as the Board of Directors shall direct. The Treasurer shall be a member of the Finance Committee and of the Audit and Compliance Committee. At the end of her term, the immediate past Treasurer shall continue for at least one year as a member of the Audit and Compliance Committee.

### **ARTICLE VIII: STATUS DIRECTORS AND REPRESENTATIVES TO OTHER ORGANIZATIONS**

#### Section 1. Projects Chair/Duties

The Projects Chair shall be appointed at the Annual Meeting in even-numbered years by the President in consultation with the President-Elect for a two (2) year term. She shall work with the program staff, monitor ongoing projects and programs, and assist in the development of new projects and programs.

#### Section 2. Finance Committee Chair/Duties

The Finance Chair shall be appointed at the Annual Meeting in odd-numbered years by the President in consultation with the President-elect for a two (2) year term.

She shall collect, deposit and monitor the project grant funds received by NAWJ to ensure the funds are segregated and all proper accounting procedures are followed, and shall oversee the investments of NAWJ. She shall be a member of the Audit and Compliance Committee.

#### Section 3. Representative to the American Bar Association House of Delegates

##### a. Eligibility and Criteria

There shall be a Delegate to the American Bar Association House of Delegates.

The Delegate shall be nominated by NAWJ's Nominating Committee in odd-numbered years pursuant to criteria established by the Executive Committee, and presented at the Annual Meeting with the slate of nominees for officer positions. The Delegate shall be a former or current member of NAWJ's Board of Directors, other than a current officer, be a current member of NAWJ and of the ABA, and have a demonstrated level of involvement within the ABA.

##### b. Duties

The ABA Delegate shall serve as NAWJ's delegate to the ABA House of Delegates and attend House meetings on NAWJ's behalf. The Delegate shall arrange for NAWJ to take positions on issues before the House, present issues of concern to NAWJ to the House, and keep NAWJ informed about matters of interest to NAWJ that are before the House. The Delegate shall also keep NAWJ informed about all relevant activities of the ABA including, but not limited to, committees, sections and the Board of Governors, and shall submit a written report to the Board of Directors at the midyear meeting and to the membership at the Annual Meeting.

##### c. Election Cycle and Designation

The ABA Delegate shall be elected in odd-numbered years by the membership at the Annual Meeting of NAWJ for a two (2) year term commencing at the next ABA Annual Meeting. The position to which this member shall be elected at the Annual Meeting is that of ABA Delegate-Elect. The outgoing Delegate shall continue to serve until the Delegate elected at the Annual Meeting assumes the position at the next annual ABA meeting.

#### Section 4. Representative to the International Association of Women Judges/International Director

##### a. Responsibilities

There shall be an International Director who shall chair NAWJ's International Outreach Committee and be the nominee for the International Association of Women Judges Board of Directors. The International Director shall attend and participate in NAWJ's international outreach programs and in the IAWJ conferences. The Representative shall submit a written report to the Board of Directors at

the midyear meeting and to the membership at the Annual Meeting.

b. Nomination Process, Election Cycle and Designation

The International Director/Representative to IAWJ shall be nominated by the Nominating Committee in even-numbered years for a two (2) year term pursuant to criteria established by the Executive Committee. The International Director/IAWJ Representative shall be elected at the same time as the presentation of the slate of nominees for the NAWJ officer positions at the Annual Meeting. The position to which this member shall be elected at the NAWJ Annual Meeting is that of IAWJ Representative-Elect. The newly elected Representative shall assume the position at the next IAWJ Biennial Meeting consistent with IAWJ's process for installing its Board of Directors. The outgoing Representative shall continue to serve until the Representative elected at the annual meeting assumes the position at the next Biennial IAWJ meeting

Section 5: Liaison to the ABA Commission on the Status of Women in the Profession/

Other Organizations

The President may appoint a liaison to the ABA Commission on the Status of Women in the Profession, and to such other organizations and entities as share NAWJ's mission, except where a person has already been appointed or elected to a liaison position to such organization.