

# METROPOLITAN ST. LOUIS ASSOCIATION FOR COURT ADMINISTRATION

# BYLAWS

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# METROPOLITAN ST. LOUIS ASSOCIATION FOR COURT ADMINISTRATION

## **FOUNDED**

MARCH 28, 1977  
OVERLAND, MISSOURI

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## **ARTICLE I: NAME**

This organization shall be known as the:

**METROPOLITAN ST. LOUIS ASSOCIATION FOR COURT ADMINISTRATION**

## **ARTICLE II: PURPOSE AND TENETS**

### **PURPOSE: ARTICLE II – PURPOSE AND TENETS**

The purpose of this Association shall be to promote the proper administration of justice through education, networking, and collaboration with judicial partners.

### **TENETS: ARTICLE II – PURPOSE AND TENETS**

- Promote and develop the association as an agency for the professional benefit of Court Administrators and other judicial partners.
- Promote a better understanding of his/her official duties, obligations and responsibilities in the judicial process.
- Encourage Association members to be active participants in the Association and perform services that may best meet the interest and needs of the Association and the public we serve.

## **ARTICLE III: MEMBERSHIP**

The membership of this association shall be open to any person who is actively engaged in a field related to court administration.

There shall be three (3) classes of membership:

### **ACTIVE: ARTICLE III – MEMBERSHIP**

1. Any person serving as a clerk of the court, court administrator, or other recognized title or assistant to the administrative title, may become an active member upon the payment of dues. Active Members may vote, hold office and serve on committees. All Active Members are expected to attend a minimum of fifty percent (50%) of regular membership meetings held each year. The yearly cost of an Active Membership is fifty dollars (\$50.00).

### **ASSOCIATE: ARTICLE III – MEMBERSHIP**

2. Any person engaged in a field related to the work of the court and its administration may become an Associate Member upon the payment of dues. A member of the judicial system and/or prosecutor's clerk role would be in this membership classification. Associate members may vote, hold office, and serve on committees. All Associate Members are expected to attend a minimum of fifty percent (50%) of regular membership meetings held each year. The yearly cost of an associate membership is fifty dollars (\$50.00).

**RETIRED: ARTICLE III – MEMBERSHIP**

3. Upon retirement from the judicial system, any active member in good standing will be eligible for this class of membership upon payment of dues. Retired Members may serve on committees and may vote but shall not hold office. The yearly cost of a Retired Membership is ten dollars (\$10.00).

Non-members must be affiliated with a municipality and the MSLACA municipality’s employee to attend MSLACA meetings. Non-members shall not hold any position on the board, shall not serve on any committees and shall not vote.

**ARTICLE IV: EXECUTIVE BOARD**

The Executive Board shall be regulated by the adoption of a Policy and Procedures Manual, shall supervise the affairs of the Association, and shall take measures to continue growth and carry out its purposes. Any necessary changes to the Policy and Procedures Manual shall be made by a majority vote of the Executive Board. Any changes to the Association’s bylaws shall be made in pursuant to Article VII of these bylaws.

The Executive Board consists of all Officers and the Directors who have been elected by the membership or appointed by the President to their respective positions.

Within thirty (30) days after the election, the President shall create from the vote of the membership and his/her appointees the following Executive Board consisting of officers as required to carry on the work of the Association.

**POWERS: ARTICLE IV – EXECUTIVE BOARD**

The Executive Board is empowered to create, combine, or dissolve the committees listed herein this article and to change the committee’s composition or responsibilities.

Unless otherwise directed by the membership, items in which the Executive Board has full authority to act on behalf of the Association include:

- Program plans and budgets
- Position statements (Statement in favor of or against a particular stance of situation. Ex. regarding legislative matters)
- Application for grants and contracts

**OFFICERS: ARTICLE IV – EXECUTIVE BOARD**

The Officers of this Association shall consist of:

- ◆ President
- ◆ Vice-President
- ◆ Secretary
- ◆ Treasurer
- ◆ Immediate Past-President
- ◆ Historian
- ◆ Associate Member Representative
- ◆ Directors

#### **TERMS: ARTICLE IV – EXECUTIVE BOARD**

The terms of office for an Officer shall run from the conclusion of the election at the January membership meeting of an odd numbered year to the next odd numbered year election at the January membership meeting. The elected officials will be sworn in immediately following the election results and any appointees shall be sworn in at the first meeting of the board.

Elected and appointed board members shall be in good membership standing. If a board member is not in good standing by the annual February 15<sup>th</sup> membership deadline, that person shall have 30 days to come into good standing or be removed from the board. The President shall appoint a replacement subject to confirmation by majority vote of the Executive Board.

The President, Vice-President, Immediate Past-President, and Associate Member Representative may not service consecutive terms of office in the same position unless he/she has been appointed to or directed by these bylaws to fulfill the unexpired term of a vacated position. All other Executive Board members may serve consecutive terms if elected by the membership or, where appropriate, appointment by the sitting President.

#### **ELECTIONS: ARTICLE IV – EXECUTIVE BOARD**

The President, Vice-President, Secretary, Treasurer, and Associate Member Representative shall be elected by the membership in January every two (2) years during the odd numbered years. The Associate Member Representative shall be voted in by Associate Members exclusively. All other Officers shall be appointed by the elected President, except for the Past-President. All Officers must be members of the Association in good standing. If candidacy is not declared for any eligible board member position timely and in compliance with this article it shall be the duty of the elected President to appoint all eligible Officers as set forth herein within the first thirty (30) days of the election.

#### **CANDIDACY: ARTICLE IV – EXECUTIVE BOARD**

All declarations of candidacy and related forms must be submitted to the chairperson of the Nominations Committee by October 31<sup>st</sup> of the even numbered years for an election in January and be provided to the membership at the membership's year end meeting.

#### **PRESIDENT: ARTICLE IV – EXECUTIVE BOARD**

The President shall be elected by the membership. It shall be the duty of the President to carry out the purpose of the association, preside at membership meetings of the Association and of meetings of the Executive Board. The President shall appoint the Historian and Directors to the Executive Board, as well as any additional appointment as set forth in these bylaws. All appointments made by the President shall be subject to the approval of the Executive Board. The President shall be ex officio, a member of all committees, with the exception of the Nominating Committee. The President shall propose goals for the Association for his/her term of office to be presented to the membership at the first meeting of his/her term and render an annual written report each year to be presented to the membership at the first meeting of the following year. Both shall be included in the meeting minutes. At the conclusion of the President's term, he/she shall serve the next term as the Past-President as set forth herein.

#### **VICE-PRESIDENT: ARTICLE IV – EXECUTIVE BOARD**

The Vice-President shall be elected by the membership. If there is no declaration of candidacy filed to service as Vice-President pursuant to this article, the President shall appoint a member of the Association in good standing. It shall be the duty of the Vice-President to assist the President

in the discharge of his/her duties. In the President's absence or vacancy of office, the Vice-President shall assume the full responsibilities of President. The Vice-President shall be designated Parliamentarian and shall govern all meetings of the Association consistent with these Bylaws and serve as the Director of the Education Committee.

In the event the Vice-President cannot complete their term of office or take the office of the President after the President's term (e.g., no longer employed by a court), the following action will occur:

The current President will remain in office as President and will immediately order the Nominations Committee Chairperson to prepare a Declaration of Candidacy to go out in the next meeting notice or by immediate mail to all members. The Nomination Committee Chairperson shall read the slate of nominated officers, prepared by the Nominations Committee, at the membership meeting prior to the election, usually taking place in November of even numbered years. All active members of the Association will be given the opportunity to vote for the nominated officers during the election month, usually taking place in January of in the odd numbered years. The elected officials will be sworn in immediately following the election results and any appointees shall be sworn in at the first meeting of the board.

#### **SECRETARY: ARTICLE IV – EXECUTIVE BOARD**

The Secretary shall be elected by the membership. If there is no declaration of candidacy filed to serve as Secretary pursuant to this article, the President shall appoint a member of the Association in good standing. It shall be the duty of the Secretary to keep minutes of all meetings of the Association and of the Executive Board and shall preserve and retain all papers, letters, and transactions of the Association. He/she shall deliver his/her successor all Association records in his/her possession immediately after the installation of a new Secretary. He/she shall also assume all secretarial duties as assigned by the Executive Board.

#### **TREASURER: ARTICLE IV – EXECUTIVE BOARD**

The Treasurer shall be elected by the membership. If there is no declaration of candidacy filed to serve as Treasurer, pursuant to this article, the President shall appoint a member of the Association in good standing. It shall be the duty of the Treasurer to receive, collect, and have custody of all funds of the Association.

The Treasurer, with the consent of the President of the Association, may appoint a member from the Board of Directors and/or general membership to assist in his/her duties as deemed necessary. These duties may include bookkeeping and assorted clerical work but will not include the signing or issuing of checks or any other type of payment associated with the welfare of the Association.

#### **IMMEDIATE PAST-PRESIDENT: ARTICLE IV – EXECUTIVE BOARD**

It shall be the duty of the Immediate Past-President to assist the President during the transition period and to serve as an advisor throughout the term of the President. The Immediate Past-President shall be a voting position and may serve as a chairperson of a standing committee, if appointed by the sitting President.



### **ASSOCIATE MEMBER REPRESENTATIVE: ARTICLE IV – EXECUTIVE BOARD**

The Associate Member Representative shall be elected by the Associate Membership exclusively. If there is no declaration of candidacy filed to serve as Associate Member Representative pursuant to this article, the President shall appoint an Associate Member of the Association in good standing. It shall be the responsibility of the Associate Member Representative to be the voice of the Associate Membership on the Executive Board regarding the needs of Associate Members pursuant to the purpose and tenets of the Association.

### **HISTORIAN: ARTICLE IV – EXECUTIVE BOARD**

The Historian shall be appointed by the President and shall be responsible for maintaining the association website, including but not limited to uploading membership pictures, job postings and anything significant to the membership.

### **DIRECTORS: ARTICLE IV – EXECUTIVE BOARD**

All committee directors shall be appointed by the President. The Directors shall serve as Chairpersons of a standing committee as outlined in this Article and shall report all relevant committee business to the Executive Board at board meetings and the membership at membership meetings, orally or in writing. Directors may appoint members in good standing to their respective committees. All committee members appointed by any Director must be confirmed by the majority vote of the Executive Board.

### **COMMITTEES: ARTICLE IV – EXECUTIVE BOARD**

Majority of the members of a committee constitute a quorum.

#### ➤ **ENRICHMENT PROGRAMS/EVENTS**

The Seminar Committee shall organize the seminar on even numbered years. Seminars may be held as the board finds appropriate. The Chairperson of this committee will act as a liaison for the Association.

#### ➤ **SCHOLARSHIPS**

It shall be the responsibility of the Scholarship Committee, with the Executive Board's approval, for scholarship presentation immediately following the decision of the committee.

#### ➤ **BYLAWS/POLICY AND PROCEDURES**

The Bylaws and Policy & Procedure Committee's duty shall be to review the By-Laws and Policy & Procedures of this Association as to their practicality and application. It shall make a report of its findings to the Executive Board.

#### ➤ **MEMBERSHIP**

The Membership Committee shall be responsible for the recruiting of members and the circulation of information about the Association to other organizations and individuals. This committee shall be responsible for carrying out decisions of the Executive Board relative to any recruitment or eligibility of any member of the Association.

#### ➤ **NOMINATIONS**

The Nomination Committee shall prepare the ballots for Officers. The Nomination Committee Chairperson shall read the slate of nominated Officers at the membership meeting prior to the election. No Nomination Committee Director or committee members shall serve on the committee upon the declaration of candidacy for any elected office. Should the committee's director declare

candidacy, the Past-President shall serve as the director until the completion of the election.

➤ **COMMUNITY OUTREACH**

It shall be the responsibility of the Community Outreach Committee to acknowledge the special needs of the members of the Association.

➤ **LEGISLATION**

The Legislation Committee shall be responsible for keeping the Association informed on proposed and/or pending and passed legislation, which affects the courts within the judicial system.

➤ **EDUCATION**

The Education Committee shall be responsible for coordinating the educational opportunities and topics for the membership meetings and shall coordinate with the Banquet/Seminar Committee regarding those events.

**VACANCIES: ARTICLE IV – EXECUTIVE BOARD**

Should a vacancy occur in any office, except that of the President and the Vice-President, the Executive Board, by majority vote, shall appoint an active member to complete the unexpired term. Should a vacancy occur in the Office of the President, the Vice-President shall succeed to the Presidency, complete the unexpired term and be eligible for election to his/her own term as President. Any vacancy left by an officer of the Executive Board during his/her term makes that individual ineligible to hold office for the remainder of the unexpired term or the next term. Exceptions may be submitted and reviewed by the Executive Board.

**APPOINTMENTS: ARTICLE IV – EXECUTIVE BOARD**

All appointments made to the Executive Board by the President shall be subject to confirmation by majority vote of the Executive Board.

**REMOVAL: ARTICLE IV – EXECUTIVE BOARD**

Any officer may be removed by a majority vote of no confidence by the membership during a special meeting of the membership pursuant to Article V of these bylaws or it is determined by the Executive Board that he/she is found to be negligent in the execution of the duties of their office as set forth herein and within the Association's Policies and Procedures Manual.

**ARTICLE V: MEETINGS**

**RULES: ARTICLE V – MEETING**

1. The rules contained in Robert's Rule of Order Revised, shall govern all meetings of the Association, except as otherwise provided in the By-Laws.

**MEMBERSHIP MEETINGS: ARTICLE V – MEETINGS**

1. All membership meetings shall be held as scheduled and designed by the Executive Board and these bylaws.
2. Non-members may attend any regular membership meeting if the non-member is an affiliate of the member and must pay the cost set forth in this article.
3. Notification of all membership meetings shall be provided to the membership in writing (print or electronically) at least fifteen (15) days prior to the meeting.

4. The cost to attend regular membership meetings for an Active or Associate member shall be twenty dollars (\$20.00) and for any non-member the cost shall be twenty-five dollars (\$25.00).
5. Order of Business of the Membership Meetings shall be:
  - a. Call to Order
  - b. Welcome
  - c. Roll Call
  - d. Determination of Quorum
  - e. Speaker
  - f. Corrections made to minutes (monthly/yearly)
  - g. Minutes
  - h. Treasurer's Report
  - i. Old Business
  - j. New Business
  - k. Committee Reports
    - i. Community Outreach
    - ii. Enrichment Programs/Events
    - iii. Legislative Updates
    - iv. Scholarship
    - v. By-Laws, Policy & Procedures
    - vi. Nominations
    - vii. Membership
    - viii. Historian
    - ix. Education
  - l. Vice President Report
  - m. Associate Member Representative
  - n. Region 1 Director Report
  - o. 50/50 raffle
  - p. Adjournment

**EXECUTIVE BOARD MEETINGS: ARTICLE V – MEETINGS**

1. All Executive Board Meetings shall be held as scheduled by the President.
2. Notification of all regular Executive Board meetings shall be provided to the Board in writing (print or electronically) at least thirty (30) days prior to the meeting.
3. There shall be no cost to attend an Executive Board meeting.
4. The order of Business for Board Meetings shall be:
  - a. Call to Order
  - b. Roll Call
  - c. Determination of Quorum
  - d. Corrections made to minutes (yearly/monthly)
  - e. Minutes
  - f. Old Business
  - g. New Business
  - h. Committee Reports
    - i. Community Outreach
    - ii. Enrichment Programs/Events
    - iii. Legislative Updates
    - iv. Scholarships

- v. By-Laws, Policy & Procedures
- vi. Nominations
- vii. Membership
- viii. Historian
- ix. Education
- i. Vice President Report
- j. Associate Member Representative
- k. Adjournment

#### **SPRING SEMINAR: ARTICLE V – MEETINGS**

1. The seminar shall be held in even-numbered years as scheduled by the Executive Board.
2. Notification of the seminar shall be provided to the membership in writing (paper or electronically) at least thirty (30) days prior to the event.
3. A membership meeting shall be held at the commencement of the seminar and shall follow the order of business subscribed in these bylaws.
4. The cost to attend the seminar shall be set by the Executive Board and included in the meeting notice.

#### **SPECIAL MEETING: ARTICLE V – MEETINGS**

1. EXECUTIVE BOARD MEETING – Any Executive Board member may request a special meeting. Notification of said meeting shall be mailed or electronically sent to all members no less than ten (10) days prior to the meeting.
2. MEMBERSHIP – a special meeting may be called by the membership upon a petition signed by twenty-five percent (25%) of the members eligible to vote. This petition must be presented to the Executive Board no less than forty-five (45) days prior to said meeting. Notification of said meeting shall be mailed or electronically sent to all members no less than thirty (30) days in advance of said meeting.

#### **MINUTES: ARTICLE V – MEETINGS**

1. The minutes of the last membership meeting shall be presented to the members for approval at the next scheduled meeting. Providing a copy of the minutes to be approved were provided to each member at least fifteen (15) days prior to the membership meeting, the minutes may be presented to the membership without reading; however, if the minutes are not provided to the members, the minutes shall be read in full prior to the vote for acceptance.

#### **VOTING: ARTICLE V – MEETINGS**

1. Except when otherwise provided for in the By-Laws, all voting of the Association shall be voting via voice, except for election of Officers which requires ballot voting. A majority of the votes cast is necessary for a decision. In the event of an uncontested ballot, an affirmation of said ballot shall be displayed by a simple show of hands from the membership eligible to vote. Only members in good standing with the Association at the time of the vote may cast their vote.

## **ARTICLE VI – QUORUM**

A quorum at any meeting shall consist of at least twenty (20) percent of the membership and shall be deemed sufficient to elect officers, approve reports and amend the Bylaws of the Association.

## **ARTICLE VII – FINANCES**

### **FISCAL YEAR: ARTICLE VII- FINANCES**

The Association's fiscal year shall be from January 1 through December 31.

### **BUDGET: ARTICLE VII – FINANCES**

The Association's annual budget is created and approved by these bylaws and the Executive Board. It shall be the Treasurer's duty to prepare and maintain the Association's budget.

### **DUES: ARTICLE VII FINANCES**

1. The dues of this Association shall be as follows:
  - a. Active, Associate, and Retired Membership; the annual dues shall be set by the Executive Board and listed under Article III of these bylaws.
2. Dues shall be paid on or before February 15<sup>th</sup> of each year. The Executive Board shall set membership dues. Payment shall be made by each member directly to the Treasurer of the Association. The Treasurer shall keep the Membership Committee informed of all paid members. There are no refunds on dues.
3. For a member to be eligible to vote, dues must be paid by February 15<sup>th</sup> of the year of the vote.

### **CHECKING ACCOUNT: Article VII – FINANCES**

1. The Treasurer shall deposit funds in the Association's bank account as designated by the Executive Board. Such funds are to remain in the Association's bank account unless directed by the Executive Board to place specified amounts in appropriate interest-bearing accounts under the Association's name. All interest earned shall be entered and recorded as income for the Association.
2. All checks shall have the signatures of the Treasurer and either the President or Vice-President.
3. No check shall be written for more than five hundred dollars (\$500.00) without approval of two (2) Executive Board members other than the President or Vice-President as the second check signing designees.

### **TREASURER STIPEND: ARTICLE VII – FINANCES**

The Treasurer shall receive a stipend for expenses incurred during the performance of his/her duties of going to and from the Association's P.O. Box and bank. Mileage shall be tracked by the Treasurer and presented to the Executive Board for approval and payment. The amount of the mileage reimbursement shall be equal to the current Missouri Standard Mileage rate per mile. This stipend shall appear in the Association's budget under the section designated for the Treasurer and titled "Mileage Allowance".

## **FINANCIAL REVIEW: ARTICLE VII – FINANCES**

The Treasurer shall submit the Association's records for financial review at the end of each year. A vote of the Executive Board shall designate who will perform the financial review. The outgoing Treasurer shall, at the end of his/her term, deliver to the newly appointed Treasurer all monies, vouchers, books, and papers of the Association in his/her possession and the new Treasurer shall sign an acknowledgement of receipt of such items.

## **FINANCIAL GAIN: ARTICLE VII FINANCES**

No member shall be allowed to use their position or membership to gain financially from the Association. Members may be reimbursed for actual documented expenses on behalf of the Association. No part of the net earnings of this Association shall ensure the benefit of or be distributable to members, officers, or private people. The Association shall be authorized to pay reasonable compensation for services rendered and to make payments and/or distributions in furtherance for the purpose set forth in the By-Laws. Upon dissolution of the Association, assets will be distributed to the State of Missouri for public purposes.

## **ARTICLE VIII - AMENDMENTS**

The Bylaws may be amended only by the members entitled to vote and who are present at the membership meeting.

1. Written notice setting forth the proposed amendment(s) shall be mailed or electronically transmitted to each member at least thirty (30) days, but not more than ninety (90) days in advance of a membership meeting.
2. Members may submit proposed changes to the President, Secretary, or Bylaws Chairperson at any time to be considered by the Executive Board and presented to the membership as set forth in this article.
3. Any amendments shall be in full force and effective immediately upon adoption at the membership meeting, unless otherwise provided.
4. The Bylaws of the Association and related material shall be reviewed by the Bylaws Committee at least annually to assure that they are applicable and in keeping with the goals and objectives of the Association.
5. In case of an emergency where the welfare of the Association could be affected and it is necessary for a bylaw amendment to take place between membership meetings, then the President may call for a discussion and a vote by the Executive Board. Upon a majority vote, the Executive Board may enact an amendment to the Bylaws. Any approved emergency amendment to the bylaws will only be valid until the next membership meeting where the President will then inform the membership of the action taken and why it was executed in the next membership meeting notice that is sent out to the membership. The emergency amendment will then be voted on by the membership at the next membership meeting. If the emergency amendment passes, it shall remain a provision within these bylaws. If said amendment vote should fail at the meeting, then it will be immediately rescinded from the Bylaws.

## **ARTICLE IX – EFFECTIVE DATE**

The Bylaws hereinbefore set forth shall become effective immediately upon approval adoption by of a majority vote of the membership present at the membership meeting. Amendments voted on and adopted by the membership shall be recorded in these bylaws, provided to the membership, and posted to the Association's website no later than thirty (30) days following the effective date.