



DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION BY-LAWS

ARTICLE I

NAME

The name of this organization shall be the District and Municipal Court Management Association. This is a non-profit organization.

ARTICLE II

PURPOSE

The purpose of this Association shall be to:

- Increase court management proficiency and improve court services.
- Encourage the exchange of practical knowledge and information relating to judicial administration.
- Promote and build a quality education and training system with an equitable and inclusive lens.
- Strive for standardization of procedures.
- Coordinate efforts with various Associations to enact or improve laws affecting courts.

ARTICLE III

MEMBERS AND MEETINGS OF MEMBERS

1. MEMBERSHIP Each court location should have at least one member of the DMCMA. The membership classes of the Association shall be as follows:

- **MEMBER** - Any person employed by a court of limited jurisdiction in any management position is eligible for membership upon the payment of dues in accordance with the provisions of Article III, Section 3. Voting is according to Article VIII.

HONORARY MEMBER- Any person in the field of court administration whom the organization wishes to recognize for outstanding achievements may become a member of this class of membership. A person becomes an honorary member after nomination by a member and a majority vote approval of the Executive Board. All past Presidents that have retired or left DMCMA are honorary members of this association. Honorary members shall not hold office and shall not vote, but they may serve on committees. They shall not pay dues.

2. APPLICATION FOR MEMBERSHIP Applications for membership shall be submitted to and approved by the Executive Board in accordance with the classifications and requirements set forth in Section 1. The Executive Board may delegate such approval to the Membership chair.

3. SUBSTITUTION OF MEMBERSHIP When public funds have been expended for payment of dues for an individual and such individual leaves his or her position; another manager within the same court may become a member upon approval of the Membership chair as directed by the Executive Board. Said member shall be credited with any prorated unused portion of dues paid. Said membership shall be subject to the provisions of Section 1 herein.

4. TERMINATION OF MEMBERSHIP The Executive Board, by affirmative vote of two thirds of its members, may suspend or expel any member for cause after an appropriate hearing.

5. REINSTATEMENT AFTER TERMINATION Upon written request signed by a member terminated pursuant to Article III, Section 4, and filed with the Secretary, the Executive Board may, by the affirmative vote of two-thirds of the members of the Executive Board, reinstate such terminated member to membership upon such terms as the Executive Board may deem appropriate.

6. DUES Each court may enroll as many members as it deems appropriate, subject to the provision of Article III, Section 1. Dues are to be established annually by the Executive Board. The dues for the following year shall be published on the DMCMA

website. Membership expires on December 31 of each year. If dues are not received by March 1, the member shall be removed from the membership role.

7. BUSINESS MEETINGS The business meeting for the general membership shall be held annually prior to July 1st.

8. EXECUTIVE BOARD MEETINGS Executive Board meetings shall be called by the President at such times and places, virtual and/or in-person, as the President shall determine. Board members shall be notified by email through the DMCMA listserv at least fourteen (14) days prior to the meeting.

9. SPECIAL MEETINGS The President may call a special meeting of the officers to act on behalf of the Association in an emergency; PROVIDED THAT all officers are duly notified of the date, time, and place of said meeting. Said meeting may be by telephonic or virtual conference, or e-mail provided that a written record of the meeting is kept for publication or inspection by the general membership.

ARTICLE IV

EXECUTIVE BOARD

The President of the Association shall be the chair of the Executive Board. A majority of the Board membership shall be necessary to constitute a quorum for the transaction of official business. Executive Board Members are required to attend all board meetings and long-range planning meetings. Absences must be reported prior to the meeting to the President of the Association. The Executive Board shall exercise only such power and control as are necessary and consistent with these bylaws.

The Executive Board shall consist of:

- Officers of the Association
- Regional Directors
- Chairperson(s) of the standing committees.

ARTICLE V
OFFICERS

1. NUMBER The officers of this Association shall be: President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President. These officers must be Members in good standing.

2. ELECTION, TERM OF OFFICE, AND QUALIFICATIONS The terms of office shall be one year. All officers, with the exception of the President and Immediate Past President, shall be elected by ballot at the annual meeting. The office of President will not be voted upon by the membership unless the President-Elect is unable to serve.

Any member in good standing is eligible to be nominated for office. Any member may submit nominees for office to the Nominations Committee for consideration.

The Term of office shall commence on July 1st following each election.

3. VACANCIES Should a vacancy occur in any office except that of President, the Executive Board, by majority vote, shall appoint a member to complete the unexpired term. Should a vacancy occur in the office of President, the President-Elect shall succeed to the presidency, complete the unexpired term, and have the option to serve his or her own term as President.

4. PRESIDENT The President shall have active executive management of the operation of the Association, subject to the control of the Executive Board. The President shall preside at all meetings of the members and at all meetings of the Executive Board. The President shall discharge all the duties incumbent upon the presiding officer and perform such other duties as these bylaws provide or the Executive Board may prescribe. The President shall be the Ex-Officio member of all standing committees and shall report to the Executive Board, advising them on all Association business transacted. The President shall provide for an audit annually and the examination of the Association records and accounts.

5. PRESIDENT-ELECT AND VICE-PRESIDENT In the absence of the President, the President-Elect and Vice-President in order of rank, shall assume the duties of the President. They shall also assume such other duties as are assigned by the President or the Executive Board. The Vice-President will work with the Treasurer in overseeing the association's finances.

6. SECRETARY The Secretary shall keep the minutes of all meetings of the Association and of the Executive Board. Following the annual meeting, the Secretary shall deliver all Association property and records for the previous year to the incoming Secretary.

7. TREASURER The Treasurer shall collect, receive, and have custody of all funds of the Association general budget, and shall deposit such funds in a bank approved by the

Executive Board. The Treasurer will submit a monthly bank reconciliation and financial report to the Vice-President for review and approval. The monthly report shall include:

- A copy of the monthly bank statement
- Expenditures (including receipts and processed reimbursements)
- An updated budget report including revenues and expenditures in detail.

8. IMMEDIATE PAST PRESIDENT The Immediate Past President shall serve as a member of the Executive Board so that the Association may continue to benefit from the experience and knowledge gained during his or her term as President.

ARTICLE VI

REGIONAL DIRECTORS

1. APPOINTMENT AND TERM OF OFFICE Regional Directors shall be members in good standing and appointed by the President-Elect annually from regions designated by the Executive Board. The names of those appointed shall be submitted to the membership at the annual meeting for certification. Their term of office shall be one year, commencing on the July 1st after the meeting at which they are certified. The Regional Directors shall be responsible for planning and implementing, in conjunction with the Education Committee, the regional education programs in each region. Regional Directors shall be a resource and liaison to their region, providing regular outreach, mentorship coordination, information, and support to those courts within their region. Regional Directors shall report to the Executive Board.

ARTICLE VII

STANDING COMMITTEES

1. COMMITTEES The President-Elect, as hereinafter provided, shall appoint the chair of the standing committees and all other committees as necessary. All committee chairs must be members in good standing. The chair of the following standing committees shall be appointed at or immediately after each Annual Meeting to serve commencing July 1st. Standing committees shall be composed of members of the Association in good standing appointed by the chair of each of the respective committees. The chairs have the authority to create sub-committees as needed. Each chair shall report to the Executive Board. The Association shall have the following standing committees:

- A. Bylaws/Policy
- B. Conference
- C. Technology

- D. Education
- E. Membership
- F. Legislative
- G. Diversity, Equity, & Inclusion
- H. Courts Helping Courts

- A. **BYLAWS/POLICY** The Chair and the committee shall review the bylaws of this Association as to their practicality and application. The committee shall also review the needs of the Association for amending or adding to the bylaws and policies.
- B. **CONFERENCE** The committee shall be responsible for all aspects of court conferences that are unrelated to education. These shall include but are not limited to: hotel contract negotiations, budgeting, accounts payable/receivable, meal planning, and social activities.
- C. **TECHNOLOGY** The committee shall be responsible for the publication of Association news, committee reports and distribution to the members. The committee shall be responsible for developing, maintaining and enhancing the capabilities of the DMCA website.
- D. **EDUCATION** The committee shall be responsible for planning and development of educational programs.
- E. **MEMBERSHIP** The committee shall be responsible for recruiting new members, maintaining membership rolls, and carrying out decisions of the Executive Board relative to eligibility for membership in the Association. The chair shall also be responsible for assuring that each person voting at the annual meeting is qualified to vote pursuant to these bylaws.
- F. **LEGISLATIVE** The committee shall work with the Judges and Court Associations to monitor legislation as directed by the Executive Board. The co-chairs shall be responsible for keeping the Executive Board advised of pending legislation.
- G. **DIVERSITY, EQUITY & INCLUSION** The committee shall promote the values of inclusion and equity and shall periodically, in conjunction with the Education Committee, review and offer suggestions for continued training or updates to the Associations By-laws, Policies or Procedures.
- H. **COURTS HELPING COURTS** The committee shall be responsible for coordinating requested assistance by another court and facilitating the courts' request(s) and work efforts. The committee will be responsible for management of the association mentorship program, to include recruiting and providing mentors to courts seeking support.

ARTICLE VIII

Voting

In any vote to be taken at the annual meeting, only one (1) vote per court location or division will be counted. The single vote for each court location or division must be cast by a member in good standing, currently employed by that court location or division. A court location or division must have at least one (1) member to be eligible to cast a vote. The election of officers of the Association shall be by ballot at the annual meeting if there is a contested election. If the election is uncontested, a call for unanimous vote may be made by any member in good standing. Proxy or absentee ballots will be provided upon request. All votes shall be decided by a simple majority unless otherwise provided in these bylaws. Any member in good standing may move for a roll call vote on any issue, except the election of officers, whereupon the Secretary shall call the roll alphabetically by court and shall thereafter tally and record the result.

ARTICLE IX

ORDER OF BUSINESS

The rules contained in the current edition of "Robert's Rules of Order" shall govern all meetings of the Association consistent with these bylaws.

ARTICLE X

Amendments

The bylaws may be amended at the annual meeting of the Association by a majority vote of the members present, provided that copies of the proposed amendments are given in writing to all members before such meeting.

(Revised June, 1996), (Revised March 1999), (Revised March 2001), (Revised May 8, 2001), (Revised May 19, 2004), (Revised May 19, 2005), (Revised March 8, 2006), (Revised June 4, 2007), (Revised October 28, 2008), (Revised May 18, 2009), (Revised May 22, 2012), (Emergency Revision January 15, 2013), (Revised May 21, 2013), (Revised May 18, 2022), (Revised May 9, 2023), (Revised May 22, 2024)