

# District and Municipal Court Management Association

## **POLICY & PROCEDURE MANUAL**



**JULY 2024**

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## **EXECUTIVE BOARD**

### **CHARGE**

The Executive Board is the policy making body for the Association. The Board shall be chaired by the President of the Association.

#### **1. Executive Board Members**

- A. Officers of the Association
  - 1. President
  - 2. Immediate Past President
  - 3. President Elect
  - 4. Vice President
  - 5. Secretary
  - 6. Treasurer
- B. Regional Directors
- C. Chairperson and Co-Chairperson of all standing committees.

#### **2. Responsibilities**

- A. It shall be the responsibility of every Board member to be knowledgeable of the organization By-Laws and operating Policies & Procedures Manual, and to perform their duties in accordance with them.
- B. 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.
- C. Members of the Association shall conduct themselves according to the Code of Conduct as adopted by the Board.

#### **3. Meetings**

- A. Meetings
  - 1. Shall be held at a time and place determined, virtual and/or in-person, by the President a minimum of (6) times per year, dates to be published to the members 30 days following the Annual Business Meeting.
  - 2. Members shall be emailed a reminder of the meeting location and time at least 14 business days prior to the meeting.
- B. Agenda
  - Shall be prepared by the President and distributed to the Board members prior to each meeting. Any Board member wishing to be on the agenda for anything requiring Board action must notify the President prior to the meeting.
- C. Committee Reports

1. It is the responsibility of each committee chairperson to keep the Board informed about events taking place within the sphere of responsibility of each committee.
  2. The method of distribution of committee reports is to be determined by the President and announced to the Board prior to the first Board meeting following the Annual Business Meeting.
  3. Reports should be informative and concise.
- D. Annual Reports
- Each standing committee chair shall submit a written report to be included in the Annual Business Meeting minutes and a verbal report is to be provided to the membership at the Annual Business Meeting summarizing the activities and accomplishments of the committee during the past year.

#### **4. Budget and Financial Responsibilities**

- A. The Board shall approve the Annual Budget.
- B. Each standing committee chairperson and each Officer shall submit a budget request, if needed, for the upcoming fiscal year to the Treasurer 20 days following the Annual Business Meeting.
- C. Approved, out-of-pocket committee expenditures must be submitted to the Treasurer for reimbursement within 30 days, either by U.S. mail, email or at the next Board meeting. Payment will be made only upon receipt of an original receipt and a signed reimbursement request form.
- D. Reimbursements will be processed and released to the recipient within 14 business days of receipt of the reimbursement request. The Treasurer and the person requesting reimbursement will agree on the reimbursement method prior to distribution of reimbursement (e.g. check or Venmo) by marking the appropriate reimbursement method box on the reimbursement form.
- E. The Treasurer or Vice President will notify the person requesting reimbursement when the reimbursement has been approved.
- F. Expenditures may not exceed the budget amount approved by the Executive Board. Requests for expenditures, which exceed the approved budget, must be submitted in writing to the President for action at the next Board meeting.

#### **5. Transfer of Responsibilities**

Transfer of responsibilities shall take place ***prior*** to July 1<sup>st</sup> after such responsibilities are certified. All books, supplies and records shall be transferred to the new Officers and chairpersons. It will be the responsibility of both the outgoing and incoming officers to arrange for the timely transfer of all items that are utilized for the position. In addition to items such as files, materials, notes, etc., the outgoing officer will share meeting schedules and provide an overview of the general responsibilities assigned to the positions.

## **6. Succession Planning**

Executive Board members will be responsible for creating and maintaining succession planning for their position during the term of their office.

## **7. Term**

The term of office shall be one year (1), commencing July 1<sup>st</sup> following the close of the Annual Business Meeting.

## **PRESIDENT**

### **CHARGE**

The President serves as the leader of the Executive Board, and as an Ex-Officio member of all standing committees. The President shall have active executive management of the operation of the Association, subject to the control of the Executive Board. The President shall discharge all the duties incumbent on the presiding officer and perform such other duties as the By-Laws or the Executive Board may prescribe. The President shall report regularly to the Executive Board, keeping them informed of all Association business transacted.

### **RESPONSIBILITIES AND PROCEDURES**

#### **1. Board Meetings**

The President shall:

- A. Preside at all Board meetings.
- B. Determine the time and place, virtual and/or in-person, of the Executive Board meetings and provide a schedule of all Board meetings to Board members 30 days following the Annual Business Meeting.
- C. Prepare the agenda for the Board meetings and distribute to the Board members prior to each meeting.
- D. Keep the members of the Board informed as to Association business and information.
- E. Call special meetings of the Executive Board as deemed necessary.
- F. Provide the approved By-Laws and updated Policy & Procedures Manual to the Technology Chairperson for posting on the association's website.

#### **2. Orientation for New Executive Board Members**

There shall be a special orientation for new Executive Board members. The time and place of the orientation shall be established by the incoming President and the orientation shall take place within 30 days following the Annual Business Meeting. The purpose of the orientation is to give the newly appointed Executive Board members an understanding of the Association, the function and responsibilities of an Executive Board member, and a clear understanding of individual responsibilities in their Officer/Chair position. All Executive Board members should make it a priority to attend this meeting. The President shall be notified prior to the meeting if an Executive Board member is unable to attend. The President will follow-up with those not in attendance. It will be the responsibility of the newly elected officers and appointed regional directors to review the current By-Laws and the Policy & Procedures Manual to familiarize themselves with the requirements for the position. The documents will be posted on the association's website within 10 days following the Annual Business Meeting.

### **3. Annual Business Meeting**

The President shall:

- A. Preside at the Annual Business Meeting of the membership.
- B. Prepare the agenda for the Annual Business Meeting.
- C. Certify the By-Laws as accurate after every Annual Business Meeting.
- D. Select and purchase any special awards, as they deem appropriate for presentation with the annually voted awards during the Annual Business Meeting.
- E. Provide a timeline to be shared with the President Elect and the Vice President of the Association

### **4. National Association of Court Management**

The Association shall fund attendance of the President at one conference of the National Association for Court Management. On an annual basis, if sufficient funds are available in the Association budget, the Board may approve funding the attendance of both the President and an Education Co-chair to represent the education committee.

### **5. Committees**

The President shall:

- A. Be responsible for ensuring the President-Elect has appointed the chairpersons for all DMCMA standing committees.
- B. Shall appoint a member to represent the association on all ad hoc committees as required.
- C. Serve as ex-officio member of all standing committees.
- D. Provide to the Board members a list of the chairpersons and committee members of all Standing and Ad Hoc committees at the first board meeting after the Annual Business Meeting.
- E. Address issues concerning non-performance of duties or responsibilities of any chairperson or committee member, including removal if necessary.

### **6. Liaison Responsibilities**

The President shall:

- A. Appoint members to serve as the liaison between the Association and state agencies.
- B. Serve as liaison between the Association and the District and Municipal Court Judges Association (DMCJA).
- C. Serve as one of the three Association representatives to the Court Management Council (CMC).
- D. Serve as liaison between the Association and the Board for Judicial Administration (BJA).
- E. Address issues concerning non-performance of duties or responsibilities of any liaison, including removal if necessary.

## **7. Annual Financial Audit**

The President shall:

Assure that the audit takes place within 90 days after the Annual Business Meeting of the Association.

## **8. Association Annals**

The President shall be responsible for preserving the important records of the Association during their term of office. The following records shall be retained in DMCMA's Microsoft 365 repository throughout the term of their office:

- A. The names of the members of the Board.
- B. Minutes of the Board meetings as adopted by the Board.
- C. Treasurer's Reports.
- D. Written committee reports presented at the Board meetings.
- E. Minutes of the Annual Business Meeting.
- F. The Annual Financial Audit.
- G. By-Laws
- H. Policy & Procedure Manual.

## **9. Awards**

The Association wishes to recognize those individuals who have given outstanding service to this Association and/or to the profession of Court Management. The President-Elect and Vice President are to coordinate and facilitate this effort.

The Board shall approve all service awards. Any member of the Board may submit nominations to the Board. Nominees may be Regular Members or persons outside of the Association.

### **Award Considerations**

In keeping with the goal of giving recognition to those who have contributed outstanding service to the Association, the following criteria should be considered in deciding upon the eligibility and suitability of a nominee for an award.

- A. Demonstrated commitment to the goals of the Association.
- B. The degree of responsibility inherent in the Association positions held.
- C. The consistency of effort over time.
- D. The enduring value to the Association and/or to the field of Court Management of the service rendered.



The Association will recognize retiring members.

The method and time of presentation of the award shall be the most appropriate possible, as determined by the President. In most instances awards will be presented during the Annual Business Meeting.

## **IMMEDIATE PAST PRESIDENT**

### **CHARGE**

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 their term as President. This position is an automatic transition after serving as President of the association.

### **RESPONSIBILITIES AND PROCEDURES**

#### **1. General Responsibilities**

- A. Shall serve as the alternate for one of the two Association representatives on the Court Management Council (CMC).
- B. May serve in any capacity desired by the President.
- C. Must maintain availability to the President and the Association while holding this position.

#### **2. Specific Responsibilities**

Select and purchase the outgoing President's award to be presented during the Annual Business Meeting. Provide guidance to the President and other Executive Board Members for the purpose of continuity of Association business and operations.

## **PRESIDENT-ELECT**

### **CHARGE**

The President-Elect is an elected Officer of the Association and serves as a member of the Executive Board. The President-Elect shall assume such duties as are assigned by the President or the Executive Board. In the absence of the President, the President-Elect and Vice-President, in order of rank, shall assume the duties of the President.

***NOTE: This position is a three-year (3) commitment to the DMCMA Executive Board (serve as President-Elect, President, and Immediate Past President).***

### **RESPONSIBILITIES AND PROCEDURES**

#### **1. General Responsibilities**

- E. Be familiar with the Association By-Laws, the Policy & Procedure Manual, Robert's Rules of Order (<https://robertsrules.com/>) and general meeting procedures.
- F. Assist the President in carrying out the duties of their office in whatever way requested and may serve as committee chairpersons as deemed appropriate by the President.

#### **2. Specific Responsibilities**

- G. Serves as chair of the By-Laws/Policy and Procedure committee.
- H. Serves as a member of the Education Committee.
- I. Shall work with the Conference Committee to select the location for the annual conference that will occur during their term. The President-Elect will consult with the DMCJA if a combined conference is scheduled.
- J. Shall serve as one of the three Association representatives to the Court Management Council (CMC).
- K. Prior to the Annual Business Meeting in which the President-Elect is sworn in as President, the President-Elect shall appoint Regional Directors and standing committee chairs and update the committee list where applicable.

## **VICE PRESIDENT**

### **CHARGE**

The Vice President is an elected officer of the Association and serves as a member of the Executive Board. The Vice President shall assume such duties as are assigned by the President or the Executive Board. In the absence of the President, the President-Elect and Vice-President, in order of rank, shall assume the duties of the President.

### **RESPONSIBILITIES AND PROCEDURES**

#### **1. General Responsibilities**

- A. Be familiar with the Association By-Laws, the Policy & Procedure manual, Robert's Rules of Order (<https://robertsrules.com/>) and general meeting procedures.
- B. Assist the President in carrying out the duties of their office in whatever way requested and may serve as committee chairpersons as deemed appropriate by the President.

#### **2. Specific Responsibilities**

- A. Shall serve as a member of the By-Laws/Policy & Procedure committee.
- B. Shall serve as a member of the Education Committee.
- C. At the request of the President, the Vice-President shall be responsible for creating and maintaining an Action Item list during Board meetings and provide the list to the President within 7 days following the Board meetings.
- D. The Vice-President shall be responsible for taking notes and creating an Action Item list during the Long-Range Planning meetings and provide the list to the President-Elect within 7 days following the meeting.
- E. Oversee the duties of the association's Treasurer.
- F. Responsible for preparing and distributing the DMCMA Connection publication to the membership within 14 business days following the Board Meetings.

#### **G. National Association of Court Management Conference**

On an annual basis, if sufficient funds are available in the Association budget, the Board may approve funding the attendance of both the Vice-President and an Education Co-chair to represent the education committee. at one mid-year conference of the National Association for Court Management.

#### **H. Long Range Planning**

The President-Elect serves as the chairperson of this committee. The Long-Range Planning Committee shall provide the structure for a continuing DMCMA long range planning process and facilitate the implementation of identified goals.

DMCMA Long-Range Planning Committee shall be a standing committee chaired by the President-Elect, co-chaired by the Vice-President and composed of all elected officers and chairpersons/co-chairpersons of all standing committees.

The President-Elect may invite additional members to attend as needed.

## **I. Committee Responsibilities**

- A. Develop a long-range plan.
- B. Review and update the long-range plan on a yearly basis.
  - i. Ensure DMCMA Education Goals are an integral and continuing part of the long-range planning process.
- C. Record and memorialize the planning process.
- D. Publish the goals.
- E. Make recommendations for the implementations of the goals.
- F. Appoint working sub committees assigned to implement the goals.

## **SECRETARY**

### **CHARGE**

The Secretary is an elected officer of the Association and serves as a member of the Executive Board. The Secretary shall serve as the recording officer for the Association. The Secretary shall transmit Association correspondence as directed by the President and shall otherwise support the President as needed in accomplishing the work of the Association.

### **RESPONSIBILITIES AND PROCEDURES**

#### **Update DMCMA Letterhead**

The Secretary shall before the next Board meeting following the Annual Business Meeting, update and distribute the official Association letterhead template as directed by the President and submit the template to the Technology Committee Chairperson for adding to the online forms on the association's Microsoft 365 account.

#### **1. Board Meetings**

- A. In coordination with the President, secure/book the room\* and coordinate lunch for each Board meeting.
- B. \*if remote meeting – secure/confirm meeting information including the link for participation.
- C. Create and maintain for the DMCMA a distribution list that includes all members of the association, and all association liaisons (e.g., DMCJA, MPA, AOC, DOL, etc.).
- D. Notify the membership of the next meeting date.
- E. If the President has prepared an agenda in advance of the meeting for distribution, the agenda will be included in the meeting notice.
- F. Take, prepare, and distribute draft minutes to all members of the Executive Board within 30 days after the meeting date.
- G. A copy of the approved minutes of the previous Board Meeting shall be transmitted to the technology chairperson 15 days after every Board Meeting for publication on the DMCMA Website.

#### **2. Annual Business Meeting**

At least ninety (90) days prior to the Annual Business Meeting, the Secretary shall notify all Executive Board Members of the committee reports to be submitted in time for publication in the Annual Report to the membership. (See Executive Board page 3.)

# TREASURER

## CHARGE

The Treasurer is an elected officer and serves as a member of the Executive Board. The Treasurer is the Chief Financial Officer for the Association. The Treasurer shall serve as custodian of the Association's funds which includes maintaining accurate records of all receipts and disbursements and preparing the Annual Budget.

## RESPONSIBILITIES AND PROCEDURES

### 1. Budget

- A. The out-going Treasurer shall work with the incoming Treasurer in preparing a proposed budget for presentation at the first Board meeting following the Annual Business Meeting.
- B. The proposed budget should be based on:
  - 1. the past year's approved budget
  - 2. requests received from the various officers and Standing Committee chair.
- C. The approved budget shall be distributed to all Board Members, and shall be published on the DMCMA Website.

### 2. Dues

- A. The Treasurer shall be responsible to determine the income to the Association from the collection of annual dues and program fees.
- B. The Executive Board shall establish the amount of the annual membership dues\* at the time the Annual Budget is adopted. The current dues are:

Member	\$250 effective 1/1/2024
Honorary Member	\$0.00

\*dues to be reviewed annually for potential increase, not to exceed 5%

- C. Dues must be paid by March 1<sup>st</sup> of each year.
- D. Any person who is new to the association after March 1<sup>st</sup>, and representing a CLJ that was not a member of the association, shall pay dues pro-rated at a quarterly rate (e.g. A court administrator joins in September would pay 25% of the dues at the current rate.).
- E. Upon receipt of dues the Treasurer will work in tandem with the Membership Chairperson to cross check membership against membership dues received.

### 3. Reports and Records

- A. Reports:

The Treasurer, or Vice President (in the Treasurer's absence), shall make a report to the Association during each board meeting. The Treasurer shall submit the records for audit whenever required by the President. Following the Annual Business Meeting, the outgoing Treasurer and outgoing Vice-President shall deliver to the incoming Treasurer and incoming Vice-President all financial records.

B. Records:

- 1) The Treasurer shall maintain Association financial records in DMCMA's Microsoft 365 account for all current and past fiscal years according to retention rules established by State or Federal agencies. The present retention schedule is the current year and the six prior years.
- 2) The treasurer shall be allowed to image the past years reports in digital format, according to the rules established by the Washington Secretary of State - State Archives located at [www.digitalarchives.wa.gov](http://www.digitalarchives.wa.gov). All financial records shall be open for public review during the month of January and shall be available for inspection upon request to and at the location of the current treasurer.

#### **4. Tax Reporting and Annual Audit**

The Treasurer shall insure the Association's federal tax return is filed annually. The Association's Federal Tax I.D. number is 51-0182165.

Contact will be made with the CPA chosen by the Treasurer and confirmed by the Board **prior to the next Board Meeting following the Annual Business Meeting**. Information will be supplied to the CPA as requested to file the annual federal tax return.

Following the submission of the annual tax return the CPA will conduct an audit of the Association accounting records and practices. Upon receipt of the completed audit the Treasurer will present the audit to the Board at the next regularly scheduled Board meeting.

#### **5. Disbursement of Funds**

- A. The Treasurer is authorized to disburse budgeted Association funds upon presentation of an itemized receipt, invoice, signed DMCMA Reimbursement Request form and any supporting documentation. Authorization is required from the committee chairperson or Officer of the Association, or as authorized by the President.
- B. Reimbursement requests shall be processed within fourteen business days (14), excluding holidays, of receipt of the signed authorization form and any supporting documentation.



## **6. Travel Reimbursements**

Allowable Travel Expenses: Expenses for transportation, lodging, meals and other directly related expenses which may be incurred by a member in good standing with prior approval from either the President, Education chairs, if traveling on behalf of the Education Committee, and Technology chairs, if traveling on behalf of the Technology Committee. Reimbursements for travel shall be submitted to the Treasurer within 30 days on a DMCMA Request for Travel Reimbursement form.

- A. Meals: A per meal allowance at the per diem rate established by the U.S. General Services Administration (GSA) for the payment of necessary meals.
  - 1) Necessary Meals - Meals that are not included in the registration fee for the travel event and at established per diem rate for that area.
- B. Mileage: Rate for reimbursement shall be at the current Internal Revenue Service (I.R.S) rate per mile. Mileage shall generally be based on the distance between the destination and the members' work or home address (MapQuest or similar map site to be provided showing proof of mileage)
- C. Overnight travel: Prior authorization is required from an Executive Board member of the association before scheduling overnight travel.
  - 1) Airline expenses - Tickets must be purchased at least two weeks in advance and reimbursement will be for coach class rates only , and receipts to be provided for reimbursement.
  - 2) Hotel- reimbursement will be based on per diem rate as per the General Services Administration (GSA) or per the established conference room rate, receipts to be provided.
- D. Ground Transportation: Reasonable costs for transportation will be reimbursed when clearly identified that they were required, receipts to be provided.
- E. Parking: The cost for parking will be reimbursed, receipts to be provided.

## **7. Receipt of Funds**

- A. The Treasurer shall promptly deposit all funds received into the Association bank account.
- B. If a check or draft is tendered to the Association and returned for any reason, the Treasurer shall:
  - 1) Assess the prevailing bank penalty for all drafts and checks tendered to the Association that are returned or dishonored by the drawee bank or other such depository.
  - 2) Send drafter of the dishonored check or draft a letter from the Association requesting payment of the original amount of the check

or draft plus the penalty in the form of a certified check or money order.

## **8. Bank Accounts & Credit Cards**

The Treasurer shall maintain all registers and statements for the Association bank account. The President, Secretary and Treasurer shall coordinate a time to update signature cards with the Bank of America with an effective date of July 1<sup>st</sup> following the installation of Officers. Treasurer shall also order credit cards for the following Executive Committee Members:

- President
- President-Elect
- Vice President
- Education Chairperson
- Technology Chairperson

## **9. Reconciliation of All Financial Statements**

The Treasurer will reconcile the Association's financial records to the bank statement and credit card statements monthly and send a reconciliation report to the Vice-President for review. Upon approval by the Vice-President, the reconciliation report shall be forwarded to the President.

The monthly reports shall include:

- A copy of the bank statement and credit card statement
- Expenditures (including receipts and processed reimbursements)
- An updated budget report

## **10. Equipment Inventory**

The Treasurer shall develop and maintain an inventory of Association property valued at \$500.00 or greater. The inventory will be reported at the Annual Board Meeting.

## **11. Liability Insurance**

The Treasurer shall review the status of the Association's liability insurance policy annually and ensure payment of the annual premium. The review and payment shall be noted in the annual report.

## REGIONAL DIRECTORS

### CHARGE

The Regional Directors are appointed by the President-Elect and shall serve as members of the Executive Board. The Directors shall bring to the Board the views of the membership from their respective regions regarding educational needs and procedural issues that affect the regions. The Regional Directors shall serve as members of the Education Committee and each Director shall be responsible for coordinating Regional Education Programs for their region. Regional Directors shall be a resource and liaison to their region, providing regular outreach, information, and support to those courts within their region. Support includes, but is not limited to identifying court needs, providing reference to resources available through the DMCMA or AOC, and connecting members with court mentors or court assistance options available. Regional Directors shall report to the Executive Board. Regional Directors are required to be in attendance during all board meetings.

### RESPONSIBILITIES AND PROCEDURES

**1. Regions:** The regions are as follows:

North West	(NW) Snohomish, Island, San Juan Skagit, and Whatcom
South West	(SW) Grays Harbor, Mason, Pacific, Lewis, Thurston, Cowlitz, Clark, Wahkiakum, and Skamania
North East	(NE) Ferry, Stevens, Pend Oreille, Lincoln, and Spokane
Central East	(CE) Chelan, Douglas, Okanogan, Kittitas, Yakima, Grant, and Klickitat
Central West	(CW) Pierce, Kitsap, Clallam, and Jefferson
Central	(C) King
South East	(SE) Adams, Whitman, Franklin, Benton, Walla Walla, Columbia, Garfield, and Asotin

**2. Appointment of Regional Directors**

- A. Appointment of Regional Directors shall take place no less than 30 days prior to the Association Annual Business Meeting.
- B. The notice will contain:
  - 1) Eligibility requirements.
  - 2) A description of the duties and responsibilities of the office.
  - 3) A nomination form.
- D. Nominations of others or self-nominations may be made, by a member in good standing, by mailing a nomination form or by submitting a name via e-mail, fax or phone to the Membership chairperson no less than 60 days prior to the date of the Annual Business Meeting. Nominees must have agreed to put their names up for appointment. The Membership Chair will certify all nominees as

- Regular Members and send a list of the nominees to The President-Elect no less than 45 days prior to the Annual Business Meeting.
- E. The term of office shall be one year, commencing July 1<sup>st</sup> following the Annual Business Meeting.

### **3. Certification of Regional Directors**

- A. The Membership Committee chairperson shall submit a slate of appointed Regional Directors to the membership for approval at the Annual Business Meeting and certify that the appointments were conducted in accordance with Association By-Laws and Policies and Procedures.
- B. If there has been no nomination in a particular region, the President shall appoint a Regular Member to represent the region.

### **4. Fiscal Responsibilities**

The Regional Director shall make the necessary arrangements for payment of any expenditure during regional training with the Treasurer. Regional Directors will be reimbursed for expenditures pursuant to the Regional Directors checklist and budget provided by the Education Co-chairs and must be submitted within 30 days of training. Exceptions must be pre-approved by the Education Co-chairs.

### **5. Regional Education Responsibilities**

Regional Directors shall follow the procedures established in the Education Committee and Regional Director's checklist for organizing and holding regional education meetings.

### **6. Regional Information**

Regional Directors will assemble and maintain a record of regional information for each of the regions. The information should include such items as:

- A. Facilities commonly used for regionals,
- B. Technology available at the facility,
- C. Equipment locally available and where it is located,
- D. Parking is availability,
- E. Typical number of attendees
- F. Any other information helpful to future regional directors.

This information shall be forwarded to the Education Committee co-chairs and will be included in the appropriate regional director's checklist.

## **BY-LAWS/POLICY & PROCEDURE COMMITTEE**

### **CHARGE**

The By-Laws/Policy & Procedure Committee is a standing committee and shall be made up of the President-Elect and the Vice-President. The President-Elect shall serve as chair. The By-Laws/ Policy & Procedure committee is responsible for maintaining an accurate set of Association By-Laws and the Association Policy & Procedure manual; to review annually the By-Laws and the Policy & Procedure manual for practicality and application; to make any changes to either as directed by the Executive Board; and to distribute updated copies to all members.

### **RESPONSIBILITIES AND PROCEDURES**

#### **1. Committee Membership**

The chairperson may appoint other committee members.

#### **2. Amendments to the By-Laws**

- A. Amendments to the By-Laws may be proposed by the By-Laws Committee, the President, or members of the Executive Board.
- B. The By-Laws Committee chairperson shall prepare any proposed amendments and distribute them to the Board members for discussion. All proposed amendments must be approved by the Executive Board prior to presentation to the membership at the Annual Business Meeting for ratification.
- C. Association members shall be provided copies of the proposed amendments at least 45 days prior to the Annual Business Meeting. The chairperson of the committee shall present the amendments, explain their impact upon the Association, and respond to questions. The members present at the Annual Business Meeting must approve the By-Law amendments by vote.
- D. An emergency amendment may be made to the By-Laws upon approval of the Executive Board. The amendment will be ratified at the annual business meeting.
- E. Working drafts of the By-Laws and Policy & Procedures Manual shall be maintained in the DMCMA's Microsoft 365 repository.
- F. The adopted By-Laws shall be posted to the DMCMA website following the annual business meeting.

#### **3. Changes to the Policy & Procedure Manual**

- A. Changes to the Policy & Procedure Manual require approval by the Executive Board.
- B. The By-Laws Committee chairperson shall review the Policy & Procedure Manual to see if any By-Law changes made at the last Annual Business Meeting

- may require changes in the Policy & Procedure Manual. Any revisions shall be presented to the Board for approval.
- C. All other recommended changes throughout the year should be drafted by the By-Laws chairperson for presentation to the Board for final approval.
  - D. The month and year of any revisions shall appear on the last page.
  - E. The updated Policy & Procedure Manual shall be posted to the DMCMA website upon approval.

## **CONFERENCE COMMITTEE**

### **CHARGE**

The Conference Committee is a standing committee, and the co-chairs are appointed by the President-Elect and serve as members of the Executive Board. The Conference committee is responsible for planning, organizing, and implementing all events at conferences.

### **RESPONSIBILITIES AND PROCEDURES**

#### **1. The Committee**

##### **A. Chairpersons**

The President-Elect shall appoint two co-chairpersons with staggered two-year terms to oversee the conference planning. The two co-chairs shall share equally in all tasks and committee functions. The senior chairperson shall train and assist the newer chairperson in order to ensure a smooth flow of information and a smooth transition of leadership.

Any person appointed by the President-Elect to co-chair the committee should preferably have a minimum of one year's prior experience as an Education Committee member. At least one chairperson should have prior conference planning experience.

##### **B. Membership**

The co-chairs may appoint committee members as needed.

#### **2. Responsibilities**

The Conference Committee is responsible for:

- A. Coordinating conference activities with the Education co-chairs.
- B. The location and facility contract with the conference site for all DMCMA conferences.
- C. Planning and responsibility for all conference activities. This includes scheduling rooms and equipment needs for Association meetings and social events.
- D. Reporting conference-planning progress at each DMCMA Board meeting.
- E. Work with the DMCJA, CEC and other associations to plan a joint conference when applicable.
- F. The co-chairs, in coordination with the Treasurer, shall oversee all income and expenses associated with the conference.

### **3. Networking Suite**

In the event the DMCMA Board decides to allow a networking suite during a conference the following rules will apply:

- A. The networking suite must be in an independent room, separate from any guest's room. The Conference Committee will reserve this room before the conference has commenced.
- B. The networking suite must remain closed during class hours, breaks between classes including lunch and on any afternoon when there are evening classes. It will be open in the evenings only after all classes have ended for the day.
- C. The networking suite must close at midnight.
- D. The Conference Committee will solicit names of persons who would like to serve as "host" for the networking suite. The person(s) selected will be responsible for the following:
  - i. Keep the suite closed during the restricted times, closing the suite at midnight, and making certain the sound levels do not become unacceptable.
  - ii. Notify Committee Chairs of any incident in the suite as soon as deemed possible. If a committee chairperson is not present, then notify the President.



# **TECHNOLOGY COMMITTEE**

## **CHARGE**

The Technology Committee is a standing committee, and the chairpersons shall be appointed by the President-Elect, and shall serve as members of the Executive Board. The committee shall be responsible for developing, maintain and enhancing the capabilities of the DMCMA website and other technology updates and upgrades

## **RESPONSIBILITIES AND PROCEDURES**

### **1. The Committee**

#### **A. Chairpersons**

The President-Elect shall appoint two co-chairpersons with staggered two-year terms. The two co-chairs shall share equally in all tasks and committee functions. The senior chairperson shall train and assist the newer chairperson to ensure a smooth flow of information and a smooth transition of leadership.

Any person appointed by the President to co-chair the committee should preferably have a minimum of one year's prior experience as an Education or Technology Committee member.

The senior chairperson shall represent the DMCMA as a member of the MCLUG, ITG.

#### **B. Membership**

The co-chairs may appoint committee members as needed.

### **2. Budget and Fiscal Responsibilities**

A. The Committee chairpersons will develop an annual operating budget and present it to the Treasurer within 20 days following the Annual Business Meeting.

B. The Technology Committee shall be responsible for budgeting funds sufficient to cover all costs associated with maintaining the website and the DMCMA brochure. A budget request should be prepared and sent to the Treasurer as soon as possible after the Annual Business Meeting.

To retain continuity, the Technology Committee chairperson of the previous year and the newly appointed chairperson shall be responsible for updating the website for the first year following the appointment.

**3. Website Maintenance – The Technology Committee shall be responsible for:**

- A. Securing and maintaining affordable and reliable web-hosting services.
- B. Presenting website design options to the Board for approval.
- C. Maintain and publish:
  - 1. Publish the current list of Officers and committee chairpersons received from the President.
  - 2. Publish Current Membership List received from the Membership Chair
  - 3. Publish the adopted budget.
  - 4. Association-related forms.
  - 5. Publish after each Board Meeting
    - a) Message from President/DMCMA Connection
    - b) Committee Reports presented at Board Meeting
    - c) Approved Treasurer Report
    - d) Approved Meeting minutes
  - 6. Any other reports deemed appropriate by the committee upon approval of the President.
  - 7. List of archived materials and location.
  - 8. Updates to the website will be completed within 14 days following the board meeting. It shall be the responsibility of any Board member, Association member, or committee chairperson who wishes to have something published on the website to get the information to the Technology chairperson after approval by the President.
- D. Maintain an inventory of the documents stored at the Washington State Archives. Their address is:

Washington State Archivist Regional Director  
Pritchard-Fleming Building  
Bellevue Community College  
3000 Landerholm Circle SE  
Bellevue WA 98007  
(425) 564-3940

Retention and access to documents limited as per Washington State Archivist.

- E. Maintain an inventory of the documents stored with the Administrative Office of the Courts (AOC). Their address is:

Administrative Office of the Courts  
1112 Quince St SE, Olympia, WA 98501.  
Their phone number is: (360) 753-3365.

Retention and access to documents will be as per the Memo of Understanding with AOC.

#### **4. Jot forms**

Update and maintain the Jot forms as needed.

#### **5. Technology Conference**

On an annual basis, if sufficient funds are available in the Association budget, the Board may approve funding the attendance of a Technology Co-Chair at the technology conferences. The intent is that the two co-chairs will alternate attendance on an annual basis. It will be the responsibility of the co-chairs to maintain a list of all persons who attend the technology conference as a representative of the association. The list shall be retained in DMCMA's Microsoft 365.

### **Social Media Subcommittee**

#### **CHARGE**

The Social Media Subcommittee members shall be appointed by the President. The subcommittee shall be responsible for updating all social media platforms pertaining to the DMCMA. The subcommittee shall seek direction from the Technology chairperson when needed.

## **EDUCATION COMMITTEE**

### **CHARGE**

The Education Committee is a standing committee, and the Co-Chairs shall be appointed by the President-Elect, and serve as members of the Executive Board. The Education Committee shall be responsible for the promotion and development of quality education and training programs for the Association. The senior chairperson shall represent the Association on the Court Education Committee (CEC).

### **RESPONSIBILITIES AND PROCEDURES**

#### **1. The Committee**

##### **A. Chairpersons**

The Association President-Elect shall appoint two co-chairpersons with staggered two-year terms. The two co-chairs shall share equally in all tasks and committee functions. The senior chairperson shall train and assist the newer chairperson in order to assure a smooth flow of information and a smooth transition of leadership.

Any person appointed by the President-Elect to co-chair the committee should preferably have a minimum of one year's prior experience as an Education Committee member.

##### **B. Membership**

The Education Committee shall consist of the two co-chairpersons, Regional Directors, Conference Committee, ARLJ 14 Committee, education sub-committee chairpersons, President-Elect, Vice-President, and any other members appointed by the President or chairpersons as deemed necessary.

#### **2. Regional Training**

The Education Committee shall be responsible for planning the educational content of the Regional Training, which shall be held a minimum of one time per year subject to available funding.

#### **3. ARLJ 14**

The Education Committee representatives will assist with the ongoing development and implementation of the ARLJ 14 Academy. To include ensuring compliance and working with AOC in the ongoing development of the curriculum.

#### **4. Conferences**

The Education Committee representatives will assist in planning the education programs for all association sponsored conferences.

#### **5. Coordination with AOC and CEC**

When a conference or training is funded by the Court Education Committee (CEC) the Education Committee shall at all times coordinate the committee activities and plans with the Association representative to the CEC and the Education Specialist from the Administrative Office of the Courts.

#### **6. Budget Responsibilities**

- A. The committee chairpersons will develop an annual operating budget and present it for approval by the Executive Board of the Association at the first Board meeting following the Annual Business Meeting.
- B. CEC: The Education Committee will work with the Association representative to the CEC to develop an education plan and budget proposal for presentation to the CEC.
- C. Scholarship: \$2000 shall be designated to fund scholarships each year as a separate line item in the budget. Requests for additional funds will be forwarded to the Executive Board for approval.
- D. Scholarship recipients and amounts awarded shall be reported at each Executive Board meeting.

#### **7. National Association of Court Management Conference (NACM)**

On an annual basis, if sufficient funds are available in the Association budget, the Board may approve funding the attendance of an Education Co-Chair at the NACM Conferences. The Education Co-chairs shall be the primary representatives attending the conference. One will attend the mid-year conference and the other will attend the annual conference. The intent is that the two will alternate. In the event one of the co-chairs is unable to attend the conference:

- A. Members of the Education Committee will receive notification from the Education Co-Chairs of the opportunity to represent the association at the conference.
- B. The notification will include the Request to Attend NACM Conference form and the deadline for submittal.
- C. Any Education Committee member selected to represent the association will be responsible for reporting back to include potential education opportunities for the association.

The selected representative will be announced during the next board meeting. The Education Co-chairs will maintain a list of all persons who attend the NACM

Conference as representatives of the Association. This list will be available on the Education Committee's page of the website.

## 7. **Lynne Campeau Scholarship Fund**

- A. The Education Co-Chairs shall appoint a Scholarship Chair.
- B. The Education Committee may limit the number of participants funded for a particular program.

### **Application Process**

- A. Completed application form shall be submitted to the chair of the scholarship committee.

<https://form.jotform.com/231225359866059>



- B. Scholarships will be limited to one scholarship within a three-year period\* and the maximum award is:
  - \$500 for DMCMA members in good standing
  - \$200 for non-DMCMA members.

(\*The three-year designation begins the date the scholarship was awarded.)

- C. A non-DMCMA member shall note on the form the DMCMA member who is endorsing their application. The endorsing member must work in the same court as the non-DMCMA member and be a member in good standing.
- D. Applicants must have exhausted all other funding sources.
- E. All use of funds must be approved prior to the start of the program.

### **Advance Payment Request**

If advance payment is needed, enter general reason under "other comments or information pertinent to this application" for consideration.

### **Application Review**

- A. Applications are submitted to the Scholarship Chair.
- B. Scholarship Chair is responsible to review the application for completeness.
- C. Approval is required by a minimum of 5 education members.

- D. An education committee member cannot review a scholarship application from their own court.
- E. Applicants will receive notice within 30 days of submittal if their request has been approved or denied.

**NOTE:** It is recommended that you send in your application at least two months prior to the date of the program.

### **Reimbursement Request**

- A. Within 30 days of completing the program the recipient must file for tuition reimbursement.

<https://form.jotform.com/231224733316044>



Must include:

Itemized receipts or invoices up to the amount awarded.

Written report indicating the benefit of the education.

- B. Reimbursement requests are submitted to the Scholarship Chair for approval.
- C. Scholarship Chair is responsible to review the reimbursement request for completion, to include all invoices and receipts supporting total reimbursement. Not to exceed original award amount.
- D. Once approved, Treasurer shall process reimbursement request within five days of approval.

### **Advance Payment**

- a. Within 10 days of completing the program the recipient must file for tuition reimbursement/verification.

<https://form.jotform.com/231224733316044>



Must include:

Itemized receipts or invoices up to the amount awarded.

Written report indicating the benefit of the education.

- b. Reimbursement requests/verification are submitted to the Scholarship Chair for approval.

- c. Scholarship Chair is responsible to review the reimbursement/verification request for completion, to include all invoices and receipts supporting total reimbursement or verifying total expenses. Not to exceed original awarded amount.
- d. Recipient shall return any amount awarded but not expended to the Treasurer within 10 days following the education attended.



## **MEMBERSHIP COMMITTEE**

### **CHARGE**

The Membership Committee is a standing committee, and the chairperson shall be appointed by the President-Elect, and shall serve as member of the Executive Board. This committee is responsible for implementing the eligibility requirements for membership as established by the By-Laws; certifying the membership status of any nominees for election to office; and recruiting new Association members.

### **RESPONSIBILITIES AND PROCEDURES**

#### **1. Membership Chair shall:**

- A. Mail or email membership application forms to all Courts of Limited Jurisdiction in Washington State.
- B. Work with the Technology Co-Chairs to update the membership form for posting on the DMCMA Website.
- C. Maintain an electronic spreadsheet including the following information: Last Name, First Name, Court Name, Member Email, Member Username, and Dues Paid Date, Yearly Salary.
- D. Coordinate accuracy of payments received with the Treasurer.
- E. Submit a current list of all members to the President at the annual business meeting.
- F. Maintain a current list of Honorary Members.
- G. Maintain a list of all Past Presidents of the Association and submit to Technology Co-Chairs for posting on DMCMA website.

#### **2. Substitution of Membership**

When public funds have been expended for payment of dues for an individual, and that individual leaves that position, the membership may, upon request of the court, transfer to another manager within the same court for the remainder of the year.

#### **3. Credentials and Elections**

- A. Verify that persons nominated for office are members in good standing and are eligible to take office if elected.
- B. Prepare the ballots for the annual election of officers and all other votes at the Annual Business Meeting.
- C. Verify that all courts are voting according to the By-Laws.
- D. Count all ballots and provide results to the President.
- E. Keep all ballots until the entire election has been completed, and either a written report has been submitted to the Secretary or a motion to destroy the ballots has been approved.

## **4. Nominations**

### **A. Responsibility**

Prepare a list of nominees for election for distribution at the Annual Business Meeting for the following: President-Elect, Vice-President, Secretary, and Treasurer. Additional nominations may be made from the floor.

### **B. Procedure**

1. Review the Declaration of Candidacy form on an annual basis and submit changes for approval at a board meeting.
2. Immediately following approval, forward the updated form to the Technology Committee Co-chairs for posting on the DMCMA website.
3. A Declaration of Candidacy for elected office shall be distributed to every member, through the DMCMA list serve, no less than 60 days prior to the Annual Business Meeting. Nominations for office may be submitted by the individual desiring to be considered for office, or by another member in good standing. If someone is submitting the nomination other than the nominee, the nominee must have agreed to serve if elected.
4. Nominations must be made by submitting a Declaration of Candidacy form to the Membership Committee Co-Chairs no less than 14 days prior to the Annual Business Meeting in order to be included in the prepared list of nominees. Nominations may be made from the floor and must be accompanied with a Declaration of Candidacy form.

## **Awards Sub-Committee**

### **CHARGE**

The Awards Subcommittee members shall be appointed by the President-Elect and shall include the Membership Chair and the Executive Officers. The Awards Subcommittee Chairperson shall assist the Membership Committee Chairperson in overseeing the voting of nominations. The Awards Sub-Committee Chairperson is responsible for developing and ordering awards.

### **RESPONSIBILITIES AND PROCEDURES**

#### **1. The Committee**

At the Annual Business Meeting the Association shall recognize the individuals voted on by the members to be recognized for their outstanding contribution to DMCMA.

Any member of the Board may submit nominations to the Board. Nominees may be Regular Members or persons outside of the Association.

### **A. Award Criteria**

In keeping with the goal of giving recognition to those who have contributed outstanding service to the Association, the following criteria should be considered in deciding upon the eligibility and suitability of a nominee for an award.

- A. Demonstrated commitment to the goals of the Association.
- B. The degree of responsibility inherent in the Association positions held.
- C. The consistency of effort over time.
- D. The enduring value to the Association and/or to the field of Court Management of the service rendered.

### **B. Award Titles**

- A. Most Valuable Court Contributor
- B. Coach/Mentor of the Year
- C. Early Career Excellence
- D. Champion of Change
- E. Distinguished Service
- F. Lifetime Achievement

### **C. Voting**

Nominations shall be submitted using the DMCMA Awards Nomination Form located on the DMCMA website. Nominations will be accepted all year. Nominations for the current year will close 30 days prior to the Annual Business Meeting. The President shall present the awards during the Annual Business Meeting.

## **LEGISLATION COMMITTEE**

### **CHARGE**

The Legislation Committee is a standing committee, and the chairperson shall be appointed by the President-Elect, and shall serve as a member of the Executive Board. The Legislation Committee shall keep the Executive Board apprised of proposed legislation and new laws, which affect the Courts. The Legislation Committee shall not testify on behalf of the Association without the express direction of the Executive Board.

### **RESPONSIBILITIES AND PROCEDURE**

#### **1. Committee Organization**

The Association President-Elect shall appoint two co-chairpersons with staggered two-year terms. The two chairpersons shall share equally in all tasks. The senior chairperson will share their learning and experience with the newer chairperson. The chairpersons may form a committee as needed to accomplish the committees' responsibilities.

#### **2. Committee Responsibilities**

- A. Monitor proposed legislation that is of a direct concern to the operation of the administration of the courts and report to the members on a regular basis.
- B. Notify members of legislation which becomes law and the effective date of the law.
- C. Attend public legislative hearings on bills of interest, and upon the direction of the Executive Board, testify as required.
- D. Coordinate and meet with the DMCJA's Legislation Committee and AOC's Legislation liaison on a periodic basis to monitor and discuss legislative matters of mutual interest.
- E. The President or the Legislative Committee Chairpersons will designate an individual from this committee or a DMCMA member who will analyze and report the impacts of the proposed legislation to the general membership within a timely manner to ensure the CLJ's input is taken into consideration.

## **DIVERSITY, EQUITY & INCLUSION COMMITTEE**

### **CHARGE**

The Diversity, Equity & Inclusion Committee is a standing committee, and the Chairpersons are appointed by the President-Elect and serves as members of the Executive Board. This committee is responsible for promoting the values of inclusion and equity in all DMCA activities. This committee shall periodically, in conjunction with the Education Committee, review and offer suggestions for continued training, and updates to the Associations By-laws, Policies or Procedures.

### **RESPONSIBILITIES AND PROCEDURES**

The chairperson(s) shall be responsible for keeping the Executive Board informed of the vision for targeted efforts for diversity, equity, and inclusion. The committee will work to enhance cultural competence, support anti-racism efforts, and seek to create an overall more inclusive culture both within our Association, the courts, and our stakeholders.

## **COURTS HELPING COURTS COMMITTEE**

### **CHARGE**

The Courts Helping Courts Committee is a standing committee, and the Chairpersons are appointed by the President-Elect and serves as members of the Executive Board. This committee is responsible for addressing court 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. This committee shall periodically, in conjunction with the Education Committee, review and offer suggestions for continued training, and updates to the Associations By-laws, Policies or Procedures.

### **RESPONSIBILITIES AND PROCEDURES**

The chairperson(s) shall be responsible for keeping the Executive Board informed of the efforts to support court help, those courts providing support, and those courts that are being aided. The type of assistance provided should be recorded and retained to allow the Committee and Executive Board to make informed decisions on resource needs for ongoing efforts to support court administration and operations.

# Credit Card Policy

## CHARGE

The DMCMA recognizes that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency. The DMCMA also recognizes the use of credit cards to be an appropriate and useful means of making payment for a variety of types of purchases; some examples may include travel expenses, regional training and conferences.

### 1. Distribution – Authorized Card Holders

- A. The DMCMA President, President-Elect, Vice-President, Education Committee Co-Chairs, Treasurer and Technology Chairperson may each be issued one credit card for their term. The authorized card holders may transfer the card to other DMCMA members in good standing for DMCMA purposes. The credit card is to be returned to the authorized card holder as soon as possible if this occurs. The Treasurer must be notified within 24 hours anytime the credit card changes hands.

### 2. Authorization & Control

- A. Issuing Bank  
Bank is to be determined by the DMCMA Board.
- B. Credit Card Administrator  
The DMCMA Treasurer will be responsible for the overall administration of the credit card program by reviewing, reporting and coordinating all aspects of the program. The Treasurer will act as the liaison between the bank and the individual credit cardholders. The Treasurer will obtain and retain a signed credit card user agreement form for all credit card users. If an authorized card holder transfers the card to another DMCMA member they will obtain a signed credit card user agreement form and submit to the Treasurer within twenty-four (24) hours, excluding weekends and holidays.

### 3. Approved Uses for Credit Card Purchases

- A. Each card has a credit limit set by the DMCMA Board. Such credit card(s) shall be used for pre-approved DMCMA business-related charges not to exceed the credit limit set by the DMCMA Board.
- B. Authorized users may use the credit card to purchase meals while in travel status or attending a meeting as an official DMCMA representative. However, those meals must fall within the per diem rates set within the GSA Per Diem Rates Schedule <http://www.gsa.gov/portal/content/104877>. If the meal is over the rate, the user will be responsible to reimburse the DMCMA for this purchase.
- C. It is required that all credit card charges include original receipts, a detailed description and/or other original documents identifying the credit card expenditures. These must be forwarded to the Treasurer within five (5) days, excluding weekends and holidays; if in travel status they must be forwarded within

five (5) days, excluding weekends and holidays, upon return.

#### **4. Disallowed Charges**

- A. The following uses are not authorized credit card purchases:
  - Personal Items and Services
  - Cash Advances of any kind
  - Alcoholic Beverages
  - Money Orders/Travelers Checks
  - Charges made without pre-approval
- B. No member shall use the DMCMA-issued credit card for non-DMCMA business or personal use. Any member using a DMCMA-issued credit card for unauthorized non-DMCMA business, or personal use may be subject to legal action and shall be billed by the DMCMA for all such unauthorized charges. Disallowed charges, or charges not properly identified, will be paid by the member before the charge card billing is due. If a situation arises where a member is responsible for charges and the timing of the payment may result in interest and/or late fees, the DMCMA Board must be informed immediately.
- C. Any member with a demonstrated history of charge card defaults may be barred from using any DMCMA credit cards by the DMCMA Board as appropriate.

#### **5. Receipt of Goods & Services**

- A. The cardholder is responsible for ensuring the receipt of the goods and services as ordered and any follow-up with the vendor to resolve any delivery problems, discrepancies or damaged goods. Should any item(s) need to be returned to the vendor, the cardholder will follow the vendors return policy and also be responsible to ensure that proper credit is posted for said return item(s). In most cases, returns and errors can be resolved directly between the cardholder and the vendor.
- B. If for any reason the cardholder is unable to reach agreement with the vendor, the cardholder must contact the bank and explain the dispute and the reason behind it. In addition to contacting the bank, the reporting cardholder will also contact the Treasurer and apprise them of the situation. Bank procedures in relation to the dispute and its process will be followed.

#### **6. Card Security**

- A. The DMCMA credit card should always be treated with great care and should be kept in a secured location. It should only be accessible to the member authorized to use it.
- B. A cardholder must report a lost or stolen credit card by phone directly to the bank and the DMCMA Treasurer immediately upon discovery of the card being lost or stolen.



## 7. Audits & Enforcement

- A. To ensure the continued success of the DMCMA Credit Card Program, as well as adherence to the policies as outlined, the credit card account will be open to internal audit requirements.
- B. For continual offenders, your credit card usage may be cancelled at the discretion of the DMCMA Board.
- C. Personal Use – Personal use of a DMCMA credit card will NOT be tolerated and may result in:
  - Legal action
  - Permanent revocation of the use of the card
  - Permanent termination from the association
- D. Termination – All credit cards must be returned to the DMCMA Treasurer upon change of status of as an Authorized Card Holder, or upon request by the DMCMA Treasurer or President.

Documents:

DMCMA Credit Card User Agreement – see in Addendums

Refer to DMCMCMA Website for the most current version of:

- **Declaration of Interest in Serving in a Non-elected Capacity**
- **Nomination for Elected Office and Declaration of Candidacy**
- **Membership Application**
- **Scholarship Tuition Assistance Application**
- **Budget Expenditure/Request for Reimbursement**
- **Request for Travel Reimbursement**
- **Oath of Elected Office**
- **Code of Conduct**
- **Credit Card User Agreement**
- **Board Meeting Agenda Template**
- **Annual Business Meeting Agenda Template**

(Revised 2010 – Dues increased to \$150 effective 1/1/2010)

(Revised July 2015)

(Revised January 2018)

(Revised May 2022)

(Revised May 2023 – Proposed increase to \$250 effective 1/1/2024)

(Revised May, 2024)

# ADDENDUMS





## Declaration of Interest in Serving in a Non-elected Capacity on a Committee and/or as a Regional Director

Please fill out the following information and return form by **As Soon As Possible** to:

Frankie Peters  
Thurston County District Court  
[frankie.peters@co.thurston.wa.us](mailto:frankie.peters@co.thurston.wa.us)  
360-791-2935

Please visit [www.dmcma.org](http://www.dmcma.org) for more information on committees and Regional Director positions.

1. Committee and/or Regional Director Position of Interest (Please include an area of particular interest or specific committee assignment desired or a general indication that the applicant is interested in helping the Association wherever needed.):

2. Name:

3. Court/Position:

4. Number of Years worked in the court system:

***I have reviewed the DMCMA By-Laws, and Policy & Procedures related to the position I am declaring interest in, and I am committed to fulfilling the roles and responsibilities associated with the position.***

---

Signed

---

Date



## District and Municipal Court Management Association Declaration of Candidacy 20XX-20XX

Nominations must be made by submitting this form to the **Email or Address** below no less than 14 days prior to the Annual Business Meeting in order to be included in the prepared list of nominees. Nominations may be made from the floor and must be accompanied with this form.

Nominations for office may be submitted by a member in good standing desiring to be considered for office, or by another member in good standing. If the nomination is being submitted by someone other than the nominee, the nominee must have agreed to serve if elected.

*Please complete the following information and return as soon as possible to:*

Suzanne Elsner  
Marysville Municipal Court  
501 Delta Ave  
Marysville, WA 98270  
Phone: 360-363-8050  
E-mail: [Suzanne.elsner@dmcma.org](mailto:Suzanne.elsner@dmcma.org)

1. Office for which the nomination is being submitted:

**President-Elect**                       **Vice-President**                       **Secretary**                        
**Treasurer**

2. Name of Candidate: \_\_\_\_\_

3. Court: \_\_\_\_\_

4. Nomination submitted by: \_\_\_\_\_

5. Biography outlining the qualifications of the nominee and the numbers of years worked in the court system. (Word format)

***I am the nominee and I have reviewed the DMCMA By-Laws, and Policy & Procedures related to the position I am declaring interest in, and I am committed to fulfilling the roles and responsibilities associated with the position.***

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

# DISTRICT AND MUNICIPAL COURT MANAGEMENT ASSOCIATION CODE OF CONDUCT

## Article I -- Abuse of Position and Conflict of Interest

- A. Members shall not use or attempt to use their official positions to secure unwarranted privileges or exemptions for that member or any other person.
- B. Members shall not accept, agree to accept, dispense or solicit any gift or favor based upon an understanding that the official action of the member would be influenced thereby.
- C. Members shall act so that they are not unduly affected or appear to be affected by kinship, position, or influence of any party or person.
- D. Members shall not request or accept any compensation or fee beyond that received from their employer for work done in the course of their public employment. However, members may engage in outside employment as long as it does not conflict with the performance of their official responsibilities or violate this code.
- E. Members shall use the resources, property, and funds under their control judiciously and solely in accordance with prescribed legal procedures of their official duties.

## Article II -- Confidentiality

- A. Members shall not disclose to any unauthorized person confidential information.
- B. Members shall not give legal advice unless specifically required to do so as part of their official position.

## Article III -- Political Activity

- A. Members are free to participate in political campaigns/organizations during non-working hours if such activity does not use, or appear to use, the member's official position or court in connection with such activities.
- B. Members who obtain their official positions by means of election are exempted from the provisions above to the extent that the member is known as the incumbent while seeking reelection and may cite appropriate judicial branch experience while campaigning.

## Article IV -- Performance of Duties

- A. Members should carry out their responsibilities to the public in a timely, impartial, diligent, and courteous manner, strictly adhering to the principles embodied in this code.
- B. Members shall not discriminate on the basis of, nor manifest by words or conduct, a bias or prejudice based upon race, color, religion, national origin, gender, sexual orientation or other groups protected by law, in the conduct of service to the court and public.
- C. Members shall enforce or otherwise carry out any properly issued rule or order of court and shall not exceed that authority except to perform other duties of their positions.
- D. Members shall promote ethical conduct as prescribed by this code and report any improper conduct by any persons to appropriate authorities.

- E. Members shall support and protect the independence of the judicial branch of government. Members shall also protect the public's interest and justice for all persons.
- F. Members shall uphold the constitution, laws, and legal regulations of the United States and all other governments they serve and never be a party to their evasion.
- G. Members shall promote the growth and development of professional court management by improving their work skills and supporting research and development in the field.
- H. Members shall avoid any activity that would reflect adversely on their position or court.
- I. Members shall immediately report to appropriate authorities any attempt to induce them to violate these standards.

**Article V -- Sanctions**

Any violation may result in immediate removal from the member's Association duties.

I have read and understand the District and Municipal Court Management Association Code of Conduct.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **OATH OF ELECTED OFFICE**

I do solemnly swear or affirm that I will faithfully and impartially perform and discharge the duties of the Office to which I have been elected. To the best of my ability, I will follow the Bylaws and Policies of the District and Municipal Court Management Association.



**DMCMA CREDIT CARD USER AGREEMENT**

*Your signature below verifies that you have read and understand the DMCMA Credit Card Policy and the guidelines listed below and agree to comply with them.*

- 2. I understand the DMCMA credit card is intended to facilitate DMCMA business and is not for my personal use.
- 3. I also understand that if I use the DMCMA credit card, I am responsible for all charges that are incurred while I have the card.
- 4. I understand that improper use of the card can be considered misappropriation of DMCMA funds, which may result in legal action, permanent revocation of the use of the card and/or permanent termination from the association.
- 5. I understand that all credit card charges are required to include original receipts, a detailed description and/or other original documents identifying the credit card expenditures. I understand I am required to forward these to the Treasurer within five days, excluding weekends and holidays; or if in travel status within five (5) working days, excluding weekends and holidays, upon my return.
- 6. I understand that I am required to comply with internal control procedures designed to protect DMCMA assets. This may include being asked to produce the credit card to verify its existence and providing assistance in an audit review of its use.
- 7. I understand that I am responsible for resolving any discrepancies that may occur by contacting the vendor and/or the bank directly and notifying the DMCMA Treasurer.
- 8. I will safeguard use of the issued credit card and use appropriate security whenever and wherever I use the card. If my card is lost or stolen, I agree to immediately notify the bank as well as the DMCMA Treasurer.
- 9. I understand that the credit card is the property of DMCMA and it must be surrendered to the DMCMA Treasurer upon change in status of as an Authorized Card Holder, or request by the DMCMA Treasurer or President. At that point, no further use of the account will be authorized.

I hereby acknowledge receipt of the DMCMA Credit Card (ending in last 4 digits) \_\_\_\_\_

**I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.**

Card Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

*Use this section when returning the card to the DMCMA Authorized Card Holder or Treasurer. Keep a copy of this to show that you returned the card so you are no longer liable:*

Date Card returned \_\_\_\_\_

Returned card received by \_\_\_\_\_.