

# District and Municipal Court Management Association

## **POLICY & PROCEDURE MANUAL**



**MAY 2026**

## TABLE OF CONTENTS

<b>EXECUTIVE BOARD</b>	<b>3</b>
<b>MEMBERS</b>	<b>6</b>
<b>PRESIDENT</b>	<b>8</b>
<b>IMMEDIATE-PAST PRESIDENT</b>	<b>12</b>
<b>PRESIDENT-ELECT</b>	<b>13</b>
<b>VICE-PRESIDENT</b>	<b>14</b>
<b>SECRETARY</b>	<b>15</b>
<b>TREASURER</b>	<b>16</b>
<b>REGIONAL DIRECTORS</b>	<b>19</b>
<b>COURTS HELPING COURTS</b>	<b>21</b>
<b>DIVERSITY, EQUITY, &amp; INCLUSION COMMITTEE</b>	<b>22</b>
<b>EDUCATION AND CONFERENCE COMMITTEE</b>	<b>23</b>
<b>LEGISLATIVE COMMITTEE</b>	<b>27</b>
<b>LONG RANGE PLANNING COMMITTEE</b>	<b>28</b>
<b>MEMBERSHIP COMMITTEE</b>	<b>30</b>
<b>RULES COMMITTEE</b>	<b>33</b>
<b>TECHNOLOGY COMMITTEE</b>	<b>34</b>
<b>BYLAWS AND POLICY &amp; PLANNING COMMITTEE</b>	<b>36</b>
<b>CREDIT CARD POLICY</b>	<b>37</b>
<b>ADDENDUMS</b>	<b>41</b>

## **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.

### **Executive Board Members**

- Officers of the Association:
  - President
  - Immediate Past President
  - President-Elect
  - Vice President
  - Secretary
  - Treasurer
- Regional Directors
- Chairperson and Co-Chairperson of all standing committees.

### **Responsibilities**

- It shall be the responsibility of every Board member to be knowledgeable of the organization's By-Laws and operating Policies & Procedures Manual, and to perform their duties in accordance with them.
- Executive Board Members are required to attend all board meetings and long-range planning meetings. Absences must be reported before the meeting to the President of the Association.
- Members of the Association shall conduct themselves according to the Code of Conduct as adopted by the Board.
- Executive Board Members shall be responsible for maintaining a succession plan for their position during their term of office.

### **Meetings**

- Meetings
  - 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.
  - Members shall be emailed a reminder of the meeting location and time at least 14 business days before the meeting.
- Agenda
  - Shall be prepared by the President and distributed to the Board members before each meeting. Any Board member wishing to be on the agenda for

anything requiring Board action must notify the President before the meeting.

- Committee Reports
- It is the responsibility of each committee chair to keep the Board informed about events taking place within the sphere of responsibility of their committee.
  - The method of distribution of committee reports is to be determined by the President and announced to the Board before the first Board meeting following the Annual Business Meeting.
  - Reports should be informative and concise.
- Annual Reports
  - Each standing committee chair shall submit a written report to be included in the Annual Business Meeting minutes.

### **Budget and Financial Responsibilities**

- The Board shall approve the Annual Budget during the Annual Business Meeting.
- Each standing committee chairperson and each Officer shall submit a budget request, if needed, for the upcoming fiscal year to the Treasurer at least 30 days prior to the Annual Business Meeting.
- Within 30 days prior to the Annual Business Meeting, the President shall convene the Executive Board to draft the budget for the upcoming fiscal year.
- Any budget amendment requests following the Annual Business Meeting shall be submitted by the designated form: [DMCMA Budget Amendment Request](#). The form shall be included and presented to the Executive Board at the next Board Meeting, or as determined by the President if sooner. The Executive Board shall vote to approve, reject, or amend budget amendment requests.
- Reoccurring annual expenses shall be managed and memorialized by the Treasurer. Back up documentation shall be kept in the records management system (Microsoft Teams) provided by the Association. Documentation for recurring annual expenses shall include the application (association insurance, technical support, etc.), vendor name, contact information, prior payment dates, and amounts.
- Approved, out-of-pocket committee expenditures must be submitted to the Treasurer for reimbursement within 30 days via the appropriate form. Payment will be made once supporting documentation and a signed reimbursement request form has been received.
- Reimbursements will be processed and released to the recipient within 14 business days of receipt of the reimbursement request. The reimbursement method is determined (e.g. check or Venmo) by marking the appropriate reimbursement method box on the reimbursement form.
- The person requesting reimbursement will be notified once the reimbursing form has been “approved” via email.

- Expenditures may not exceed the budget allocation approved by the Executive Board. Requests for expenditures, that exceed the approved budget, must be submitted by completing the form: [DMCMA Budget Amendment Request](#) for action at the next Board meeting.

### **Transfer of Responsibilities**

**Transfer** of responsibilities shall take place within 30 days after swearing in, 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.

### **Succession Planning**

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

### **Term**

The term of office shall be one year (1), commencing 30 days following the closing of the Annual Business Meeting.

## MEMBERS

### Dues

- 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 1/1/2027
Honorary Member	\$0.00

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

- Dues must be paid by March 1<sup>st</sup> of each year.
- 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 who joins in September would pay 25% of the dues at the current rate). Documentation shall be maintained for pro-rated dues.

### Executive Board

The Executive Board shall consist of the following:

### 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.

- 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 an established per diem rate for that area.
- Mileage: The 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, whichever

is less. (MapQuest or similar map site to be provided showing proof of mileage)

- Overnight travel: Prior written authorization is required from an Executive Board member of the association before scheduling overnight travel.
  - Airline expenses - Tickets must be purchased at least two weeks in advance and reimbursement will be for coach class rates only, and receipts are to be provided for reimbursement.
    - Baggage – Cost of baggage is reimbursable
  - Hotel reimbursement will be based on the per diem rate as per the General Services Administration (GSA) or per the established conference room rate, unless rooms are sold out then prior approval must be obtained with the same Executive Board member who provided initial approval to book outside of per diem rate.
  - Ground Transportation: Reasonable costs for transportation will be reimbursed..
  - Parking: The cost of reasonable parking will be reimbursed.
  - Car Rental: Reasonable costs for car rental if ground transportation is not feasible.

# **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**

### **Board Meetings**

The President shall:

- Preside at all Board meetings.
- 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.
- Prepare the agenda for the Board meetings and distribute to the Board members before each meeting.
- Keep the members of the Board informed as to Association business and information.
- Call special meetings of the Executive Board as deemed necessary.
- Provide the approved By-Laws and updated Policy & Procedures Manual to the Technology Chairperson for posting on the Association's website.

### **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 before 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.

### **Annual Business Meeting**

The President shall:

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

### **National Association of Court Management**

On an annual basis the Association shall fund the attendance of the President at (1) one conference of the National Association for Court Management. As part of the annual budgeting process, 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.

### **Committees**

The President shall:

- Be responsible for ensuring the President-Elect has appointed the chairpersons for all DMCMA standing committees.
- Shall appoint a member to represent the Association on all ad hoc committees as required.
- Serve as an ex-officio member of all standing committees.
- 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.
- Address issues concerning non-performance of duties or responsibilities of any chairperson or committee member, including removal if necessary.

### **Liaison Responsibilities**

The President shall:

- Appoint members to serve as the liaison between the Association and state agencies.

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

### **Annual Financial Audit**

The President shall ensure that the audit takes place within 90 days after the Annual Business Meeting of the Association.

### **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 DMCM's Microsoft 365 repository throughout the term of their office:

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

### **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 people 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.

- Demonstrated commitment to the goals of the Association.
- The degree of responsibility inherent in the Association positions held.
- The consistency of effort over time.

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**

#### **General Responsibilities**

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

#### **Specific Responsibilities**

Select and purchase the outgoing President's award to be presented during the Annual Business Meeting. Guide the President and other Executive Board Members for 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 (serves as President-Elect, President, and Immediate Past President).

### **RESPONSIBILITIES AND PROCEDURES**

#### **General Responsibilities**

Be familiar with the Association By-Laws, the Policy & Procedure Manual, Robert's Rules of Order (<https://robertsrules.com/>) and general meeting procedures.

- 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.

#### **Specific Responsibilities**

- Serves as the chair of the Long-Range Planning Committee
- Serve as the chair of the Bylaws/Policies and Procedures Committee
- Serves as a member of the Education Committee.
- Shall work with the Education and Conference Committee to select the location for the annual conference that will take place during their term. The President-Elect will consult with the DMCJA if a combined conference is scheduled.
- Shall serve as one of the three Association representatives to the Court Management Council (CMC).
- Before 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 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**

#### **General Responsibilities**

Be familiar with the Association By-Laws, the Policy & Procedure manual, Robert's Rules of Order (<https://robertsrules.com/>) and general meeting procedures. 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.

#### **Specific Responsibilities**

- Shall serve as a member of the Education Committee.
- Serve as the co-chair of the Bylaws/Policies and Procedures Committee
- Shall serve as the co-chair of the Long-Range Planning Committee.
- Shall serve as the chair of the Rules Committee.
- 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.
- 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.
- Oversee the duties of the Association's Treasurer.
- Responsible for preparing and distributing the DMCMA Connection publication to the membership within 14 business days following the Board Meetings.

#### **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 Vice-President and an Education Co-chair to represent the education committee. at the mid-year conference.

## **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**

#### **Board Meetings**

- In coordination with the President, secure/book the room\* and coordinate lunch for each Board meeting.
- If remote meeting – secure/confirm meeting information including the link for participation.
- 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.).
- Take, prepare, and distribute draft minutes to all members of the Executive Board within 30 days after the meeting date.
- 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.
- 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.

#### **Annual Business Meeting**

At least ninety (90) days before 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

### Budget

- The outgoing Treasurer shall work with the incoming Treasurer in preparing a proposed budget for presentation at the first Board meeting following the Annual Business Meeting.
- The proposed budget should be based on:
  - the past year's approved budget
  - requests received from the various officers and Standing Committee chair.
- The approved budget shall be distributed to all Board Members and shall be published on the DMCMA Website.
- The Treasurer shall not amend the adopted budget without written approval from the Executive Board.

### Dues

- The Treasurer shall be responsible for determining the income to the Association from the collection of annual dues and program fees.
- Upon receipt of dues the Treasurer will work in tandem with the Membership Chairperson to cross-check membership against membership dues received.

### Reports and Records

#### *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.

#### *Records:*

- 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.

- The treasurer shall be allowed to image the past year's 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.

### **Tax Reporting and Annual Audit**

The Treasurer shall ensure 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 **by September**. Information will be supplied to the CPA as requested to file the annual federal tax return. Documentation shall be kept on conducted the CPA who was confirmed.

Following the submission of the annual tax return the CPA will conduct an audit of the Association's 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.

### **Disbursement of Funds**

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

### **Receipt of Funds**

- The Treasurer shall promptly deposit all funds received into the Association bank account. Funds should be recorded when received.
- Undeposited funds shall be kept in a secure location, safeguarded against theft, loss, or unauthorized access.
- If a check or draft is tendered to the Association and returned for any reason, the Treasurer shall:
- Assess the prevailing bank penalty.

- Send the maker 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.

### **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, effective 30 days following the installation of Officers. The Treasurer may also order credit cards for the following Executive Committee Members:

- President
- President-Elect
- Vice President
- Education and Conference Chairperson
- Technology Chairperson
- Treasurer

The treasurer shall obtain signed credit card authorization forms and maintain copies in Teams.

### **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
- Reconciliation reports shall be retained

### **Equipment Inventory**

A. 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.

B. The Treasurer will conduct an annual audit comparing the inventory list and physical location of equipment.

### **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

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

**Northwest (NW):** Snohomish, Island, San Juan Skagit, and Whatcom

**Southwest (SW):** Grays Harbor, Mason, Pacific, Lewis, Thurston, Cowlitz, Clark, Wahkiakum, and Skamania

**Northeast (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

**Southeast (SE):** Adams, Whitman, Franklin, Benton, Walla Walla, Columbia, Garfield, and Asotin.

**Central(C):** King

### Appointment of Regional Directors

- Appointment of Regional Directors should take place no less than 30 days before the Association Annual Business Meeting.
- The notice will contain:
  - Eligibility requirements.
  - A description of the duties and responsibilities of the office.
  - A nomination form.
- Nominations of others or self-nominations may be made, by a member in good standing, by mailing a nomination form or by submission to the Membership chairperson no less than 60 days before 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 before the Annual Business Meeting.

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

### **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.

### **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 and Conference Committee Chair in writing.

### **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.

### **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:

- C. Facilities commonly used for regionals.
- D. Technology available at the facility.
- E. Equipment locally available and where it is located.
- F. Parking is available.
- G. Typical number of attendees.
- H. 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.

## **COURTS HELPING COURTS COMMITTEE**

### **CHARGE**

The Courts Helping Courts Committee is a standing committee. The chairpersons shall be appointed by the President-Elect and shall serve as members of the Executive Board. The Committee is responsible for responding to requests for assistance from one court to another and facilitating those work efforts. The Committee shall also manage the Association mentorship program, including recruiting and providing mentors to courts seeking support. In conjunction with the Education Committee, the Committee shall periodically review and offer suggestions for continued training and updates to the Association's By-Laws, policies, and procedures.

### **RESPONSIBILITIES AND PROCEDURES**

#### **Chairpersons**

- The chair and co-chair shall be appointed by the President-Elect and shall serve as members of the Executive Board.
- The chair and co-chair shall share equally in all tasks and committee functions.
- The chair shall train and assist co-chair to ensure a smooth flow of information and a smooth transition of leadership.

#### **Committee Responsibilities**

- The chair shall keep the Executive Board informed of efforts to support courts requesting help, courts providing support, and courts receiving assistance.
- The type of assistance provided should be recorded and retained so the Committee and Executive Board can make informed decisions regarding resource needs for ongoing court administration and operational support.

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

### **CHARGE**

The Diversity, Equity & Inclusion Committee is a standing committee. The Committee is responsible for promoting the values of inclusion and equity in all DMCMA activities. In conjunction with the Education Committee, the Committee shall periodically review and offer suggestions for continued training and updates to the Association's By-Laws, policies, and procedures.

### **RESPONSIBILITIES AND PROCEDURES**

#### **Chairpersons**

- The chair and co-chair shall be appointed by the President-Elect and shall serve as members of the Executive Board.
- The chair and co-chair shall share equally in all tasks and committee functions.
- The chair shall train and assist co-chair to ensure a smooth flow of information and a smooth transition of leadership.

#### **Committee Responsibilities**

- The chairperson(s) shall keep the Executive Board informed of the vision for targeted diversity, equity, and inclusion efforts.
- The Committee shall work to enhance cultural competence, support anti-racism efforts, and seek to create a more inclusive culture within the Association, the courts, and among stakeholders.

## **EDUCATION AND CONFERENCE COMMITTEE**

### **CHARGE**

The Education and Conference Committee is a standing committee. The Committee is responsible for the development, coordination, and delivery of education and training opportunities for the Association, including conferences, regional training, and other educational programs. The Committee shall also oversee the planning, organization, and implementation of all Association conferences and related events. The senior chairperson shall represent the Association on the Court Education Committee (CEC).

### **RESPONSIBILITIES AND PROCEDURES**

#### **Chairpersons**

- The chair and co-chair shall be appointed by the President-Elect and shall serve as members of the Executive Board.
- The two co-chairs shall share equally in all tasks and committee functions.
- The chair shall train and assist co-chair to ensure a smooth flow of information and a smooth transition of leadership.
- Any person appointed by the President-Elect to chair the Committee should preferably have a minimum of one year of prior experience on the Committee or prior experience with conference or training planning.

#### **Membership**

- The Committee may appoint members as needed to accomplish its responsibilities.
- Membership shall include Regional Directors, members involved in conference planning, ARLJ 14 representatives, and other members appointed by the chair as necessary.

### **Education and Training**

#### **General**

- The Committee shall promote and develop quality education and training programs for the Association.

#### **Regional Training**

- The Committee shall plan the educational content for regional training programs, which shall be held at least once per year, subject to available funding.

#### **ARLJ 14 Academy**

- Committee representatives shall assist with the development and implementation of the ARLJ 14 Academy, including ensuring compliance with rule requirements and working with the Administrative Office of the Courts (AOC) in the ongoing development of the curriculum.

### **Coordination with AOC and CEC**

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

### **Conferences**

- The Committee is responsible for planning, organizing, and implementing all Association conferences and related activities.
- Responsibilities include planning and coordinating educational programs and conference activities.
- The Committee shall coordinate conference planning with DMCJA, CEC, or other partners when a joint conference is scheduled.
- The Committee shall select conference locations and manage facility contracts.
- The Committee shall schedule rooms, equipment, and space for Association meetings, training sessions, and social events.
- The Committee shall report on conference planning progress at each Executive Board meeting.
- The Committee shall oversee conference income and expenses in coordination with the Treasurer.

### **Networking Suite**

- If the DMCMA Board authorizes a networking suite during a conference, the suite must be located in a separate room independent of any guest room, and the Committee shall reserve the room prior to the conference.
- The networking suite must remain closed during class hours, breaks between classes including lunch, and any afternoon when evening classes are scheduled. It may open only after all classes have concluded for the day.
- The networking suite must close at midnight.
- The Committee will solicit volunteers to serve as hosts. Hosts are responsible for keeping the suite closed during restricted times, closing it at midnight, maintaining appropriate sound levels, and notifying a committee chairperson of any incident as soon as possible. If a chairperson is not present, the host shall notify the Association President.

### **Budget Responsibilities**

- The chair shall develop an annual operating budget and present it for approval at the first Board meeting following the Annual Business Meeting.
- The Committee shall work with the Association's CEC representative to develop an education plan and budget proposal for submission to the Court Education Committee.
- A separate line item shall be included in the budget to fund scholarships. Two thousand dollars (\$2,000) shall be designated annually for scholarships unless otherwise directed by the Executive Board. Requests for additional funds must be approved by the Executive Board.
- Scholarship recipients and amounts awarded shall be reported at each Executive Board

meeting.

### **National Association for Court Management (NACM) Conferences**

- If sufficient funds are available in the Association budget, the Board may approve funding for an Education and Conference Committee chair and co-chair to attend NACM conferences.
- The chair and co-chair shall be the primary representatives, with one attending the mid-year conference and the other attending the annual conference. They shall alternate attendance when possible.
- If the chair or co-chair is unable to attend, members of the Committee will be notified of the opportunity. The notification will include the Request to Attend NACM Conference form and submission deadline, The selected representative shall report back to the Committee and Executive Board on potential education opportunities.
- The selected representative will be announced at the next Executive Board meeting. The chair will maintain a list of all representatives who attend NACM conferences on behalf of the Association, located in Teams.

### **Lynne Campeau Scholarship Fund**

#### **A. Scholarship Administration**

- The co-chairs shall appoint a Scholarship Chair to administer the scholarship program.
- The Committee may limit the number of participants funded for a particular program.

#### **B. Application Process**

Completed application forms shall be submitted to the chair of the scholarship committee.

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



- Scholarships shall be limited to one award within a three-year period.
- The maximum award amount is \$500 for DMCMA members in good standing and \$200 for non-DMCMA members.
- A non-DMCMA member must identify a DMCMA member in good standing who endorses the application and works in the same court.
- Applicants must exhaust other available funding sources prior to applying.
- All uses of scholarship funds must be approved prior to the start of the educational program.

#### **C. Application Review**

- Applications shall be submitted to the Scholarship Chair for review.
- Approval requires support from at least five members of the Committee.
- Committee members may not review applications submitted by members of their own court.

- Applicants will receive notice within 30 days of submission indicating whether the request has been approved or denied.

### **Reimbursement Requests**

- Within 30 days after completing the program, the recipient must submit a reimbursement request that includes itemized receipts or invoices and a written report describing the benefit of the education.

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



- Requests shall be reviewed by the Scholarship Chair. Once approved, the Treasurer shall process the reimbursement within 14 days.
- Recipients who received advance funding must submit documentation verifying expenses and return any unused funds to the Treasurer within 14 days following completion of the program.

## **LEGISLATIVE COMMITTEE**

### **CHARGE**

The Legislative Committee is a standing committee. The Committee shall monitor proposed legislation and newly enacted laws that affect the Courts of Limited Jurisdiction and the administration of justice. The Committee shall keep the Executive Board informed of legislative developments and assist in coordinating responses when appropriate. The Committee shall not testify, submit formal legislative positions, or represent the Association in legislative matters without the express direction of the Executive Board.

### **RESPONSIBILITIES AND PROCEDURES**

#### **Chairpersons**

- The chair and co-chair shall be appointed by the President-Elect and shall serve as members of the Executive Board.
- The two co-chairs shall share equally in all tasks and committee functions.
- The chair shall train and assist co-chair to ensure a smooth flow of information and a smooth transition of leadership.
- The chairpersons may form a committee as needed to accomplish the committee's responsibilities.

#### **Committee Responsibilities**

- Monitor proposed legislation that is of direct concern to the operation and administration of the Courts of Limited Jurisdiction.
- Notify members of legislation affecting the courts, including newly enacted laws and the effective dates of those laws.
- Track the progress of legislation during the legislative session and report updates to the Executive Board and membership as appropriate.
- Attend public legislative hearings on bills of interest and, upon direction of the Executive Board, testify or coordinate testimony as required.
- Coordinate and meet periodically with the DMCJA Legislative Committee, the Administrative Office of the Courts legislative liaison, and other relevant partners to discuss legislative matters of mutual interest.
- When directed by the President or Executive Board, designate an individual from the Committee or a DMCMA member to analyze and report the potential operational and administrative impacts of proposed legislation to the membership in a timely manner.
- Provide information and resources to assist members in understanding legislative changes that affect court operations and coordinate mass response if necessary.

## **LONG RANGE PLANNING COMMITTEE (LRP)**

### **CHARGE**

The Long-Range Planning Committee (LRP) is a standing committee and shall be chaired by the President-Elect and Vice President. The Committee is responsible for identifying and evaluating current and future strategic initiatives and developing a strategic plan that supports the long-term vision of the DMCMA and is also responsible for maintaining an accurate set of Association By-Laws and the Association Policy & Procedure Manual; reviewing both annually for practicality and application; making changes as directed by the Executive Board; and distributing updated copies to the membership.

### **RESPONSIBILITIES AND PROCEDURES**

#### **Committee Chair**

The President-Elect shall serve as chair  
The Vice President will serve as the co-chair

#### **Committee Membership**

- Executive Board
- Regional Directors
- All standing committee chairs and co-chairs
- Other members appointed by the chairperson, as needed

#### **Committee Responsibilities**

- During the Board Meeting, the President-Elect or Vice President shall provide a report on the activities of the Committee.
- The Committee is responsible for developing and maintaining the DMCMA Strategic Plan.
- The President-Elect or Vice President shall convene an LRP meeting after the first Board Meeting following the Annual Business Meeting. The main objective of this meeting is to review and update the Strategic Plan.
- Development of the Strategic Plan shall include an analysis of the strengths, weaknesses, opportunities, and threats facing the DMCMA, as well as initiative requests submitted to the Committee through the President-Elect.
- When developing the Strategic Plan, the Committee shall use the following criteria:

#### **Strategic Plan Criteria**

- Capacity of the LRP Committee and any other applicable committee to complete the work.
- Magnitude of impact on Courts of Limited Jurisdiction.
- Financial impact on the DMCMA.
- Equity impact.

- Prioritization of requests.
- Alignment with the DMCMA mission, vision, and guiding principles.

### **Procedures**

- The updated Strategic Plan shall be completed by the second Board Meeting of the new year.
- All requests for consideration of new initiatives for the upcoming year must be received by the chair of the LRP Committee at least 30 days prior to the Annual Business Meeting.
- Exceptions to the time requirement for emergency requests may be made by the chairperson of the LRP Committee.
- New initiatives may be submitted throughout the year, but absent an exception from the chairperson, they will not be considered for implementation until the upcoming year.
- The chairperson of the LRP Committee is responsible for keeping the requestor informed of the status of the request.
- The President-Elect shall prepare an annual report on the activities of the Committee and submit it to the President no later than two weeks before the Annual Business Meeting.

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

- Amendments to the By-Laws may be proposed by the Committee, the President, or members of the Executive Board.
- The chairperson shall prepare any proposed amendments and distribute them to Board members for discussion. All proposed amendments must be approved by the Executive Board before presentation to the membership at the Annual Business Meeting for ratification.
- Association members shall be provided with copies of proposed amendments at least 45 days before the Annual Business Meeting. The chairperson shall present the amendments, explain their impact on the Association, and respond to questions. Members present at the Annual Business Meeting must approve the By-Law amendments by vote.
- An emergency amendment may be made to the By-Laws upon approval of the Executive Board. The amendment shall be ratified at the Annual Business Meeting.
- Working drafts of the By-Laws and Policy & Procedure Manual shall be maintained in the DMCMA Microsoft 365 repository.
- The adopted By-Laws shall be posted to the DMCMA website following the Annual Business Meeting.

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

- Changes to the Policy & Procedure Manual require approval by the Executive Board.
- The chairperson shall review the Policy & Procedure Manual to determine whether any By-Law changes made at the last Annual Business Meeting require corresponding changes in the Manual. Any revisions shall be presented to the Board for approval.
- All other recommended changes throughout the year should be drafted by the chairperson for presentation to the Board for final approval.
- The month and year of any revisions shall appear on the last page of the Manual.
- The updated Policy & Procedure Manual shall be posted to the DMCMA website upon

approval.

## **MEMBERSHIP COMMITTEE**

### **CHARGE**

The Membership Committee is a standing committee. The Committee is responsible for implementing the eligibility requirements for membership as established by the By-Laws; certifying the membership status of nominees for election to office; and recruiting new Association members.

### **Chairpersons**

- The chair and co-chair shall be appointed by the President-Elect and shall serve as members of the Executive Board.
- The two co-chairs shall share equally in all tasks and committee functions.
- The chair shall train and assist co-chair to ensure a smooth flow of information and a smooth transition of leadership.

### **Membership Chair Responsibilities**

- Mail or email membership application forms to all Courts of Limited Jurisdiction in Washington State.
- Work with the Technology Co-Chairs to update the membership form for posting on the DMCMA website.
- Maintain an electronic spreadsheet that includes the following information: last name, first name, court name, member email, dues paid date, and yearly salary.
- Coordinate the accuracy of payments received with the Treasurer.
- Submit a current list of all members to the President at the Annual Business Meeting.
- Review and maintain a current list of honorary members and send updates to the Technology Committee.
- Review and maintain a list of all past presidents of the Association and submit updates to the Technology Committee for posting on the DMCMA website.

### **Substitution of Membership**

- When public funds have been expended for the payment of dues for an individual, and that individual leaves the position, the membership may, upon request of the court, transfer to another manager within the same court for the remainder of the year. An email shall be sent by the requesting court to the membership committee chair and co-chair.

### **Credentials and Elections**

- Verify that persons nominated for office are members in good standing and eligible to take office if elected.
- Prepare ballots for the annual election of officers and all other votes at the Annual Business Meeting.

- Verify that all courts are voting according to the By-Laws.
- Count all ballots and provide the results to the President.
- Keep all ballots until the 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.

## **Nominations**

### **A. Responsibility**

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

### **B. Procedure**

- Review the Declaration of Candidacy form annually and submit any changes for approval at a Board meeting.
- Immediately following approval, forward the updated form to the Technology Committee Chair for posting on the DMCMA website.
- A Declaration of Candidacy for elected office shall be distributed to every member through the DMCMA listserv no less than 60 days before the Annual Business Meeting. Nominations may be submitted by the individual seeking office or by another member in good standing. If someone other than the nominee submits the nomination, the nominee must agree to serve if elected.
- Nominations must be made by submitting a Declaration of Candidacy form to the Membership Committee Co-Chairs no less than 14 days before the Annual Business Meeting to be included in the prepared list of nominees.
- Nominations may also be made from the floor and must be accompanied by a Declaration of Candidacy form.

## **Awards Subcommittee**

### **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 nomination voting and is responsible for developing and ordering awards.

### **Responsibilities**

- At the Annual Business Meeting, the Association shall recognize individuals voted on by the members for their outstanding contributions to DMCMA.
- Any member of the Board may submit nominations. Nominees may be Regular Members or people outside the Association.

## **Award Criteria**

- Demonstrated commitment to the goals of the Association.
- The degree of responsibility inherent in the Association positions held.
- The consistency of effort over time.

- The enduring value to the Association and/or to the field of court management of the service rendered.

**Award Titles**

- Most Valuable Court Contributor
- Coach/Mentor of the Year
- Early Career Excellence
- Champion of Change
- Distinguished Service
- Lifetime Achievement

**Voting**

- Nominations shall be submitted using the DMCMA Awards Nomination Form located on the DMCMA website.
- Nominations will be accepted all year, but 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.

## **RULES COMMITTEE**

### **CHARGE**

The Rules Committee is a standing committee. The Committee shall monitor proposed court rule changes and amendments that affect the Courts of Limited Jurisdiction. The Committee shall keep the Executive Officers informed of proposed rule changes and assist in coordinating responses or comments when appropriate. The Committee shall not submit formal comments or testify on behalf of the Association without the express direction of the Executive Board.

### **RESPONSIBILITIES AND PROCEDURES**

#### **Chairpersons**

- The DMCMA Vice President shall serve as chair of the committee.
- A co-chair shall be appointed by the President-Elect. Both shall serve as members of the Executive Board
- The chair shall serve as liaison to the DMCJA Rules Committee. The co-chair shall serve as the alternate liaison.
- The chair and co-chair shall share equally in all tasks and committee functions.

#### **Committee Responsibilities**

- Monitor proposed court rule changes that may impact the administration and operation of Courts of Limited Jurisdiction, including rules proposed by the Washington Supreme Court, Administrative Office of the Courts, or other rule-making bodies.
- Review proposed rule changes and identify potential operational, administrative, and resource impacts on courts.
- Notify members of proposed rule changes and provide summaries or analysis when appropriate.
- Coordinate with DMCJA, the Administrative Office of the Courts, and other relevant stakeholders when reviewing rules that affect court administration.
- When directed by the Executive Board, prepare draft comments or recommendations regarding proposed rule changes for consideration by the Association.
- Monitor adopted rule changes and notify members of implementation timelines and operational considerations for courts.

# TECHNOLOGY COMMITTEE

## CHARGE

The Technology Committee is a standing committee. The co-chairs shall be appointed by the President-Elect and shall serve as members of the Executive Board. The Committee is responsible for developing, maintaining, and enhancing the capabilities of the DMCMA website and supporting other technological updates and upgrades for the Association.

## RESPONSIBILITIES AND PROCEDURES

### Committee Chairpersons

- The President-Elect shall appoint a chair and co-chair.
- The two co-chairs shall share equally in all tasks and committee functions.
- The chair shall train and assist co-chair to ensure a smooth flow of information and a smooth transition of leadership.
- The chair shall represent DMCMA as a member of MCLUG and ITG.

### Committee Membership

- The chair may appoint committee members as needed.

### Budget and Fiscal Responsibilities

- The chair shall develop an annual operating budget and present it for approval by the Board at the first Board meeting following the Annual Business Meeting.
- The Committee shall budget sufficient funds to cover all costs associated with maintaining the website and the DMCMA Connect.
- To retain continuity, the previous Technology Committee chair and the newly appointed chair shall be responsible for updating the website for the first six months following the appointment.

### Website Maintenance

#### The Technology Committee shall be responsible for

- Securing and maintaining affordable and reliable web hosting services.
- Presenting website design options to the Board for approval.
- Publishing the current list of officers and committee chairpersons received from the President.
- Publishing the current membership list received from the Membership Chair.
- Publishing the adopted budget.
- Publishing Association-related forms.
- Publishing after each Board Meeting: message from the President/DMCMA Connection, committee reports presented at the Board Meeting, approved Treasurer report, and approved meeting minutes.
- Publishing any other reports deemed appropriate by the Committee upon approval of the President.

- Maintaining a list of archived materials and their location.
- Completing website updates within 14 days following the Board Meeting. Any Board member, Association member, or committee chairperson who wishes to publish material on the website must provide the information to the Technology chairperson after approval by the President.

### **Washington State Archives Inventory**

- Maintain an inventory of documents stored at the Washington State Archives.
- Address: Washington State Archivist Regional Director, Pritchard-Fleming Building, Bellevue Community College, 3000 Landerholm Circle SE, Bellevue, WA 98007. Phone: (425) 564-3940.
- Retention and access to documents are limited as required by the Washington State Archivist.

### **AOC Inventory**

- Maintain an inventory of documents stored with the Administrative Office of the Courts (AOC).
- Address: Administrative Office of the Courts, 1112 Quince St SE, Olympia, WA 98501. Phone: (360) 753-3365.
- Retention and access to documents shall be governed by the memorandum of understanding with AOC.

### **JotForms**

- Update and maintain JotForms as needed.

### **Technology Conference**

- If sufficient funds are available in the Association budget, the Board may approve funding for a Technology Co-Chair to attend technology conferences.
- The two co-chairs shall alternate attendance on an annual basis when possible.
- The co-chairs shall maintain a list of all people who attend a technology conference as representatives of the Association. The list shall be retained in DMCMA Microsoft 365.

### **Social Media Subcommittee**

- Members of the Social Media Subcommittee shall be appointed by the chair.
- The Subcommittee is responsible for updating all DMCMA social media platforms.
- The Subcommittee shall seek directions from the Technology chairperson when needed.

Activities of the Committee and submit it to the President no later than two weeks before the Annual Business Meeting.

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

### **CHARGE**

The By-Laws/Policy & Procedure Committee is a standing committee and is responsible for maintaining an accurate set of Association By-Laws and the Association Policy & Procedure Manual; reviewing both annually for practicality and application; making changes as directed by the Executive Board; and distributing updated copies to the membership.

### **RESPONSIBILITIES AND PROCEDURES**

#### **Committee Chair**

The President-Elect shall serve as chair

#### **Committee Membership**

- The committee shall comprise the President-Elect and the Vice-President The chairperson may appoint other committee members as needed.

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

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

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

- Changes to the Policy & Procedure Manual require approval by the Executive Board.
- The chairperson shall review the Policy & Procedure Manual to determine whether any By-Law changes made at the last Annual Business Meeting require corresponding changes in the Manual. Any revisions shall be presented to the Board for approval.
- All other recommended changes throughout the year should be drafted by the chairperson for presentation to the Board for final approval.
- The month and year of any revisions shall appear on the last page of the Manual.
- The updated Policy & Procedure Manual shall be posted to the DMCMA website upon

approval.

## 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 penses, regional training and conferences.

### Distribution – Authorized Card Holders

- A. The DMCMA President, President-Elect, Vice-President, Education/Conference Committee Chair, 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.
- B. The card holder should maintain a log of when the card is checked in/out with signatures.

### Authorization & Control

- C. Issuing Bank  
Bank is to be determined by the DMCMA Board.
- D. 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.

### Approved Uses for Credit Card Purchases

- E. 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.
- F. 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.

- G. 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.

### **Disallowed Charges**

- H. 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
- I. 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.
- J. 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.

### **Receipt of Goods & Services**

- K. The cardholder is responsible for ensuring 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 vendor's 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.
- L. 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.

## Card Security

- M. The DMCMA credit card should always be treated with great care and should be kept in a secure location. It should only be accessible to the member authorized to use it.
- N. 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.

## 2. 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 DMCMA 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)

(DRAFT Revision May 2026)

# ADDENDUMS



# **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 fees beyond those received from their employer for work done in the course of their public employment. However, members may engage in outside employment if 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 confidential information to any unauthorized person.
- 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 based on, 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 person 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 people.
- 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.

I understand the DMCMA credit card is intended to facilitate DMCMA business and is not for my personal use.

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.

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.

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.

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.

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.

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.

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: \_\_\_\_\_