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BYLAWS OF THE  
ARKANSAS  
ASSOCIATION OF  
COURT MANAGEMENT

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# ARKANSAS ASSOCIATION OF COURT MANAGEMENT BYLAWS

## Article I

### OBJECTIVES

To achieve the goals of the Association, the following objectives are hereby adopted:

1. To increase the professionalism of court managers through educational seminars, training programs and conferences;
2. To facilitate the prompt disposition of the courts' business through the development of effective court management techniques;
3. To develop and implement policies, principles and standards to improve the efficient and effective administration of justice;
4. To promote coordination of the administration of the several courts within the State of Arkansas;
5. To provide for the exchange of information and ideas among the membership to enhance the administration of the courts;
6. To promote the profession of court management through research and development projects and active participation in state and national programs;
7. To improve the public perception and understanding of the judicial system through public information and education programs, and otherwise inspire public trust and confidence in the profession of court management;
8. To provide assistance to the Supreme Court of Arkansas and the Administrative Office of the Courts as may be required to promote the effective operation of the Arkansas court system;  
and

9. To maintain the institutional independence and accountability of the judicial branch and its employees.

## Article II

### MEMBERSHIP AND DUES

Section 1. CLASSES – There shall be four classes of membership in this Association: General, Emeritus, Associate and Honorary.

Section 2. GENERAL MEMBERS include:

- (a) Persons certified by the National Center for State Courts, Institute for Court Management as:
  - a. Certified Court Managers
  - b. Certified Court Executives
  - c. ICM Fellows
- (b) Persons certified as faculty members for courses offered through the Court Management Programs of the ICM.

A person becomes a general member upon approval of the Board of Directors and the payment of dues. A general member may vote, be an officer or committee chair, and serve on committees.

Section 3. EMERITUS MEMBERS include:

Any former General Members of the Association who choose to continue as a member after retirement or resignation from court management. An Emeritus Member shall not pay dues, shall not vote and shall not hold office.

Request for emeritus status shall be submitted to the Board of Directors for action. The Association is not responsible for educational program and conference costs for an Emeritus Member.

#### Section 4. ASSOCIATE MEMBERS include:

Any person employed in the field of court administration. An Associate Member may participate in the Association's activities, but may not vote, chair a committee or be elected to the Board of Directors or as an Officer.

#### Section 5. HONORARY MEMBERS include:

Any person who has made a significant contribution to the profession of court administration or rendered distinguished service in related fields, and is appointed to honorary membership in the Association by the Board. An Honorary Member shall not vote, chair a committee, or be elected to the Board of Directors.

#### Section 6. VOTING

Each General Member in good standing shall have a vote on all Association business. There shall be no voting by proxy.

#### Section 7. DUES

Membership dues for the succeeding year shall be established annually on or before August 31<sup>st</sup> by the Board of Directors. Bills for said dues will be mailed to the membership no later than December 1<sup>st</sup>, of each year, and shall be payable within ninety (90) days.

A General Member shall be in good standing provided his or her dues are fully paid by March 1<sup>st</sup> of each year. A General Member

who fails to pay dues as required by these Bylaws may be forthwith suspended from participation in the business affairs of the Association until such time as all arrearages are made current.

## Article III

### BOARD OF DIRECTORS

Section 1. Responsibility and authority for general management of the Association is vested in a Board of Directors.

Section 2. The Board of Directors shall consist of four officers and six regional directors. All Board members must maintain general membership in the Association.

Section 3. There shall be six (6) regional directors, one from each of the original Arkansas Court of Appeals' districts.

Section 4.

- (a) A vacancy in any Board position shall occur upon:
  - 1. Resignation or incapacity of a Board Member; or
  - 2. Determination by the Board of Directors, upon a two-thirds (2/3) vote of the entire Board that a Board member has failed to adequately perform the duties of his or her position.
- (b) If a vacancy occurs in any Board position, except President or Vice President, the Board of Directors shall appoint a qualified member to complete the unexpired term. If a vacancy occurs in the position of a President, the Vice President shall succeed to the Presidency and shall complete the unexpired

term. If a vacancy occurs in the position of Vice President, a special election shall take place to fill the vacancy with that election process to be determined by the Board of Directors. In the event there is no candidate forthcoming for Vice President in the Special Election, the Board of Directors shall fill the vacancy for Vice President. The appointed Vice President shall automatically assume the position of President in the next term.

#### Section 5.

The Board of Directors shall:

- (a) Conduct the business of the Association between General Membership meetings;
- (b) Adopt policies and procedures of the Association;
- (c) Have general supervision of the Association;
- (d) Report to the membership the business transacted since the previous General Membership meeting;
- (e) Adopt an annual budget;
- (f) Vote by email or telephone when it is deemed advisable by the President;
- (g) Make recommendations to the membership at the General Membership meetings;
- (h) Fill vacancies not otherwise provided for in these Bylaws;
- (i) Ratify appointments to standing and special committees;
- (j) Create special committees, other than those authorized in Bylaws as deemed necessary;
- (k) Receive, expend, and account for all monies allocated to the Association from any source;



- (l) Establish amount of dues and all registration fees;
- (m) Take action on all applications for General Membership and requests for Honorary and Emeritus Membership;
- (n) Perform such other duties deemed necessary and appropriate.

## Article IV

### OFFICERS AND DIRECTORS

Section 1. The Officers of the Association shall be a President, Vice President, Secretary and Treasurer.

Section 2. All terms of office for Officers shall be for one year.

Section 3. Duties and responsibilities:

- (a) President. The President shall preside at the General Membership meetings of the Association, at any special meetings or conferences of the Association, and at all meetings of the Board of Directors. Except as otherwise provided in these Bylaws, the President shall appoint the chairperson and members of all standing and special committees. All committee appointments shall be ratified by the Board of Directors. The President shall represent the Association and communicate its interest to other organizations and bodies, and also shall perform such other duties as may be required to promote and accomplish the purposes of the Association.

- (b) President-Elect. The President-Elect shall act in the absence of the President and shall perform such other duties as may be designated by the President or the Executive Board. The President-Elect shall assist the President in the discharge of Association matters and serve as a member on the Professional Development Committee. It shall be the responsibility of the President-Elect to purchase a gavel/plaque for the President upon completion of his/her term.
- (c) Secretary. The Secretary shall prepare and forward to all Association members minutes of the General Membership meetings and any special meetings and shall forward to all Board Members the minutes of all meetings of the Board. At the direction of the President or the Board of Directors, the Secretary shall prepare and send correspondence on behalf of the Association and otherwise assist Board members in the discharge of their duties. The Secretary shall serve as a member of the Membership Committee.
- (d) Treasurer. The Treasurer shall maintain the financial records of the Association and prepare a financial report for publication to the membership at the General Membership meetings. The Treasurer shall report on the current financial status of the Association at each meeting of the Board of Directors. The Treasurer shall deposit all Association funds in such financial institutions as are designated by the Board of Directors in an account under the name of the Association. The Treasurer shall withdraw account funds, execute checks or

other drafts and disburse monies in support of Association business or activities in accordance with the provisions of these Bylaws. At the discretion of the President or the Board of Directors, the Treasurer shall assist Board members in the discharge of their duties.

(e) Regional Directors

1. The Regional Directors, members of the Board of Directors, shall assist the Officers in the leadership and management of the association as provided for in Section 5 herein.
2. Each Region shall consist of the original Arkansas Court of Appeals districts as follows:
  - a. Region 1      Clay, Craighead, Crittenden, Cross, Greene, Lee, Mississippi, Monroe, Phillips, Poinsett, St. Francis, and Woodruff Counties
  - b. Region 2      Baxter, Boone, Cleburne, Faulkner, Fulton, Independence, IZard, Jackson, Lawrence, Lonoke, Marion, Newton, Randolph, Searcy, Sharp, Stone, White and Van Buren Counties
  - c. Region 3      Benton, Carroll, Crawford, Franklin, Johnson, Madison, Pope, Sebastian, and Washington Counties
  - d. Region 4      Clark, Garland, Grant, Hempstead, Hot Spring, Howard, Lafayette, Little River, Logan, Miller, Montgomery, Nevada, Pike Polk, Saline, Scott, Sevier and Yell Counties
  - e. Region 5      Arkansas, Ashley, Bradley, Calhoun, Chicot, Cleveland, Columbia, Dallas,

Desha, Drew, Jefferson, Lincoln, Ouachita  
and Union Counties

f. Regions 6 Pulaski and Perry Counties

3. The terms of office for Regional Directors shall be three (3) years. The initial Directors who are elected shall draw lots for terms of one, two, or three years so that, thereafter, the positions of two of the Regional Directors shall expire each year.

(f) Immediate Past President. The Immediate Past President may participate in an advisory capacity to the Board of Directors in order to improve advice and counsel to the Board.

## Article V

### NOMINATIONS AND ELECTIONS

Section 1. The Bylaws Committee will act as the Nominating Committee.

Section 2. The nominating committee shall propose at the General Membership meeting a slate of one or more nominees for each position on the Board of Directors.

Section 3. Nominations may also be made from the floor.

Section 4. A Vice President, Secretary, Treasurer and one (1) Regional Director for each region shall be elected by ballot

at the General Membership during General Membership Meeting.

Section 5. Officers and directors shall assume their respective duties following the close of the General Membership Meeting.

## Article VI

### COMMITTEES

Section 1. Standing Committees –The standing committees of the Association are:

- (a) Bylaws
- (b) Membership
- (c) Professional Development

Section 2. Bylaws and Parliamentarian Committee

The chairperson of this committee shall serve as the parliamentarian of the Association. It shall be the duty of this committee to review the Bylaws of the Association as to their practicality and application. The Committee shall also review the needs of the Association for amending or adding to the Bylaws. It shall make a report of its findings to the Board of Directors. The Committee shall also serve as the nominating committee for the election of officers and regional directors.

Section 3. Membership Committee

The Membership Committee shall be responsible for the recruiting of members and shall carry out decisions of the Board of Directors relative to the recruitment, maintenance and eligibility of members of the Association. It shall have the

responsibility to certify that members attending the annual meeting are in good standing and eligible to vote. The Committee shall review nominations for honorary membership and make recommendations to the Board of Directors on all nominations received. The Committee Chair will be responsible for purchasing and presenting awards to honorary members.

#### Section 4. Professional Development Committee

This committee will:

- (a) Provide for the Professional Development of Court Managers through continuing education;
- (b) Establish the criteria for recognizing continuing education program credits;
- (c) Perform other duties assigned by the President

#### Section 5. Special Committees

Special Committees shall be created, as needed, by the Board of Directors, who will outline each committee's duties and responsibilities. The Chair and committee members shall be appointed by the President and ratified by the Board of Directors.

## Article VII

### MEETINGS

Section 1. There shall be at least one General Membership meeting annually of the Association on a date and at a place as determined by the Board of Directors. Notice of any General

Membership meeting shall be sent to the full membership at least thirty (30) days in advance.

Section 2. Additional meetings may be called by the Board of Directors as necessary.

Section 3. The Board of Directors shall meet as necessary to conduct the business of the Association.

## Article VIII

### QUORUM

One-third (1/3) of the voting membership must be present at the meeting to constitute a quorum for the transaction of the Association's business at any meeting.

## Article IX

### FISCAL YEAR

The Fiscal Year shall commence on the 1<sup>st</sup> day of January and shall end on the 31<sup>st</sup> day of December.

## Article X

### PARLIAMENTARY AUTHORITY

The rules of parliamentary practice promulgated in Roberts' Rules of Order, most recent edition, shall govern all proceedings of this Association subject to such special rules as have been or may be adopted.

## Article XI

### AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds (2/3) vote of the general membership present at a General Membership meeting or at any special meeting called for that purpose.

Section 2. Copies of the proposed amendments to the Bylaws must be provided to the membership at least thirty (30) days prior to the meeting where amendments will be considered.



## CERTIFICATE OF ADOPTION

The foregoing Bylaws of this association, having been duly adopted this 17<sup>th</sup> day of May 2018, by action of the voting members and Executive Board of this association pursuant to the laws of this State.

IN TESTIMONY THEREOF, witness the hand of the undersigned as Secretary of this association on such date.

Dawn Thompson  
Secretary

Approved:

Bridgett Howard  
President