

**Bylaws of the
Arkansas Association
of Court Management**

Table of Contents

Article I	4
Article II	5
Section 1. Classes	5
Section 2. General Members	5
Section 3. Emeritus Members.....	5
Section 4. Associate Members	5
Section 5. Honorary Members	5
Section 6. Voting.....	6
Section 7. Dues.....	6
Section 8. Membership Terms	6
Article III	7
Section 1.	7
Section 2.	7
Section 3.	7
Section 4.	7
Section 5.	7
Article IV	8
Section 1.	8
Section 2.	8
Section 3. Officer Duties and Responsibilities.....	8
Section 4. Director Duties and Responsibilities.....	9
Article V	10
Section 1.	10
Section 2.	10
Section 3.	10
Section 4.	10
Section 5.	10
Article VI	11
Section 1. Standing Committees.....	11
Section 2. Bylaws	11
Section 3. Membership Committee	11
Section 4. Professional Development Committee.....	11
Section 5. Financial Review Committee	12

Section 6. Special Committees 12

Article VII12

Section 1. 12

Section 2. 12

Section 3. 12

Section 4. 12

Article VIII12

Article IX13

Article X.....13

Article XI13

Section 1. 13

Section 2. 13

CERTIFICATE OF ADOPTION14

Appendices15

APPENDIX A..... 15

APPENDIX B..... 16

Version Number	Adoption Date	Changes
1.0	November 30, 2015	Original
1.1	March 2, 2016	Updated fiscal year and dues period.
1.2	May 17, 2018	Changed Officer title to President-Elect; Assigned duties for Nominating Committee.
1.3	May 16, 2019	Added Financial Review Chairperson.
2.0	May 27, 2022	Substantial amendments including but not limited to length of officer terms and regions.

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 district, circuit, and appellate 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. Each member's primary working location will determine their region designation.

Section 2. General Members include:

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

Request for general membership shall be submitted to the Membership Committee and then submitted to the Board of Directors for approval. A person becomes a general member upon Board approval 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. Request for emeritus status shall be submitted to the Membership Committee and then submitted to the Board of Directors for approval. An Emeritus Member shall not pay dues, shall not vote and shall not hold office. The Association shall not sponsor educational program and conference costs for an Emeritus Member.

Section 4. Associate Members include:

Any person employed in the field of court administration. Request for associate status shall be submitted to the Membership Committee and then submitted to the Board of Directors for approval. An Associate Member may participate in the Association's activities, but may not vote, chair a committee, nor hold office. An Associate Member shall pay dues. The Association shall not sponsor educational program and conference costs for an Associate Member.

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 a lifetime honorary membership in the Association by the Board. An Honorary Member

shall not pay dues, shall not vote, chair a committee, nor hold office. The Association shall not sponsor educational program and conference costs for an Honorary Member.

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 31st by the Board of Directors. Bills for said dues will be sent to the membership no later than December 1st of each year and shall be payable within ninety (90) days.

A General Member or Associate Member shall be in good standing provided their dues are fully paid by March 1st of each year. Treasurer shall prepare and present a report of renewed members, new members, revoked members, and those not in good standing to the Board no later than 30 days prior to the annual General Membership meeting. A General Member or Associate Member who fails to pay dues as required by these Bylaws may be forthwith suspended from participation in the affairs of the Association until such time as all arrearages are made current.

Dues will not be pro-rated nor refunded for any reason.

Section 8. Membership Terms

Any Membership renewal will be at the Board's discretion. Termination of membership may occur upon a two-thirds (2/3) vote of the Board:

- (a) Due to separation from court employment.
- (b) Due to disciplinary action.
- (c) Due to non-payment of dues.

Members who leave the court system voluntarily and paid dues with private funds may participate in the Association through the remainder of their membership year. Membership is not transferable. Request for Emeritus Membership should be made by the separated member if continued membership is desired.

Members who leave the court system voluntarily and paid dues with public funds may transfer to another qualifying person from the same court for the remainder of the unexpired year without further payment of dues. The new member's membership class will be determined according to qualifications. Request for Emeritus Membership should be made by the separated member if continued membership is desired.

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 seven regional directors. All Board members must maintain General Membership in good standing.

Section 3. There shall be seven (7) regional directors, one from each of the Arkansas Court of Appeals' electoral districts as designated in Act 1812 of 2003.

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 Board that a Board member has failed to adequately perform the duties of their position.

- (b) If a vacancy occurs in any Board position, except President or President-Elect, the Board of Directors shall appoint a General Member in good standing to complete the unexpired term. If a vacancy occurs in the position of a President, the President-Elect shall succeed to the Presidency and shall complete the unexpired term. If a vacancy occurs in the position of President-Elect, 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 President-Elect in the Special Election, the Board of Directors shall fill the vacancy President-Elect by appointment with a two-thirds (2/3) majority vote. The appointed President-Elect 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, President-Elect, Secretary, and Treasurer.

Section 2. All terms of office for Officers shall be for two years from the date of election until the next general election.

Section 3. Officer 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 Board of Directors. 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 use AACM budget funds to purchase a gavel/plaque for the President upon completion of their 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 on the Membership Committee, maintain membership and committee records, and keep the Association website and digital media current.

(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. Treasurer shall report to Secretary receipt of membership dues weekly during membership renewal period, then as needed thereafter.

Section 4. Director Duties and Responsibilities

(a) Regional Directors

1. The Regional Directors, as members of the Board of Directors, shall assist the Officers in the leadership and management of the Association as provided for in Article III, Section 5 herein.
2. Each Region shall consist of the Arkansas Court of Appeals' electoral districts as designated in Act 1812 of 2003 (see Appendix B) as follows:
 - a. **Region 1** Clay, Craighead, Crittenden, Cross, Greene, Lonoke, Mississippi, Monroe, Poinsett, Prairie, White, and Woodruff Counties
 - b. **Region 2** Baxter, Boone, Cleburne, Conway, Faulkner, Fulton, Independence, Izard, Jackson, Lawrence, Marion, Newton, Pope, Randolph, Searcy, Sharp, Stone, and Van Buren Counties
 - c. **Region 3** Benton, Carroll, Crawford, Franklin, Johnson, Madison, and Washington Counties

- d. **Region 4** Clark, Garland, Hempstead, Hot Spring, Howard, Little River, Logan, Miller, Montgomery, Pike, Polk, Sebastian, Scott, Sevier, and Yell Counties
- e. **Region 5** Ashley, Bradley, Calhoun, Cleveland, Columbia, Dallas, Drew, Lafayette, Lincoln, Nevada, Ouachita, and Union Counties
- f. **Region 6** Perry, Pulaski, and Saline Counties
- g. **Region 7** Arkansas, Chicot, Desha, Grant, Jefferson, Lee, Phillips, and St. Francis 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.

4. Regional Directors shall serve on the Membership Committee.

- (b) **Immediate Past President.** The Immediate Past President shall participate in a non-voting advisory capacity to the Board of Directors in order to advise, and counsel the Board.
- (c) **Parliamentarian.** The Parliamentarian shall assist the Association in the interpretation of bylaws and rules of order, and the conduct of meetings and procedures, in a non-voting capacity.

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. President-Elect, Secretary, Treasurer and Regional Directors shall be elected by ballot by 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
- (d) Financial Review

Section 2. Bylaws Committee

A member of this committee shall be appointed by the President to serve as the parliamentarian of the Association.

This committee will:

- (a) Review the Bylaws of the Association as to their practicality and application;
- (b) Review the needs of the Association for amending or adding to the Bylaws;
- (c) Make a report of its findings to the Board of Directors;
- (d) Serve as the nominating committee for the election of officers and Regional Directors.

Section 3. Membership Committee

This committee will:

- (a) Be responsible for the recruiting of members;
- (b) Carry out decisions of the Board of Directors relative to the recruitment, orientation, retention, and eligibility of members of the Association.
- (c) Certify that members are in good standing and eligible to vote.
- (d) Notify the Secretary of any changes to be made to the membership roster.
- (e) 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 recognition awards with AACM funds 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. Financial Review Committee

This committee will:

- (a) Audit the outgoing Treasurer's records at the close of the term and prior to the incoming Treasurer taking over the records.
- (b) Consist of a Financial Review Chairperson plus one additional member to assist. Both should be from the same region as the incoming Treasurer.
- (c) Make a report of its findings to the Board of Directors. (See Appendix A)

Section 6. 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.

Section 4. Meetings shall be conducted in a format deemed necessary by the Board of Directors. The Board will consider meeting objectives, environmental conditions, and other factors when making the decision to hold a meeting in-person, virtually, by phone, or by any other electronic means. Voting at a meeting will be conducted in a format advantageous to the meeting.

Article VIII

QUORUM

At any General Membership meeting, one-third (1/3) of the voting membership must be present to constitute a quorum for the transaction of the Association's business

except bylaws amendments which are specified in Article XI, Section 1. Any such business thus transacted shall be valid subject to approval by a majority of those present and voting.

At any Board of Directors' meeting, one-third (1/3) of the voting membership must be present to constitute a quorum for the transaction of the Association's business. Any such business thus transacted shall be valid subject to approval by a majority of those present and voting.

Article IX

FISCAL YEAR

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

Article X

PARLIAMENTARY AUTHORITY

The Parliamentarian will guide the meetings of the Association according to The Modern Rules of Order, most recent edition, subject to certain special rules as have been or may be adopted.

Article XI

AMENDMENTS

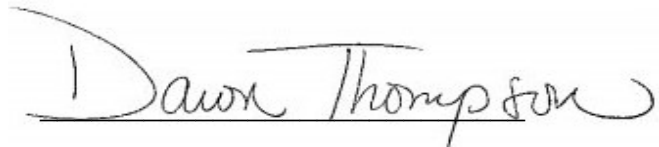
Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the general membership present at a General Membership meeting or at any special meeting called for that purpose.

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 27th day of May 2022, by action of the voting members and Board of Directors 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.

A handwritten signature in cursive script that reads "Dawn Thompson". The signature is written in black ink on a white background.

Dawn Thompson, Secretary

Attest:

A handwritten signature in cursive script that reads "Lisa Wadley". The signature is written in black ink on a white background, positioned above a horizontal line.

Lisa Wadley, President

Appendices

APPENDIX A

Report of Financial Review Committee for the Arkansas Association of Court Management

{Date}

All financial records from the outgoing Treasurer, {Name of Outgoing Treasurer}, were received by the Financial Review Committee on {Date of Receipt}.

When {Name of Outgoing Treasurer} took office as Treasurer on {Date that Outgoing Treasurer took office}, and at the time they received the books from the outgoing Treasurer, {Name of Former Outgoing Treasurer}, there was a balance of \$_____ in the account at Bancorp South in the name of Arkansas Association of Court Management. The last check number written by the former outgoing Treasurer was {Check Number}. Upon receipt of the books, {Name of Outgoing Treasurer} maintained the same account with Bancorp South.

A review of the bank statements for the period beginning {Date that Outgoing Treasurer Took Office} and ending {Date that Outgoing Treasurer Left Office}, together with the invoices, checks, receipts, and deposits, showed all records were in order and balanced with the Treasurer's accounting ledger. The last check number written by {Name of Outgoing Treasurer} was {Check Number}. Receipts, consisting of:

- Dues paid in the amount of \$_____.
- Interest earned of \$_____.
- Check fee refund of \$_____.
- Total: \$_____.

After all expenses were paid totaling \$_____, the balance of \$_____, as shown on the Treasurer's ledger for {Date that Outgoing Treasurer left office}, is correct and in order.

Respectfully submitted,

Arkansas Association of Court Management Financial Review Committee

{Name of Financial Review Committee Chair}, Committee Chair

{Name of Financial Review Committee Member}, Committee Member

APPENDIX B
AACM Region Map

AACM Regions follow the Arkansas Court of Appeals' electoral districts as designated in Act 1812 of 2003.

