

**BYLAWS OF THE
MID-ATLANTIC ASSOCIATION
FOR COURT MANAGEMENT**

ARTICLE 1 - NAME

1. The name of this organization shall be the Mid-Atlantic Association for Court Management (MAACM).

ARTICLE 2 - MISSION AND VISION

1. MAACM'S Mission Statement

The Mid-Atlantic Association for Court Management is committed to the fair and effective administration of justice through improved management of our courts. Serving as a regional forum for a broad diversity of court professionals, MAACM responds to the changing management development needs of its membership by ensuring the accessible and affordable delivery of quality-driven continuing education that encourages information sharing and promotes collegial networking.

2. MAACM'S Vision Statement

The Mid-Atlantic Association for Court Management will be a national leader in the professional development of court professionals by sustaining its commitment as a proactive and responsive, membership driven organization fostering diversity, accessibility, creativity and excellence.

ARTICLE 3 - MEMBERSHIP

1. Regular membership in the Association is open to any person interested in Court Management in the Mid-Atlantic States. Membership is conferred upon submission of an application and payment of annual dues.

2. Honorary membership in the Association may be conferred upon individuals in the area of court administration whom the organization wishes to recognize by a majority vote of the Board of Directors. Honorary members shall not be required to pay dues.

3. The fiscal year and membership year shall be the same, January 1 through December 31 of each year.

ARTICLE 4 - DUES

1. The annual dues of the members shall be determined by the Board of Directors.
2. Dues are payable by April 1 of each year. The Treasurer shall distribute to each member a membership invoice statement.

ARTICLE 5 - OFFICERS

1. The Officers of this Association shall be President, President-Elect, Vice President, Secretary, and Treasurer. With the exception of the President who is elected in the previous year, all of the Officers are to be elected by the membership at the annual meeting.

2. The duties of the Officers shall be as follows:

PRESIDENT: The President shall be the Chief Executive Officer of the Association, shall preside at all meetings of the membership, manage the business of the Association, and shall see that all orders and resolutions are carried into effect.

PRESIDENT-ELECT: The President-Elect shall assist the President and, in the President's absence, assumes the full responsibilities of that office.

VICE PRESIDENT: The Vice President shall assist the President and the President-Elect in the discharge of their duties and, in the absence of the President-Elect, assume the full responsibilities and duties of that office. The Vice President shall also be the chairperson of the Bylaws Committee and be responsible for preparing any changes for consideration by the general membership.

TREASURER: The Treasurer shall collect, receive, and have custody of all funds of the Association, shall deposit such funds in a bank approved by the Board of Directors, and shall advise on and provide for the expenditure of such funds. The Treasurer shall make a financial report to the Association at the annual general meeting and to the Board of Directors at their regular meetings. The Treasurer shall annually submit the records for an independent [audit] review as determined by the Board of Directors. The Treasurer shall also prepare an annual budget for approval by the Board.

SECRETARY: The Secretary shall keep the minutes of all meetings of the Association and prepare correspondence of the Association. The Secretary is the archivist and custodian of the Association's records. The Secretary shall also provide the notices of all meetings of the Association and committees.

ARTICLE 6 - BOARD OF DIRECTORS

1. The Officers and the Immediate Past President shall constitute the Board of Directors.
2. The Board of Directors shall have general supervision of the affairs of the Association, make recommendations to the Association, and shall perform such other duties as are specified in these Bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.
3. The President, with the approval of the Board of Directors, will appoint an Advisory Board consisting of: no more than two members from any state or the District of Columbia, the Standing Committee chairpersons, the BEACON Editor, and the Website Coordinator. Advisory Board Members may attend Board meetings, participate, and vote at the discretion of the Board of Directors. Advisory Board Members shall serve a minimum term of two years, and may serve more than one term.

ARTICLE 7 - COMMITTEES

1. The standing committees shall be:
 - (a) Bylaws Committee
 - (b) Professional Development Committee
 - (c) Conference Committee
 - (d) Membership Committee
 - (e) Communications Committee
 - (f) Business Practices Committee
2. ALL other committees will be established as are deemed necessary by the President and approved by the Board.
3. Except where designated by these Bylaws, the President will appoint chairpersons for all committees.
4. Upon approval of the Board of Directors, the Committee Chair(s) shall appoint committee members from those general members who either volunteer or are recommended to serve on committees.

ARTICLE 8 – ELECTIONS

1. The Officers shall be elected at the Association's annual meeting. Officers shall serve one year terms or until the next election. Neither the President nor the President-Elect may be elected to the same office in consecutive elections.
2. Only individuals who are regular members in good standing shall be eligible for office.
3. The Immediate Past President shall serve as chairperson of the nominating committee. The Immediate Past President with the approval of the Board of Directors will appoint not fewer than four (4) members of the Association to serve on the nominating committee. No more than one member from any state or the District of Columbia shall serve on the nominating committee.
 - (a) The nominating committee shall establish criteria and actively solicit candidates for each Officer position at least 60 days prior to the annual meeting.
 - (b) The nominating committee will receive information from the Board of Directors, nominate Officers, and inform the members of the nominated Officers at least ten (10) days prior to the annual meeting.
 - (c) The nominated Officers shall be presented by the Immediate Past President at the first business session of the annual meeting for the offices of President-Elect, Vice President, Treasurer and Secretary.
4. Nominations may be made from the floor after the nominated Officers have been presented by the Immediate Past President.
5. Officers shall be elected by simple majority vote of those regular members in good standing present and voting at the annual meeting. If any candidate is unopposed, the election of that candidate may be by motion.

ARTICLE 9 - VACANCIES

1. In the event of death, resignation or incapacity of the President, the President-Elect shall become the President for the unexpired portion of the term, and shall continue as President for the term to which he or she was originally elected.
2. In the event a vacancy occurs in the office of President-Elect, the Vice President shall assume his or her duties for the remainder of the year. At the next annual meeting of the Association, there will be a special election to elect the new President.
3. Vacancies in all other offices, other than the President and President-Elect, shall be filled for the unexpired term by the Board of Directors.

4. A vacancy in the position of the Immediate Past President shall be filled for the unexpired term by the Board of Directors with another Past President of the organization.

ARTICLE 10 – MEETINGS

1. There shall be no fewer than two regular business meetings of the Board of Directors per year. One meeting will be held during the annual meeting of the Association. The other meeting will be held at such time as the President shall deem appropriate. Any member of the Association may attend the meetings of the Board of Directors and may be heard on any matter before the Board of Directors. A majority of the Board of Directors shall constitute a quorum.

At the discretion of the Board of Directors, the Advisory Board Members, Standing Committee Chairpersons, the BEACON Editor, and the Website Coordinator may be allowed to vote. No voting by proxy is allowed.

2. The annual meeting of the Association shall be held at a time and place designated by the Board of Directors. Thirty days notice must be given to the membership prior to the date of the proposed meeting. Those regular members in good standing present at the annual meeting shall constitute a quorum. Except as otherwise provided in these Bylaws, transaction of business shall be by simple majority vote of those eligible regular members present and voting.

3. The Board of Directors may authorize special meetings of the Association as it deems appropriate. Notice of such activities should be provided to the membership at least 30 days in advance.

4. The President may authorize board meeting participation via telephone conference call or video conferencing, if necessary.

ARTICLE 11 – PARLIAMENTARY AUTHORITY

1. *Robert's Rules of Order Newly Revised* shall govern the Board and general membership meetings of this Association, except when such rules are in conflict or inconsistent with the Bylaws hereof.

ARTICLE 12 - AMENDMENTS

1. These Bylaws may be amended by the affirmative vote of a majority of the members present and entitled to vote at the annual meeting of the Association. Members will be given a 30-day notice of the proposed changes to the Bylaws. Bylaws amendments become effective upon adoption at the annual meeting unless otherwise provided prior to adoption.

ARTICLE 13 – NON-PROFIT ORGANIZATION STATEMENT AND DISSOLUTION

1. Purpose

The Association shall not engage in any regular business or activity of any kind ordinarily conducted for profit and shall maintain legal status as a nonprofit organization.

2. Distribution of Assets Upon Dissolution of the Association

Upon dissolution of the Association, for whatever reason, all assets shall be transferred to a similar type organization, which is entitled to IRS Tax Exempt Status under Section 501 (c)(3), and shall be organized on a non-stock basis.

CERTIFICATION

It is hereby certified that these Bylaws were amended, upon motion duly made and seconded, by the majority of members of the Mid-Atlantic Association for Court Management during the annual business meeting held in Hershey, Pennsylvania on October 6, 2010.

GLENDAL. GUZINSKI,
VICE PRESIDENT