

**BYLAWS OF THE
GEORGIA COUNCIL OF
COURT ADMINISTRATORS**

**ARTICLE I
Name**

The organization shall be named the GEORGIA COUNCIL OF COURT ADMINISTRATORS, herein referred to as the Council.

**ARTICLE II
Object and Purpose**

The object and purpose of the Council shall be to further the improvement of the courts and the administration of justice, to assist court administrators and managers throughout the state in the execution of their duties, and to promote and assist in the training of court administrators, managers, and support personnel.

**ARTICLE III
Applicability**

- Section 1. These bylaws shall govern the GEORGIA COUNCIL OF COURT ADMINISTRATORS, (GCCA), as created by the General Assembly in Acts 1997, p. 1536, § 1.
- Section 2. These bylaws shall also govern the operation of the GEORGIA ASSOCIATION FOR COURT MANAGEMENT, INC., (GACM), a nonprofit corporation registered with the Office of the Secretary of State of the State of Georgia.
- Section 3. These organizations shall operate as separate entities governed by the same Executive Committee and bylaws. If there is any difference between the bylaws, the bylaws of the GCCA shall control.

**ARTICLE IV
Membership**

- Section 1. The membership of the Council consists of any non-elected, non-judicial employee working in the justice system, state or federal, in a managerial or administrative capacity within the State of Georgia. The Council shall have the following classes of members:
- A. **Regular Member** - Any non-elected, non-judicial full-time employee involved in the management of courts or court programs in Georgia may become a Regular Member upon payment of dues. Regular Members may vote, hold office and serve on committees.

- B. **Honorary Member** - Any person whom the organization wishes to recognize for outstanding achievements in the field of court administration may become a member of this class. A person becomes an Honorary Member after nomination by a Regular Member and a majority vote of the Executive Committee. Honorary Members shall not hold office, pay dues or vote, but may serve on committees.
- C. **Retired Member** - Upon retirement from the justice system, any Regular Member in good standing is eligible for this class of membership upon payment of dues. Retired Members may vote and serve on committees, but shall not hold office.
- D. **Associate Member** - Any person in an elected judicial or non-judicial position, or a student attending an accredited school, college or university may become an Associate Member upon payment of dues. Associate Members shall not hold office and shall not vote, but may serve on committees.

Section 2. **Rights of Membership.** All members shall have the full rights and privileges of membership in the Council as described in Section 1 above. Each member shall be deemed to subscribe generally to the objectives of the Council.

Section 3. **Ethics.** All members are subject to the National Association for Court Management's Model Code of Conduct for Court Professionals. In the event that the member is also subject to a city, county or other local code of conduct, such local code shall prevail in the instance of any inconsistencies.

ARTICLE V Dues and Assessments

Section 1. Dues shall be established by the Executive Committee and shall be due and payable on or before March 31st of each year. The Treasurer shall send notices of renewal to the membership immediately following the beginning of the calendar year. In addition to dues, special assessments may be imposed upon the recommendation of the Executive Committee and the affirmative vote of the members of the Council.

Section 2. The fiscal year of the Council shall be commensurate with the fiscal year of the State of Georgia.

ARTICLE VI Officers/Board Members and Their Election

Section 1. **Officers.** Officers of the Council shall be a President, President-Elect, Vice President, Secretary and Treasurer.

Section 2. **Executive Committee.** The Executive Committee shall consist of the five officers named above, the Immediate Past President and a Board composed of five Regular Members elected by the Council. The officers and board members shall be elected

annually. The Executive Committee shall be the governing body of the Council and shall perform other duties as the Council may delegate to it.

- Section 3. **Duties of the President.** The President shall preside at all meetings and shall be the chair of the Executive Committee. Nothing in these bylaws shall be construed to limit the authority of the President to perform tasks as may be reasonably necessary to promote the goals and objectives of the Council.
- Section 4. **Duties of the Immediate Past President.** The Immediate Past President shall serve on the Executive Committee for a term of one year from the termination of his/her office as President, and shall chair the Nominating Committee. In the event the President-Elect fills a vacancy in the presidency, the Immediate Past President will continue to serve as a member of the Executive Committee until succeeded.
- Section 5. **Duties of the President-Elect.** The President-Elect shall perform such duties as the President may delegate and the Executive Committee may prescribe. In the event of the absence of the President, the President-Elect shall preside at all meetings of the Council and of its Executive Committee, and shall perform all the duties of the President. The President-Elect shall succeed to the office of President in the event of a vacancy in that office prior to the conclusion of the next Annual Meeting. The President-Elect shall be the chair of the Awards Committee.
- Section 6. **Duties of the Vice President.** The Vice President shall perform such duties as the President may delegate and as the Executive Committee may prescribe. In the absence of the President and of the President-Elect, the Vice President shall preside at all meetings of the Council and of its Executive Committee and the Vice President shall perform all duties of the President. The Vice President shall be the chair of the Membership Committee.
- Section 7. **Duties of the Secretary.** The Secretary shall keep the minutes of all meetings of the Council and of the Executive Committee, and shall keep a record of all matters as deemed advisable by the President. The Secretary shall give notice of all meetings. The Secretary shall perform all such duties as the President and the Executive Committee may prescribe. The Secretary shall be the chair of the Communications Committee.
- Section 8. **Duties of the Treasurer.** The Treasurer shall receive all dues and monies paid to the Council, shall disburse all corporate funds, and shall maintain an account in a bank protected by the FDIC. Signatories on the account shall be the Treasurer, the President and the President-Elect, but only one signature will be necessary on any check. The Treasurer shall make a report of all receipts and disbursements at the Annual Meeting, or more often if required by the President. Accounts shall at all times be open to inspection by the members of the Council. The Treasurer shall be the chair of the Budget Committee and the Scholarship Committee and shall keep a roll of all members of the Council.

Section 9. **Election and Terms.**

- A. The members of the Executive Committee shall be nominated as herein provided and shall be elected at the Annual Meeting to hold office for one year until their successors are duly nominated and elected. Terms of office shall commence immediately following the Annual Meeting.
- B. In the event an officer or Board Member shall leave his/her position in the field of court administration in the State of Georgia, the office shall be vacated at the time of departure from the position. With the Exception of the President-Elect shall who succeed to the office of President and also serve the term to which he/she was elected, any other vacancy shall be filled by a vote of the Executive Committee until the next election.
- C. The officers and the board members shall be elected as follows:
 - 1. The Nominating Committee shall solicit candidates for office, shall certify that the candidates are Regular Members in good standing, and shall nominate qualified members for each vacant office on the Executive Committee. The Nominating Committee shall consider the following criteria in determining qualifications for office:
 - a. Number of years as an active member of the Council;
 - b. Prior attendance at conferences;
 - c. Level of commitment toward receiving the Georgia Certificate of Court Management or other court management related education;
 - d. Active service on committees or other service to the Council;
 - e. Demonstration of the level of commitment to court management as a profession;
 - f. Statement of support from Chief Judge, Court Executive or Chief Executive as appropriate;
 - g. Diversity shall include, but is not limited to: race, gender, ethnicity, organizational background (urban, rural, limited jurisdiction, general jurisdiction, clerks of court, judges, small, large, and administrative offices), geography and years of service in the courts.
 - 2. The Secretary shall notify the membership of the nominees for each office as well as any candidates the committee certifies as qualified. This notice will be sent to the membership not less than 30 days prior to the Annual Meeting.

3. Each member of the Council qualified to vote and present at the Annual Meeting will be given the opportunity to vote. In the event of a contested election the Secretary will provide each member of the Council present at the meeting an official ballot. The election will be determined by simple majority of votes cast. The Nominating Committee shall count the ballots and certify the results.

Section 10. **Eligibility for Office.** Eligibility for office is limited to Regular Members in good standing for the two years immediately preceding the election or appointment to fill a vacant elective office. A member is in good standing if dues are paid or renewed for the calendar year.

Section 11. **Eligibility of Past President.** Two years from the expiration of a term as Immediate Past President, a member may be eligible for election or appointment to any office.

Section 12. **Expulsion, Suspension and Reinstatement.** Any member may be expelled or suspended for cause upon two-thirds (2/3) vote of the Executive Committee at a meeting at which a quorum is present. Sufficient cause for such expulsion or suspension includes, but is not limited to, violation of the Council's Bylaws, or any lawful agreement, rule, policy, or practice properly adopted by the Council; or any other conduct prejudicial to the Council.

- A. The President may appoint a committee from the membership to investigate, provide notice and hearing and make a recommendation to the President regarding the expulsion or suspension of a member. In the event the President is the member in question, the President-Elect will make the appointment.
- B. The member shall not be expelled or suspended for cause without first receiving notice of such charges and subsequently having an opportunity to answer such charges.
- C. If an expulsion or suspension occurs as a result of sufficient cause, the member shall be notified by the President or their designee by registered mail. The member will be given thirty days from the notice date to appeal such expulsion or suspension.
- D. The Board upon consideration may, by the affirmative vote of two-thirds (2/3) of the members of the Board, reinstate such member to their position upon such terms as the Executive Committee may deem appropriate.

ARTICLE VII Meetings

Section 1. **Annual Meeting.** The Council shall hold an Annual Meeting at the time and place recommended by the Executive Committee. The site selected and the approximate date for the Annual Meeting shall be announced at least 60 days in advance.

The election of officers and board members, consideration of resolutions and proposed amendments to the bylaws and any other matters shall be conducted at the Annual Meeting.

A. **Notice.** The Secretary shall give all members 60-days notice of the exact time and place of the Annual Meeting and any other meeting of the Council, as directed by the Executive Committee.

B. **Quorum.** A quorum at any meeting shall consist of a majority of all Regular and Retired Members in good standing who are present. Each qualified member shall be entitled to one vote on any matter presented for official action.

Section 2. **Other Meetings.** The Council shall hold other meetings at such times and places as the Executive Committee shall direct, each to be announced 60 days in advance.

Section 3. **Executive Committee Meetings.** The Executive Committee shall hold at least three meetings annually: in conjunction with the Annual Meeting, in conjunction with any other meeting of the Council, and prior to the first of the fiscal year to receive and act upon the report of the Budget Committee.

A. **Notice.** The Executive Committee may hold additional meetings as may be necessary, upon the call of the President or a majority of the Executive Committee members with 5 days notice to the Executive Committee members.

B. **Quorum.** A quorum shall consist of a majority of the Executive Committee. The Committee may act upon the vote of a majority present at any meeting. All members of the Executive Committee shall vote, except the President who shall cast a vote only in case of a tie.

Section 4. **Vendors.** Vendors may sponsor activities or register and attend meetings of the Council as non-members. Vendors may exhibit only upon the invitation or approval of the Executive Committee. Attending, exhibiting or event sponsorship by a vendor does not constitute an endorsement of any product or service on behalf of the Council.

Section 5. **Parliamentary Procedures.** Robert's Rules of Order, Revised shall govern the conduct of all business meetings except as otherwise provided in the Articles of Incorporation or the bylaws.

ARTICLE VIII Committees

Section 1. **Standing Committees.** The Standing Committees of the Council are Nominating, Budget, Education and Training, Communications, Awards and Membership.

- A. **Nominating Committee.** The Immediate Past President shall chair and appoint a Nominating Committee, composed of not less than three members, which shall nominate officers as provided in Article VI, Section 9.
- B. **Budget Committee.** The Treasurer shall be the chair of the Budget Committee. The Budget Committee shall recommend to the Executive Committee a budget for the Council for the next fiscal year, including any amounts to be requested in state funding from the General Assembly or any dues adjustments or special assessments deemed necessary. The Budget Committee may also recommend to the Executive Committee that the Treasurer invest the funds of the Council.
- C. **Education and Training Committee.** The President shall annually appoint a chair, and co-chair as necessary, for the Education and Training Committee. The committee shall recommend a meeting site to the Executive Committee, and, plan and provide for the educational program at the Annual Meeting and at any other meetings and conferences that may be held. The committee shall also act as a clearinghouse for information about educational opportunities and shall provide educational articles for the newsletter.
- D. **Communications Committee.** The President shall annually appoint a chair for the Publications Committee with the advice and consent of the Executive Committee. The Communications Committee shall communicate with the general membership through a newsletter or other media as directed by the President.
- E. **Awards Committee.** The President-Elect shall be the chair and shall select as many members as necessary to the Awards Committee.
- F. **Membership Committee.** The Vice President shall be the chair of the Membership Committee. The Vice President shall nominate a committee of no more than five members to solicit new members and to distribute information about the Council and its activities to new or prospective members.

Section 2. **Other Committees.** The President shall also appoint other committees as deemed necessary to carry out the work of the Council and the Executive Committee. Special committees will automatically terminate at the conclusion of the next Annual Meeting unless re-established by the incoming President of the Council.

ARTICLE IX

Awards

Section 1. The Awards Committee shall recommend to the Executive Committee nominees for the *William Barclay Herndon Award*, if any, and the *Court Program of the Year* award or awards for the Executive Committee's consideration.

- Section 2. The *Court Program of the Year* award shall be presented on an annual basis. Nominations should be solicited in the newsletter, in the *Georgia Courts Journal* or similar publications, on the Council web site, and in any other manner deemed appropriate. The *Court Program of the Year* award or awards may be made publicly at the same ceremony as the *William Barclay Herndon Award*, if appropriate, or at any meeting of the Council.
- Section 3. The *William Barclay Herndon Award* shall be awarded to the court manager or non-court manager who significantly contributes or contributed to the profession of court management. It need not be awarded annually, but only upon the recommendation of the Awards Committee and decision of the Executive Committee, and should be presented at a public ceremony which will bring attention to court administration and to the GCCA.
- Section 4. Distinguished service awards for service to the GCCA may be awarded by the outgoing President at the Annual Meeting.
- Section 5. The chair of the Awards Committee shall take action to have appropriate award plaques or certificates prepared for delivery to the President prior to their presentation.

ARTICLE X Scholarships

- Section 1. **Scholarships.** The Georgia Council of Court Administrators (GCCA) shall make available scholarships which shall provide tuition and room reimbursement for attendance at GCCA seminars as determined by the Executive Committee upon availability of funds. The maximum room and/or tuition reimbursement shall be \$500.00 per scholarship, unless otherwise approved by the Executive Committee.
- Section 2. The Executive Committee shall set the maximum number of scholarships available annually based on the funds available. However, the Committee may choose not to award a scholarship for a particular meeting or year. Any tax consequences shall be the responsibility of the recipient.
- Section 3. The scholarship shall be listed on the Council's web site, and announced at the meetings and in such other ways as the Scholarship Committee may deem appropriate.
- Section 4. Scholarships shall be awarded upon proper application to the Scholarship Committee. The Scholarship Committee shall consist of the officers of the GCCA. The Treasurer shall be the chair. A quorum shall consist of four officers. A vote of three members of the committee is required to award a scholarship.
- Section 5. The committee shall consider the following criteria in determining if any scholarship is to be awarded and to whom:

- A. Membership in GCCA in good standing (a prerequisite for applying);
- B. Amount of court funding available for the applicant's attendance at the Annual Meeting;
- C. The amount of court funding expended on other educational programs for the applicant since the last Annual Meeting;
- D. The number of employees in the applicant's office who will attend the annual or other meetings with court funding.
- E. The nature of the applicant's position;
- F. The location of the applicant's court;
- G. A demonstration of past and future commitment to GCCA and court management as a profession and;
- H. Whether the applicant or any employee in the applicant's court has previously received a scholarship award.
- I. Whether the applicant is a first-time attendee, mentor, mentee or any other category designated by the Executive Committee.

ARTICLE XI
Amendments to the Bylaws

- Section 1. Proposed amendments to the bylaws may be introduced at any meeting of the Council, provided that notice of any proposed amendment be sent to the membership with notice of the meeting. The proposed amendment shall be adopted if approved by a two-thirds vote of the members present at the meeting and qualified to vote.
- Section 2. Members may submit proposed changes to the bylaws to the President or to any member of the Executive Committee at least 90 days prior to the Annual Meeting. The Executive Committee shall consider whether to submit the proposal, as may be amended and approved by the Executive Committee, to the Council.
- Section 3. The Secretary shall give notice of proposed amendments approved by the Executive Committee to each member at least 30 days in advance of the Annual Meeting.
- Section 4. Amendments shall be effective immediately upon adoption at the Annual or special meeting unless otherwise provided.

ARTICLE XII
Dissolution

Upon dissolution of the Council, the Executive Committee shall, after paying or making provision for payment of all of the liability of the corporation, dispose of all assets of the corporation in such manner and to such judicial organization or organizations operated exclusively for charitable or educational purposes as the Executive Committee shall determine. All state funds shall lapse to the state.