

LOUISIANA COURT ADMINISTRATORS ASSOCIATION

BYLAWS

ARTICLE I

NAME

The name of the association shall be the Louisiana Court Administrators Association, incorporated as a non-profit corporation under the laws of the State of Louisiana, and it is referred to in these bylaws simply as the “Association.”

ARTICLE II

PURPOSE

Section 1. The Association shall have the responsibility to promote and participate in educational programs, to encourage and maintain effective communication channels with fellow court administrators and with all national, state and local justice agencies and programs, and to undertake other activities to further the law, the legal system, and the administration of justice.

Section 2. The Association shall promote the interests of justice through continued development of personal skills and through a continuing effort to keep abreast of the latest developments in the field of court administration.

Section 3. The Association may provide information to an executive or legislative body or official on matters concerning the law, the legal system, and the administration of justice. The Association may make recommendations to public and private fund-granting agencies on projects and programs concerning the law, the legal system, and the administration of justice.

ARTICLE III

MEMBERSHIP

The Association shall consist of the Judicial Administrator and Deputy Judicial Administrators of the Louisiana Supreme Court, and the Court Administrator and Deputy Court Administrators of the Appellate, District, Juvenile, Family, City and Parish Courts of Louisiana determined as follows:

Section 1. Regular Membership. All individuals certified as performing duties that are primarily those of a Judicial Administrator, Deputy Judicial Administrator, or non-elected Clerk of Court are eligible to apply to the Executive Board for Regular Membership. Each individual who is a Regular Member shall be entitled to one vote in the Association. Regular Membership shall continue on the payment of the applicable current annual dues and shall continue until notice of termination of membership for failure to pay annual due is given.

Section 2. Retired Membership. Any member who retires from active service in the capacity in which they had standing as a member shall, upon application, retain his or her membership and be exempt from payment of membership dues, except that he or she shall not vote and shall not hold any office in the Association.

ARTICLE IV

MEMBERSHIP MEETINGS

Section 1. General membership meetings of the Association shall be held semi-annually and at such other times and places as the President or two duly elected officers, with the advice and consent of the Executive Board, shall direct. At least 10 days' notice of all meetings shall be given the membership.

Section 2. No Motion or Resolution shall be adopted except by concurrence of a majority of the Regular Members present and registered at either a general membership meeting or at a special meeting called for the purpose. Each Regular Member shall be entitled to one (1) vote upon each matter submitted to a vote of the members. Voting by proxy shall not be permitted.

ARTICLE V

DUES

Section 1. The annual dues shall be \$150.00 per regular member, limited to \$600.00 per court, and shall be payable in advance.

Section 2. Dues are payable by December 1 of each year for membership for the following calendar year and no regular member may vote if the regular member's dues are unpaid.

Section 3. On or before November 1 of each year, the Fiscal Officer shall send each regular member a statement of dues owed for the coming year.

Section 4. All regular members whose dues remain unpaid after December 1 shall be delinquent. The Fiscal Officer shall send the delinquent regular member a written notice that the dues are to be paid within thirty (30) days and that failure to do so will result in the delinquent regular member being automatically terminated from membership. A member of the Association terminated for non-payment of dues shall be reinstated by the Executive Board upon application accompanied by payment of current dues.

Section 5. Retired members are exempt from the payment of dues.

Section 6. Dues will not be refunded or prorated.

ARTICLE IV

OFFICERS

Section 1. The officers of this Association shall be a President, Vice-President, and Secretary, all to be elected by a simple majority of the membership at a general membership meeting of the Association, and a Fiscal Officer appointed by the Executive Board.

The duties of the several officers shall be as follows:

PRESIDENT: The President shall be the chief executive officer of the Association and shall preside at all meetings of the membership. The President shall have general and active management of the business of the Association and shall see that all orders and resolutions are implemented.

VICE-PRESIDENT: In the event of the absence or incapacity of the President, the Vice-President shall assume the duties of the President.

SECRETARY: The Secretary shall give notice of all meetings of the Association. The Secretary shall attend all of these meetings and the meetings of the Executive Board and record all votes and minutes of these proceedings.

FISCAL OFFICER: The Fiscal Officer shall safeguard the assets of the Association. The Fiscal Officer shall keep a record of all monies received and paid out, and make a report of the same at each Association and Executive Board meeting and whenever otherwise directed to do so by the President or the Executive Board.

Section 2. No officer or member shall receive a salary for the performance of his duties but may be reimbursed for reasonable and necessary expenses.

Section 3. The officers of the Association shall hold office for their designated terms. Any officer elected may be removed at any time by the affirmative vote of a simple majority of the membership at a meeting of the Association. The Fiscal Officer may be removed at any time by the Executive

Board. A vacancy in an elected office shall be filled by the affirmative vote of a simple majority of the membership at a general membership meeting of the Association or by a vote conducted by electronic means specifically called for this purpose. A vacancy in the Fiscal Officer position shall be filled by the Executive Board.

Section 4. In the case of the absence of any officer of the Association other than the President, the President may delegate the power or duties of such officer to any other officer until a new officer is elected or appointed.

ARTICLE VII

EXECUTIVE BOARD

Section 1. The affairs of this Association shall be managed by its Executive Board. The Executive Board shall consist of the elected officers, the past presidents who are regular members, and five members appointed by the President. The President shall make these appointments with a view toward selection of one member of the Executive Board from each intermediate appellate court circuit. The Fiscal Officer shall be an ex officio, non-voting member of the Executive Board.

Section 2. A majority of the voting members of the Executive Board shall constitute a quorum. This quorum shall be necessary to transact the business of the Association and to take final action. Executive Board members may participate in a meeting by electronic means and such participation shall constitute presence in person at such meeting. Voting by proxy shall not be permitted.

Section 3. Notice of meetings of the Executive Board shall be given to each member not less than five (5) days prior to the meeting. The notice shall contain the purpose, place, date and time of the meeting. If deemed an urgency by the President and concurred in by a majority of the Executive Board, the five days' notice requirement may be waived. In the event of a vacancy of a member on the Executive Board appointed by the President, the President shall appoint a replacement to fill the unexpired term of that member.

Section 4. The President shall be Chair of the Executive Board and presiding officer at all meetings. The Executive Board shall meet at the call of the President. The President shall call an Executive Board meeting at least once a year. To promote well-organized semiannual meetings of the entire Association, the President should, if possible, call an Executive Board meeting prior to each semiannual meeting.

ARTICLE VIII

ELECTIONS

Section 1. The election of the officers shall be held at the annual fall general membership meeting and shall be conducted by the President.

Section 2. There shall be a nominating committee consisting of three (3) members appointed by the President which shall make its report during the business session. Nominations may also be made from the floor by any member.

Section 3. Except in the case of only one (1) nomination for an office, voting shall be by secret ballot and a simple majority of members present is required for election.

Section 4. Ballots shall be counted by no less than three persons whose appointment shall be by the President.

Section 5. Elected officers shall serve two year terms and shall take office immediately upon election.

Section 6. If no candidate receives a simple majority vote, a run off shall be held between the two (2) candidates receiving the most votes.

ARTICLE IX

EXPENDITURES

Section 1. All expenditures shall be supervised by the Fiscal Officer and approved by the President.

Section 2. All checks shall be signed by the Fiscal Officer, or in the absence of the Fiscal Officer, the President.

Section 3. All monies collected by the Association shall be deposited in the account name of Louisiana Court Administrators Association in a bank, savings and loan association or credit union chosen by the Executive Board. Idle funds should be invested to earn the maximum interest income. Officers and other duly contracted individuals handling the monies and property of the Association should be bonded in an amount sufficient to safeguard the Association's assets.

Section 4. The fiscal year of the Association shall begin January 1st and end December 31st.

ARTICLE X

AMENDMENTS

The voting membership of the Association shall have the exclusive right to amend or repeal these bylaws. These bylaws may be amended or repealed by the affirmative vote of a simple majority of the members entitled to vote at any regular or special meeting of the membership provided that copies of intended changes are provided to membership at least 10 days prior to the general membership meeting. The President may appoint a bylaws committee of the Executive Board and require that suggested amendments be submitted in writing to the Committee for its review and recommendation to the Executive Board.

ARTICLE XI

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)(6), and shall be organized on a non-stock basis, and whose membership shall not be restricted by virtue of sex, race, or religion.

ARTICLE XIII

GENERAL PROVISIONS

Section 1. These bylaws, except as otherwise stated, shall be governed by the provisions of Roberts Rules of Order, latest revised edition. These bylaws shall become effective immediately upon adoption and shall supercede all previous bylaws.


Section 2. The Association shall not adopt any rule or policy which binds the absolute exercise of discretion of any individual court administrator nor shall the Association engage in lobbying.

Section 3. Membership in the Association shall not be limited by virtue of sex, race, religion, creed, color, national origin, age or disability.

I CERTIFY that the foregoing bylaws were provided to the general membership in draft form via mail on September 1, 2016 and the draft as amended was adopted by the membership of the Association at the October 3, 2016 general membership meeting.

10/3/2016

Date



LaVonya Malveaux, SECRETARY