



**MISSOURI ASSOCIATION FOR COURT
ADMINISTRATION, INC.**

POLICY AND PROCEDURES

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POLICY & PROCEDURES INDEX

MACA Code of Ethics/Pledge.....3
Installation Ceremony.....3
Presentation of Outgoing President.....3
Board Meetings.....11-12
Committee Meetings.....12
Annual Meeting.....12-13
Resolutions.....13

EXECUTIVE BOARD

Executive Board.....4
President.....5
President-Elect.....6
Immediate Past-President.....6
Secretary.....7
Treasurer.....8-9
Membership Director.....10
Region Directors.....11

STANDING COMMITTEES

Automation.....13-14
Awards and Scholarships.....14-17
By-Laws/Policy and Procedures.....17
Education.....17-21
Finance Committee.....21-22
Historian.....22
Legislation.....22-23
Membership.....23-24
Nominations.....24
Professional Development Director.....25
Publications.....25-26
Social.....25
Vendors.....27

CHARTER ASSOCIATIONS

Charter Associations (Regions I-V).....27-28

MISCELLANEOUS

Job Descriptions.....29-40
Forms Appendix.....41

MACA CODE OF ETHICS

PLEDGE

AS A MEMBER OF THE

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION, INC.

I SOLEMNLY PLEDGE:

That, as a judicial employee, I will strive to uphold the policy of the Judges and will be loyal and respectful,

That I will always conduct myself in a manner to reflect the dignity and humanity of my profession,

That I will maintain the confidential nature of my position,

That I will respect my position of trust and will maintain unquestionable honesty and integrity,

That I will endeavor, by constant pursuit of educational programs, to increase the knowledge that is necessary to enhance my profession,

That I will serve the Public with constancy regardless of sex, race or creed and uphold the Constitution of the United States; the Laws of the State of Missouri; and the Ordinances of the City/Village.

INSTALLATION CEREMONY

POLICY

The Installation Ceremony should be conducted by the President of the Missouri Municipal and Associate Judges' Association, or their designee.

The following oath of office shall be administered to the Officers and Members of the Board.

I solemnly promise that I will, to the best of my ability, fairly and impartially perform all the duties of the office to which I have been elected:

I will conform to the By-Laws and Policies of the Missouri Association for Court Administration.

PRESENTATION TO OUT-GOING PRESIDENT

A presentation shall be made to the out-going President by the Immediate Past-President, during the Annual Banquet festivities.

EXECUTIVE BOARD

POLICY – *Executive Board*

The Executive Board shall study and understand the By-Laws and the Policy and Procedures Manual, and review the Oath of Office and Pledge. This will enable them to assist the President in transacting the business of the Association in a timely and efficient manner.

PROCEDURE – *Executive Board*

- A. **Attendance:** If an Executive Board member is unable to attend a Board Meeting he/she will contact the President, in writing, stating why they are unable to attend. The President will then submit the correspondence to the Board for a vote on whether or not the absence will be excused. Two (2) unexcused absences will result in his/her termination from the Executive Board. Board/Business meetings are defined as: The two business meetings during the Annual Conference, the New Officers meeting during the Conference, four regularly scheduled board meetings (July, October, January, March) or any meeting called by the President. The time will run from May Conference to May Conference.
- B. Submit expenditures to the Treasurer for payment at the Executive Board meetings. All expenditures over \$150.00 will need prior Board approval before spending. Consideration should be taken that the expense was budgeted by the Board.
- C.. File a written report to the President and Secretary. If a vote is necessary by the Executive Board to expend funds, copies must be provided to all Board members.
- D. Committee reports shall be provided to the President and the Secretary two weeks prior to an Executive Board meeting. Copies are to be printed and distributed to each Board member at the Board meeting only if requesting additional funding.
- F. The original copy of any report should be retained in the file of the Secretary.
- G. Within thirty (30) days after the installation of the new Executive Board and the appointment of new Committee Chairpersons, all books and papers shall be transferred to the new Board and Chairpersons.
- H. A group photo will be taken of the new Executive Board and submitted to the Historian for the historical records of the Association. MACA shall pay for the cost of this photo.

PRESIDENT

POLICY - *President*

The President shall appoint a Chairperson for each of the Standing Committees, except Professional Development, and make all committee appointments as soon as possible after the election. In addition, appointments shall be made to all other special committees and liaison positions as required.

PROCEDURE - *President*

- A. Shall conduct all meetings in accordance with Robert's Rules of Order.
- B. Shall choose the location of each Executive Board meeting and notify the Secretary well in advance to allow a thirty-day (30) notice prior to the meeting. Shall prepare a yearly calendar of all meetings to be presented at the second Board meeting following the Annual Conference.
- C. May at the conclusion of the Annual Conference hold an Executive Board Meeting to orient newly elected officers and appointed chairpersons to their duties.
- D. Shall prepare an agenda for distribution to all Executive Board members for each meeting as well as the Annual Meeting.
- E. Shall keep the President-Elect, and Immediate Past-President fully informed of any business occurring between the meetings of the Executive Board.
- F. The President's assignee shall serve as a liaison to the Office of the State Courts Administrator.
- G. Shall send a written invitation to the staff of the State Courts Administrator inviting them to attend the Annual Meeting.
- H. Shall prepare a history of his/her term of office as President and place it in the historical records of the Association within thirty (30) days of completion of his/her term.
- I. After the Annual Meeting, shall certify the By-Laws.
- J. The President can sign and enter the Association into a contractual agreement **only** after the Executive Board has reviewed and approved the terms of the contract. In the absence of the President, the President-Elect may sign the contract contingent upon the Executive Board's approval.
- K. Voting: The President shall be excluded from voting in contested races, including his/her own region. In the event of a tie, the President shall cast the deciding vote.

PRESIDENT- ELECT

POLICY – *President Elect*

Shall keep himself/herself apprised of all Association business and assist the President in the duties of that office. They shall also familiarize themselves with general meeting procedures, Robert's Rules of Order, the MACA By-Laws, and the Policy and Procedures Manual.

PROCEDURE – *President Elect*

- A. Shall assume the duty of the President should a vacancy exist, in the order of succession.
- B. Shall work with the President on all Association matters.
- C. Shall assume the position of President at the conclusion of the two-year term.

IMMEDIATE PAST-PRESIDENT

POLICY – *Immediate Past-President*

Shall assist the Officers of the Association as requested.

PROCEDURE – *Immediate Past-President*

- A. The Immediate Past-President shall buy a gift, which shall be the Presidential Gift, not to exceed \$100.00, for the outgoing President and will present this gift at the Annual Meeting.
- B. The Immediate Past-President's dues for the Association are waived for the duration of his/her two-year term as the Immediate Past-President.
- C. The Immediate Past-President shall chair the Nominations Committee.
- D. In the event that the President cannot assume the duties of the Immediate Past President, the most current past president, still a member of MACA shall assume the duties of this position. If there are no Immediate Past Presidents remaining in the Membership, this position will remain unfilled for two years and a waiver shall be given to the by-law requirement that the "Executive Board shall consist of seven (7) Officers, including the Immediate Past President" The duties of the Immediate Past President shall be assumed by the President.

SECRETARY

POLICY - Secretary

The Secretary is the Recording Officer for the Association, works closely with the President and is the vital link for disseminating information.

PROCEDURE - Secretary

- A. Shall order and distribute the official Association stationary as directed by the President.
- B. Shall notify the Executive Board members and others designated by the President, of all Board meeting dates and request confirmation of attendance.
- C. Shall take, prepare and distribute minutes to all members of the Executive Board. Minutes are to include the Secretary's signature and the date-of-approval by the Executive Board.
- D. Shall prepare and distribute to the Executive Board a directory of all Board members and all Committee Chairpersons along with their addresses, phone numbers, fax numbers and e-mail addresses. This directory shall be sent with the first minutes after taking office.
- E. Shall maintain a permanent record book containing:
 - 1. Minutes
 - 2. Committee Reports
 - 3. Copies of all notices of meetings with mailing list
 - 4. By-Laws
 - 5. Policy and Procedures Manual
 - 6. Legal documents of the Association.
 - 7. All correspondence of the Association
*** Correspondence may be purged after two years.*
- F. Shall be responsible for all Association correspondence.

TREASURER

POLICY - *Treasurer*

The Treasurer is the financial officer and is required to maintain accurate records of all receipts and disbursements and prepare an annual budget.

PROCEDURE - *Treasurer*

- A. The Treasurer shall present the Annual Budget to the Executive Board. This may be done by mail.
- B. Copies of the approved budget shall be mailed to all Executive Board Members.
- C. Shall keep a copy of the final budget and a record of expenditures. Balances and budget changes for the Executive Board and the Committee Chairpersons shall also be kept by the Treasurer.
- D. Shall provide a Treasurer's Report at all regular meetings, including a checkbook ledger of expenditures and the account expenses and balances of the budget.
- E. Shall receipt annual dues.
- F. The Treasurer has the authority to pay bills with the approval of the Executive Board. Only one signature will be required on the checks.
- G. Tax ID # 43-1794206 for Articles of Incorporation.
- H. The Treasurer's records can be reviewed by the Executive Board at any time upon the Board's request.
- I. Changes on all Association accounts should be done as soon as possible following the election of New Officers.
 - 1. Checking account authorized signatures: President, Treasurer.
 - 2. Credit Card issued to: President, Treasurer.
 - 3. Credit Union Account authorized signatures: President, Treasurer.
 - 4. Certificate of Deposit authorized signatures: President, Treasurer.
- J. Destruction of the Treasurer's records can be considered by the Executive Board after those records are five (5) years old. Procedures for destruction are as follows:
 - 1. The Treasurer is to submit a written request to the Board listing all items to be destroyed, including a pertinent date.
 - 2. The Board then must approve the list for destruction and method of destruction.

3. The items may then be destroyed.
- K. It shall be the responsibility of the Treasurer to pay the renewal fee to the Department of Revenue for the Article of Incorporation and MACA'S tax-exempt status by July 31st of each year.
- L. The Treasurer may, with the consent of the President of the Association, appoint a member from the Board of Directors and/or general membership to assist in his/her duties of membership drive, bookkeeping, or other assorted clerical work, but will not assist in the signing or issuing checks or any other type of payment associated with the welfare of the Association.

PROFESSIONAL DEVELOPMENT DIRECTOR

POLICY: *Professional Development Director*

The Professional Development Director shall plan various educational programs, which are consistent with our profession as Court Administrators.

PROCEDURE: *Professional Development Director*

- A. Shall serve as chair of the Education/Professional Development Committee, and shall appoint a co-chairperson for these committees.
- B. Shall serve on the Continuing Education Committee. This Committee is responsible for reviewing applications for Certified Court Administrator status.
- C. The Professional Development Director shall coordinate the Spring Education Programs and conference schedule with the **Certifying University**. The conference schedule shall be submitted to both the **Certifying University** and the Executive Board. Final approval of the agenda shall be made by the Board of Directors, no later than the January Executive Board Meeting, to include speakers.
- D. The Director shall coordinate the Fall Professional Development Seminar(s) and shall submit the agenda to the Board for changes and final approval.
- E. The Professional Development Director shall serve as the Association liaison with OSCA, NACM, SJI and other court related associations to develop ongoing educational opportunities.

MEMBERSHIP DIRECTOR

POLICY – *Membership Director*

The Membership Director shall be responsible for pursuing increased membership. The Director will maintain a current listing of all active members.

PROCEDURE – *Membership Director*

- A. The Membership Director shall send membership applications to all Missouri Courts in the Winter Reporter.
- B. The Membership Director shall conduct an annual membership drive during the month of November. Mailings should be sent to all non-member Municipal, Associate Circuit and Circuit Courts in the State of Missouri.
- C. Dues shall be submitted to the Treasurer. All applications will then be forwarded to the Membership Director.
- D. The Director shall maintain a current roster of all MACA members and shall prepare a membership directory to be disseminated upon request.
- E. The Director shall at the request of the nominations chair verify current membership status for the slate of nominees.
- F. The Director shall provide a roster of current members to the nominations committee for the purpose of voting at the annual conference.
- G. The Membership Director shall retain all membership application copies for a period of four (4) years- the current year plus three (3) past years- in order to verify a member's eligibility for CCA. Destruction of membership records which are past their retention dates can be considered by the Executive Board when they are five (5) years old. Procedures for destruction are as follows:
 - 1. The Membership Director will submit a written request to the Executive Board listing all items to be destroyed, including the pertinent date.
 - 2. The Board must approve the list and determine the method of destruction.
 - 3. The President shall sign the written request, which will then be provided to the Secretary as a matter of record.
 - 4. The items may then be destroyed.
- H. The Membership Director will serve as Chair of the Membership Committee/ Membership Drive Committee.

REGION DIRECTORS

POLICY – *Region Directors*

The Region Directors are to be the liaisons between the Executive Board and the members of those Directors' Regions. Their responsibilities are to keep in touch with all the members of their Regions and to keep those members apprized of any events that the Board wants to relay to them.

PROCEDURE – *Region Directors*

- A. Shall conduct at least one Regional Meeting per year. A written report of that meeting shall be submitted to the President and/or the Executive Board.
- B. Shall serve as a chairperson on at least one of the President's Standing Committees.
- C. Shall attend the meetings of the MACA Executive Board. The Regional Director is a voting position.
- D. The Region Directors are to be available to help with the Annual Conference held in May of each year. The Annual Social shall be assigned to the Director(s) of a Region(s) on a rotating basis by the President.
- E. The Professional Development Seminar Committee will consist of Directors from each Region. During even-numbered years, the Region Directors from the odd-numbered Regions will serve on this committee. During the odd-numbered years, the Region Directors from the even-numbered Regions will serve on this committee. The Professional Development Director shall serve as Chairperson for this committee; the Director shall appoint a co-chair, with input from the committee members.
- F. The Region Directors will perform any additional duties as assigned by the President.

BOARD MEETINGS

POLICY – *Board Meetings*

PROCEDURE – *Board Meetings*

- A. The President shall prepare the Executive Board Meeting calendar.
- B. All Executive Board Meetings will be held in executive session (closed). All Association business involving non-Board members shall be held prior to the executive session.
- C. Each Executive Board member should confirm their lodging reservations and their meeting attendance with the appropriate person in charge.
- D. All Executive Board members will be reimbursed their actual costs for their room

rate, which includes taxes and tourist taxes, at selected lodging sites. Travel expense will be reimbursed at \$70.00 under 100 miles round trip and \$85.00 over 100 miles round trip. Meals for Board Members will be paid in an amount not to exceed \$45.00 per person per day with receipts to be provided for exact amount. (Breakfast-\$10.00; Lunch- \$15.00 and Dinner -\$20.00)

- E. Executive Board meetings are to be scheduled throughout the year in accordance with the By-Laws. Location of Board meetings should be determined with the convenience of the Board members in mind.
- F. Upon the Board Meeting may result in expenses (i.e.: lodging, meals) being billed to the absent Board member.
- G. Any expense incurred by Executive Board members over \$150.00 must have prior approval by the Executive Board in order to be reimbursed. Special exceptions may be granted on an individual basis by the President. All expenses incurred must have a receipt and must be turned into the Treasurer for reimbursement.

COMMITTEE MEETINGS

POLICY – *Committee Meetings*

The budget provides for funds for Committee meetings. These funds are included in the budget for those serving on a Committee so they will not be burdened with the total expenses when they need to attend a Committee Meeting.

PROCEDURE – *Committee Meetings*

- A. The Chairperson of the Committee will make the request for all the members on the Committee.
- B. The following are guidelines for the use of those funds:
 - 1. Lodging expenses in the amount of their room rate, which includes taxes and tourist taxes, at selected lodging sites.
 - 2. Travel expenses will be paid in the amount of \$70.00 for those traveling up to 100 miles or \$85.00 over 100 miles (roundtrip) to the Committee meeting, as budget permits.
 - 3. Meals for Committee members will be paid in an amount not to exceed \$45.00 per person per day-receipts to be provided for exact amount when a meeting goes through a mealtime as budget permits.

ANNUAL MEETING

POLICY – *Annual Meeting*

The Annual Meeting/Conference shall be held in the spring of each year. The site selection and contractual agreement shall be reviewed and voted on by the Executive

Board.

PROCEDURE – *Annual Meeting*

- A. The Annual Meeting/Conference Committee, with the President-Elect serving as Chairperson, shall plan and coordinate the Annual Conference. The Chairperson shall serve as the liaison between the Association and the site location.
- B. Each Region or group of Regions, depending on the Region's size, will rotate each year as coordinator of all social events, including the Hospitality Room.
- C. The Association has the option to contract with an educational institution.
- D. MACA will not provide alcohol at any MACA events (this is in reference to the Host Liability Law).

RESOLUTIONS

POLICY - *Resolutions*

Following the drafting of Resolutions, they shall be presented to the Executive Board for consideration.

PROCEDURE - *Resolutions*

- A. Resolutions to be considered shall be given to the President for placement on and mailed with the agenda.
- B. Resolutions may also arise out of a discussion of the Executive Board.
- C. Resolutions must be approved by the Executive Board.
- D. Upon approval, the President shall direct the committee to draft a formal Resolution in the prescribed format for adoption at the next scheduled Executive Board or Membership meeting.
- E. In emergency situations, a formal Resolution can be drafted, approved and adopted at the same meeting.
- 6. All Resolutions shall be kept with the Secretary's minutes.

AUTOMATION

POLICY – *Automation*

It shall be the responsibility of this committee to update the membership of any and all developments in the automation field as related to courts in the State of Missouri.

PROCEDURES – Automation

There are no specific procedures.

AWARDS AND SCHOLARSHIPS

POLICY – Awards and Scholarships

The chairperson of this committee shall be responsible for securing all nominations for awards and scholarships. He/she shall also be responsible for purchasing gifts/awards for persons receiving special recognition.

PROCEDURES – Awards and Scholarships – AWARDS

- A. All awards are non-transferable.
- B. A plaque shall be given to all out-going Officers by the Chairpersons of this committee or by the President.
- C. All plaques should be similar in design and wording.

PROCEDURES – Awards and Scholarships - SCHOLARSHIPS

- A. The committee shall provide approved applications to all members by publishing the same in the MACA Reporter.
- B. The committee will accept and review applications from the membership for financial assistance in order to attend the MACA Annual Conference.
- C. Facsimile copies shall be accepted as originals.
- D. Committee Guidelines:
 - 1. Applicant must be an Administrator/Court Clerk.
 - 2. Applicant must be an active member of MACA.
 - 3. Applicant must be a CCA or working toward certification.
 - 4. Applicant must agree to the recipient's requirements.
- E. Recipient's Requirements:
 - 1. Recipient must file an application prior to the March 15th deadline.
 - 2. Recipient's application must be fully completed.
 - 3. Recipient must submit a written expense report, with receipts, upon return from the Conference.
- F. The Executive Board shall have final approval of all scholarship recipients.

- G. If a member receiving a scholarship is unable to attend the Annual Conference, the President shall present the scholarship at his/her discretion.
- H. No member shall be awarded a scholarship for the MACA Annual Conference more than one time.
- I. The MACA Annual Conference scholarships shall be payable to the city/village or to the member upon presentation of valid receipts.
- J. Financial assistance to be awarded:
 - 1. MACA ANNUAL CONFERENCE: The awards committee shall request funds be allocated by the Executive Board to allow up to four (4) active members of MACA to be awarded a grant to attend which will include registration and lodging.
 - 2. PROFESSIONAL DEVELOPMENT SEMINARS: The awards committee shall request funds be allocated by the Executive Board to allow one active member of MACA serving as a court clerk for not more than two (2) years, be awarded a grant to attend. The award will be given at the seminar.
 - 3. NACM NATIONAL CONFERENCE: The President shall be given financial assistance to the NACM National Conference by the Association as budgeted. If the President is unable to attend, the scholarship is then offered to the next officer, in the order of succession, to attend the NACM National Conference.
- K. See "FORMS APPENDIX" for application.

PROCEDURES – Merit Award

- A. There shall be only one (1) Merit Award presented per year.
 - 1. Criteria for the Merit Award:
 - a. Nominees, either inside or outside the court administration, must demonstrate leadership and excellence in the advancement of the ideals and principles of modern judicial management; as well as professional court administration embodied in the purpose of the Association.
 - b. Nominee must be an active member of this Association.
 - c. No individual may nominate himself/herself as the recipient of the Merit Award.
 - d. An individual may be nominated by any member, in good standing, of this Association or by any member, in good standing, of the Judge's Association.

- e. The Awards Committee will provide an approved nomination form to all members of the Association by publishing the same in the MACA Reporter. In addition, this committee will submit an approved nomination form to the Missouri Municipal and Associate Circuit Judge's Association and request that the approved nomination form be published in their Association's newsletter.
 - f. Facsimile copies will be accepted as originals.
 - g. Nomination Application form deadline shall be **March 15**.
3. The chairperson of the Awards Committee shall form a sub-committee, who will be required to review all of the Merit Award nominations submitted. This sub-committee will comprise of the Awards Committee Chairperson and all past recipients of the Award of Merit, who are active members of this Association. All of the subcommittee members will then choose the one (1) nominee that they feel is the most qualified to receive that current year's Merit Award and shall forward their recommendation to the Awards Committee Chairperson. The Awards Committee Chairperson will be a non-voting member of this committee; the *only* exception will be to cast a vote to break a tie created by the other members of the subcommittee. The Awards Committee Chairperson will provide the President of the Association with the name of the nominee who has been selected to receive the Merit Award for that year.
 4. No member will receive the Merit Award more than one time.
 5. All Merit Awards are non-transferable.
 6. All plaques should be similar in design and wording.
 7. See "FORMS APPENDIX" for application form.

PROCEDURES – *Presidential Award*

An award, one (1) per year, of \$100.00 allotted at the discretion of the President.

PROCEDURES – *President's Gift*

The Presidential Gift for the outgoing President, not to exceed \$100.00, will be purchased with funds from the Association by the Immediate Past-President, and presented at the Annual Meeting by the same.

PROCEDURES – *Outgoing Executive Board Plaques*

An Executive Board member shall be awarded a plaque

1. Upon completion of his/her two-year (2) term of office
2. Upon completion of a term of office as assigned by the Association's

President, when another Board member has resigned.

If an Executive Board member submits a written letter of resignation stating why they cannot complete their term of office, he/she shall receive a certificate of appreciation to recognize their services to this Association.

BY-LAWS / POLICY AND PROCEDURES

POLICY – *By-Laws / Policy and Procedures*

The Immediate Past-President and the President-Elect may serve as members of these committees. Copies of both the By-Laws and Policy and Procedures with the changes passed at the last Annual Conference shall be made available to a MACA member within sixty (60) days of a written request for the documents.

PROCEDURE – *By-Laws*

- A. The By-Laws Chairperson shall prepare all proposed amendments and shall present them to the Executive Board. The proposed amendments are then to be prepared and presented to the Membership, as required by the By-Laws.
- B. The month and year the Association members approve the amendments shall be listed on the front cover of the By-Laws under “*AMENDMENTS*”.

PROCEDURE - *Policy and Procedures*

- A. The Policy and Procedures Chairperson shall review all By-Law changes from the last Annual Meeting that may require changes to the Policy and Procedures Manual. These revisions shall be presented to the Executive Board for approval.
- B. All other recommended changes throughout the year should be drafted by the Policy and Procedures Chairperson for presentation to the Executive Board for final approval.
- C. The month and the year that the Executive Board approves the revisions shall be listed on the front cover of the Policy and Procedures Manual as a “*REVISION DATE*”.

EDUCATION

POLICY - *Education*

The association currently offers its members two levels of certification; Certified Court Administrator (CCA), which is offered through the University of Missouri, and Advanced Certified Court Administrator (ACCA), which is offered through Michigan State University. This committee should plan educational programs consistent with the requirements of these two certification programs. This committee is to keep a portfolio of events, schedules and forms used by the committee to be passed to the next Chair of this Committee.

PROCEDURE - Education

A. Certified Court Administrator (CCA)

The following requirements must be met in order to be awarded the title of Certified Court Administrator:

1. Have performed court related duties for a minimum of four years.
2. Have been a member of the Missouri Association for Court Administration for a period of four consecutive years.
3. Be a current member of MACA.
4. Believe in and practice the MACA Code of Ethics.
5. Furnish a Letter of Recommendation from a Judge or Certified Court Administrator as a sponsor.
6. On-the-Job Education. Five (5) points per year of experience performing the duties of a Court Administrator or court related duties. (Max. 40 points)
7. Accumulate a minimum of 100 points in the Education Category. These points can be accumulated in the following ways.
 - a. Bachelor's Degree from an accredited institution. (50 points)
 - b. Associate's Degree from an accredited institution. (25 points)
 - c. MACA Education Certification Program sponsored by MACA and MTI (Max. 100 points). If you attended a MACA Conference and received 2.5 CEU credits from MTI, you would receive 25 points (25 contact hours). You move the decimal point one space to the right.
8. File an application with filing fee, along with all documentation required to the MACA Certification Committee. Upon review and approval of the application, the title of Certified Court Administrator (CCA) and a plaque will be awarded at the next Annual Conference.

Ten (10) contact hours of Continuing Education are needed annually to maintain CCA status. The Court Administrator is responsible for submitting the form provided by the Certifying University annually, along with supporting documentation showing the 10 contact hours. Upon receiving notice from the Certifying University in January of each year of those Certified Court Administrators who have not met the requirements to maintain certification for the previous year, the following action will be taken. One letter will be sent to those individuals from the certification committee warning them that their status as certified court administrator is in jeopardy and they must submit their documentation within fifteen (15) days or their certification will be reviewed. The certification committee will make a final decision concerning these individuals. In the case of

extenuating circumstances (military duty, lengthy illness, etc.) that prohibits a Certified Court Administrator from completing their ten contact hours of sustaining education, the Certification Committee may waive these hours for a given year upon receiving a written request from the Certified Court Administrator that details their status. This must be sent to the President of the Association in place of their maintenance form.

9. **Ineligibility**

Individuals who have lost their certification due to their failure to maintain their Certified Maintenance Forms for terms less than 5 years can apply for reinstatement. CCA's who have not maintained their CCA's for an active status for longer than 5 years are not eligible for reinstatement.

Reinstatement Policy

The procedure for reinstatement varies based on the amount of time the CCA's Certification has been lapsed.

One to Two Years Past Due

Any certified member whose Certification has lapsed for more than one year but not more than three years, due to non-payment of membership dues and completion for certification maintenance forms, can be granted reinstatement upon payment of the membership for two years (previous and current fiscal years) plus a non-refundable \$35 late fee (provided that all CCA requirements have been maintained). Certification reinstatement will be active for the current year of and the member's CCA Status will remain unchanged. Members who fail to meet CCA maintenance requirements cannot apply for reinstatement under this provision.

Three to Five Years Past Due

Any certified member whose membership has lapsed for more than three years but not more than five years can apply for reinstatement and will be considered on an individual basis. The opportunity to reinstate after more than three years is available one time only to any CCA.

Letters of request for reinstatement must summarize the former member's ongoing involvement in the courts during the intervening years by including:

1. A cover letter explaining why the lapse occurred. In addition, supply supporting documentation, proof of membership history and a verification of former certification, e.g. a photocopy of the certificate or letter awarding certification.
2. A letter of recommendation for reinstatement from at least one certified member in good standing.
3. Documentation that supports the request (such as medical records, school transcripts, etc.)

Please forward the required information above upon payment of the membership for outstanding years (previous and current fiscal years) plus a non-refundable \$35 late fee. All application payments will be processed immediately upon receipt. If your application is unable to be approved, your payment, less the non-refundable late fee, will be returned.

The MACA Board reserves the right to grant or deny your request for reinstatement based on the merits of your case. If your request has been approved, you will receive your new certificate stating that you were reinstated (as of the date of the MACA Boards decision) in the mail. A new membership card and the Reporter will be sent separately.

More Than Five Years

Any Certified member whose membership has lapsed for more than five years must re-apply to become certified.

B. Advanced Certified Court Administrator (ACCA)

MACA members must complete 60 contact hours of instruction in a five year period for the Judicial Administration Program Noncredit Certificate Program. The courses required to complete the 60 contact hours will be available on-line at the students expense.

1. Have been a member of MACA for a minimum of five (5) years.
2. A Certified Court Administrator (CCA).
3. Have submitted an application for enrollment, and been accepted into MSU's program at www.judicialadministration.msu.edu.
4. Have completed 40 contact hours of Core Courses (a minimum of six contact hours in each). The core courses are comprised of:
 - Caseflow Management.
 - Information Technology Management.
 - Human Resources Management.
 - Leadership.
 - Purposes and Responsibilities of Courts.
 - Resources, Budget and Finance.
5. Have completed a minimum of three Elective Courses (20 contact hours). The elective courses are comprised of:
 - Court and Community Communication.
 - Education, Training and Development.
 - Essential Components of Courts.
 - Visioning and Strategic Planning.
6. Have attendance verified by the Education Committee. MACA will collect and send all completed attendance forms to MSU for processing into student records at the conclusion of each course.

This committee shall coordinate the educational program and Annual Conference schedule with the Certifying Universities. The Annual Conference schedule is to be

submitted to the Executive Board for changes and final approval at the January Board Meeting, to include speakers.

This committee shall be responsible for the continual development and review of the Certified Court Administrator's (CCA) Program and the Advanced Certification Program (ACCA). It shall be their responsibility to review these programs and to make suggestions to the Executive Board regarding any changes that are needed. No changes can be made to these programs without a vote of the Executive Board.

Copies of Conference Evaluation Forms are to be mailed to each conference speaker. Those speakers who do not charge a "Speaker Fee", can receive \$25.00 to offset travel, if requested.

FINANCE COMMITTEE

POLICY – *Finance Committee*

This committee is to keep a portfolio of events, schedules and forms used by the committee to be passed to the next Chair of this Committee.

PROCEDURE – *Finance Committee*

- A. The committee may subscribe to the **MISSOURI MUNICIPAL REVIEW**.
- B. This committee is to review the funds and can recommend to the Executive Board possible investments of MACA'S funds. Funds may be invested as determined by the Board.
- C. The Finance Committee is responsible for the development of the Association's Annual Budget. The budget is to be developed as follows:
 1. The Finance Committee submits a proposed budget outline to the Board.
 2. The Board reviews the outline and makes all necessary changes, votes on the Revised version as a final draft.
 3. The Board's approved version is to then be published in the newsletter.
 4. The publication should outline to the general membership that this is only a draft form and that it is being submitted to the membership for their review and comments. The membership should be given a minimum of 30 days to submit their written comments to the Executive Board.
 5. After the Board reviews all written comments received, a final Board vote will be taken to give final approval to the budget.
 6. The budget becomes effective at the beginning of the next fiscal year.
 7. Contingency funds cannot be spent from that account. They must be moved into a specific account for expenditure.

8. Adjustments to the final budget can only be made by a Board vote. Care should be taken by the Executive Board to limit the number of adjustments that are made throughout the year.
 9. The Finance Committee should review the Annual Budget and request any changes needed to the budget in order to balance the budget at the end of the fiscal year.
 10. Any expense exceeding a budgeted line item by 10% or more must be approved by the Board of Directors prior to being amended/increased or paid. The finance Committee will encumber the monies upon Budget request and Board Approval. The invoice will be receipted against the accounts payable invoice.
- D. The Finance Committee is responsible for ensuring that a financial review of the Treasurer's books is done annually by a Certified Public Accountant. A copy of the results of the financial review should be submitted to the Board and a copy kept in the Treasurer's records.

HISTORIAN

POLICY – *Historian*

The Historian shall be responsible for the safekeeping of any memorabilia collected by this Association.

PROCEDURE – *Historian*

- A. Shall keep the Association scrapbook current, inserting all pictures, a copy of each issue of the MACA Reporter and information collected that year.
- B. Shall display the scrapbook and other historical items at the Annual Meeting.
- C. Shall include a copy of the Annual Meeting agenda, pins and other items, which may be of interest.
- D. Shall be responsible for obtaining photographs of newly elected Officers and Region Directors by the Fall Board Meeting following the elections.
- E. Shall be responsible for taking pictures of Association activities.
- F. Shall issue inventory numbers and maintain an inventory of the Association's property each year.
- G. Shall maintain the safekeeping of the historical records.

LEGISLATION

POLICY – *Legislation*

This committee shall be responsible for keeping the Association apprised of proposed pending and passed legislation, which affects the courts or other agencies within the Criminal Justice System. This committee is to keep a portfolio of events, schedules and forms used by the committee to be passed to the next Chair of the Committee.

PROCEDURE – Legislation

- A. Shall work to support or oppose proposed or pending legislation as the Executive Board may require, coordinating with the legislative chairperson of the Missouri Municipal Court Judge’s Association and the Office of the State Courts Administrator.
- B. Shall stay current with all pertinent bills in the Legislature and report to the Executive Board.
- C. Shall obtain copies of proposed or pending bills that are a direct concern to the operation of the courts or administrative procedures.
- D. Shall notify all members of the Executive Board of all legislation passed with the effective date of said legislation, and will, as soon as possible, obtain copies for distribution to the Executive Board of the final bills that are passed.

MEMBERSHIP

POLICY – Membership

It shall be the responsibility of this committee to pursue increasing the membership and ensuring that they remain members in good standing. This committee is to keep a portfolio of events, schedules, and forms used by the committee to be passed to the next Membership Director.

PROCEDURE-Membership

- A. Dues shall be paid on a calendar-year basis, which shall begin on January 1st. The annual dues shall be established by the Executive Board at the Fall Board Meeting of each year. Membership applications will not be accepted after October 31st of the current year, for the current year’s membership.
- B. Notification of dues to all members each year:
 - 1. Membership renewal is to be sent to all MACA members in both the Winter and Spring issues of the MACA Reporter
 - 2. Membership applications will also go to all Missouri courts in the Winter issue of the MACA Reporter.
 - 3. Membership dues must be paid by **March 15th** in order to vote at the May Conference.
- C. Dues shall be mailed to the Association Treasurer. Upon payment of dues, a membership card or certificate will be issued. Notification of new members and

of membership renewals will be furnished to this committee by the Treasurer.

- D. A copy of the membership roster shall be presented to the Nominations Chairperson for the purpose of verifying the Slate of Nominees and verifying the membership for the Annual Meeting.
- E. A record of payment of dues will be kept by the Treasurer and will include the member's name, court address and the date that the dues were paid.
- F. Membership dues shall be non-transferable. (Effective March 17, 2001).
- G. A member who is classified as "Retired" (as outlined in the By-Laws), will pay membership dues as determined by the Board.
- H. This committee will be responsible for the Membership Directory.
- I. This committee will be responsible for verifying that members are in good standing, if needed.

NOMINATIONS

POLICY - *Nominations*

The immediate Past-President shall serve as the Nominations Chairperson, and shall perform the necessary procedures for the election process.

PROCEDURE - *Nominations*

- A. Prior to the selection of nominees, the Chairperson shall ensure that they are all members in good standing.
- B. Consideration should be given to nominate those members who have, in the past, been active as a committee member or as a committee chairperson and are willing to put forth their best effort for the good of the Association.
- C. This committee should encourage and promote members to run for Executive Board positions. Emphasis should be placed on encouraging members to run for Board positions where a Declaration of Candidacy has not been received.
- D. The Nomination's Committee shall consist of a representative from each Region. The Executive Board shall appoint these members.
- E. Shall count ballots in private and give a written statement of the elected persons to the President during the Business Meeting. If required, the Past-Presidents may be called in to assist in the counting of the ballots.
- F. All ballots must be kept by the Nominations Committee until the entire election has been realized and a written report has been submitted to the Secretary.

PROFESSIONAL DEVELOPMENT SEMINARS

POLICY – *Professional Development Seminar*

This committee shall plan seminars to benefit new clerks and advanced clerks. This committee shall keep a portfolio of events, schedules and forms used by the committee to be passed to the next Chair of this Committee

NEW CLERKS PROFESSIONAL DEVELOPMENT SEMINAR:

The seminar for new clerks will be specifically designed for court clerks with *less than* three (3) years of court job experience. If seating is limited, first priority will be given to those new clerks who meet this criteria. Only the clerks who have *less than* three (3) years of court job experience will be given CCA credit for this seminar.

ADVANCED CLERKS PROFESSIONAL DEVELOPMENT SEMINAR:

The seminar for advanced clerks will be designed for court clerks and administrators who have *more than* three (3) years of job experience. If seating is limited, first priority will be given to those clerks who meet this criteria. CCA credit will be given to *all* clerks/administrators who attend this seminar.

PROCEDURE – *Professional Development Seminars*

- A. The odd Regions will serve as the Committee in even years. The even Regions will serve as the Committee in odd years.
- B. The Professional Development Director shall serve as Chairperson.
- C. A co-chair person will be chosen for this committee by the Director, with input from the members of this committee.
- D. The committee shall coordinate the educational programs and the seminar schedules.
- E. Committee members going to the Seminar will be reimbursed his/her room rate, at selected lodging sites, as budget permits. Travel expenses will be reimbursed at \$70.00 up to 100 miles \$85.00 over 100 miles (roundtrip); meals for Committee Members will be paid in an amount not to exceed \$45.00 per person per day with receipts to be provided for exact amount. (Breakfast-\$10.00; Lunch-\$15.00 and Dinner -\$20.00) The registration fee shall be waived for the committee members and for the President.

PUBLICATIONS

POLICY - *Publications*

The publications of the Association shall provide information regarding important decisions of the Executive Board, pending and/or passed legislation, and other news-worthy items to the membership. This committee is to keep a portfolio of events, schedules and forms used by the committee to be passed to the next Chair of this Committee.

PROCEDURE - Publications

- A. The MACA Reporter shall be mailed at least three (3) times a year to all paid members.
- B. The following shall be included in the first issue following elections:
 - 1. A list of the current Officers, Committee Chairpersons and Liaisons along with their addresses, phone numbers, fax numbers and e-mail addresses.
 - 2. Names, in chronological order, of all the Past Presidents.
 - 3. Deadline dates for submitting items to the Editor for publication.
- C. The Membership Chairperson/Treasurer shall provide a current list and mailing labels by the input deadline for each issue.
- D. All brochures, pamphlets, flyers, and other forms of written communication that address the entirety of the Missouri Association for Court Administration (MACA) shall be professionally prepared and approved by the Executive Board prior to the distribution to the membership and other external agencies.
- E. It shall be the responsibility of this committee to prepare all reports or publications of distribution to members or news media, subject to the approval of the Executive Board. The committee shall be responsible for the Association's "Newsletter" and the distribution to the membership, at least three (3) times per year.
- F. May inform the Missouri Municipal League of our calendar of events to be published in the **MISSOURI MUNICIPAL REVIEW**.

SOCIAL

POLICY – Social

It shall be the responsibility of this committee to organize any social functions or activities concerning the Annual Conference.

- A. **Hospitality Committee**: This committee is under the direction and guidance of the Social Committee Chair. The hospitality committee is responsible for social functions that will allow new members, or those attending conference for the first time, the opportunity to network with other members of MACA.
- B. **Civic Awareness Committee**: This committee is under the direction and guidance of the Social Committee Chair. The Civic Awareness Committee is responsible for selecting a charity to sponsor each year at the annual conference.

PROCEDURE – Social

There are no specific procedures.

VENDORS

POLICY - Vendors

For clarification purposes, a vendor shall be defined as “one who is compensated for and sells products or provides services.” This committee is to keep a portfolio of events, schedules and forms used by the committee to be passed to the next Chair of this Committee.

PROCEDURES – Vendors

- A. Vendors will be allowed at our Annual Meeting/Conference only if registered and approved by the Executive Board at least thirty (30) days prior to the Annual Meeting. Exceptions may be extended to this deadline date upon approval of the Executive Board.
- B. Conditions regarding vendor attendance will be considered on an individual basis at the time of approval. Conditions will be imposed based on desired participation levels, (i.e.: social, educational, promotional, etc.).
- C. Vendor fees will reflect the amount set by the Executive Board, as well as any additional costs the Conference hotel may require, and must be submitted with the vendor’s request to participate. This fee will be refunded to the vendor if their request to attend is denied by the Executive Board. Vendors shall be allowed to opt out of the fees associated with participation of any “lunch menu” being offered during the vendor session upon filling out the vendor registration form.
- D. Refunds due to emergency situations: In the event of an emergency situation in which a vendor is unable to make their scheduled appearance, a VENDOR REQUEST FOR REFUND form shall be filled out. Such a request shall then be reviewed by the Executive Board for determination of whether any or all vendor fees paid shall be refunded.

CHARTER ASSOCIATIONS: Regions I-VIII

POLICY – Charter Associations

The following Charter Associations have been accepted after drafting a Resolution. They are listed in order of acceptance:

- Region I.** **MSLACA** (*Metropolitan St. Louis Association for Court Administration*)
**Counties:* St. Charles, St. Louis, & Jefferson
Year Accepted:* **10-27-94, Region I was part of the Founding of MACA in 1986, but their Resolution to become a Chapter of MACA was not approved until the above date.
- Region IV.** **SEMOMACA** (*Southeast Missouri Association for Court Administration*)
**Counties:* Washington, St. Francois, Ste. Genevieve, Perry, Madison, Bollinger, Cape Girardeau, Stoddard, Scott, Mississippi, New Madrid,

Pemiscot, Dunklin, Ripley, & Butler

* *Year Accepted*: 5-26-95

Region II. **WACAMACA** (*Western Association for Court Administration*)

* *Counties*: Platte, Clay, Jackson, Cass, Johnson, Bales, Henry, & St. Clair

* *Year Accepted*: 5-20-96

Region V. **SWACA/MACA** (*Southwest Association for Court Administration*)

* *Counties*: Vernon, Cedar, Barton, Dade, Jasper, Lawrence, Newton, McDonald, Barry, & Stone

* *Year Accepted*: 10-11-97

Region III. **MMACA** (*Mid -Missouri Association for Court Administration*)

Region VII. * *Counties*: Adair, Audrain, Boone, Callaway, Camden, Chariton, Clark,

Region VIII. Cole, Cooper, Crawford, Dent, Franklin, Gasconade, Howard, Iron, Knox, Laclede, Lafayette, Lewis, Lincoln, Linn, Macon, Maries, Marion, Miller, Monroe, Moniteau, Montgomery, Morgan, Osage, Pettis, Phelps, Pike, Pulaski, Ralls, Randolph, Reynolds, Saline, Schuyler, Scotland, Shelby, Sullivan, Texas, Warren, & Wayne

* *Year Accepted*: 5-26-2009

PROCEDURE - *Charter Associations*

Each Charter Association shall be responsible for ensuring that a financial review of their Charter's books is done annually. A copy of this financial review shall be submitted to the Executive Board of MACA to be filed with the Association's Treasurer's records.

NOTE: Does not have to be a CPA, but must be an outside source. MACA shall not be liable for any promises, obligations or contracts that are negotiated, signed or executed by the Charter Associations listed above.

MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

Established 1986

Job Description President

Summary of duties:

- Conduct all MACA Board Meetings
- Enter & negotiate contracts for the Executive board meetings quarterly as well as the for the Annual Conference (w/board approval)
- Prepare Yearly calendar for all meetings, including dates, locations & lodging information
- Conduct business meeting on Wednesday afternoon at the annual conference to orient newly elected members
- Board meeting agenda, distribute to board members prior to meeting
- Fully inform the President-Elect & past President of all MACA Business
- Liaison to OSCA, MMACJA & NACM
- Extending Invitations to NACM for luncheon speaker during Annual Conference
- Procuring a Judge for swearing in of newly elected officers at Wednesdays luncheon during Annual Conference
- Prepare history of President's term at end of term and present to Historian
- Excluded from voting in CONTESTED races, unless to cast a deciding vote
- Create Presidential Message for publication in each issue of the MACA Reporter
- Coordinate with Mineral Area College and MO State University on the CCA and ACCA requirements, programs, etc
- Approval of CCA applications in March and October
- Coordinate picking up/dropping off items from the storage unit at Osage Beach
- Attend MACA's Education Committee meetings
- Assist Finance Chair and Treasurer with keeping costs within budget
- Attend Annual and Mid-Year Seminars

Details of duties:

- Procure location & set details for July board meeting (July meeting is NOT held at Tan-Tar-A)
- Assign committee Chairs to each committee (to be distributed at the May or July board meeting)
- Receive, review and sign contracts between MACA and Tan-Tar-A for board meeting dates and annual conference dates
- Prepare the Executive Board Meeting calendar –
 - Include locations, times, dates and all details
 - Distribute to all board members
- Create the meeting agendas for each board meeting, distribute to board members prior to the meeting
- Create and submit a Presidential Message for each issue of the MACA Reporter, deadline for submission will be set by Publications Chair

- Contact and confirm NACM speaker for Tuesday's luncheon at the Annual Conference (usually the NACM president or he/she will designate replacement)
- Attend annual NACM Conference in July – or assign designee to attend
- Attend various local, state and national committee meetings
 - Act as liaison with MMACJA and OSCA, meetings are held quarterly in Jefferson City – President may assign a designee to attend
 - Coordinate & present MACA sessions for MMACJA's Regional meetings annually
 - Assist Professional Development Director in coordinating the Mid-Year Conference in Columbia (Held in September)
 - Participate in NACM phone conferences as a State President representative
 - Serve on steering committees upon invitation – or assign designee to attend
 - ****Various committee meetings may total up to 20 meetings per year
- Speak on Tuesday morning for the Presidential Welcome/Business meeting at the annual conference – include any housekeeping items that need addressed and any other issues you think should be presented at the start of the conference
- Conduct the meeting and guide the committee reports on Wednesday morning for the business meeting/election at Annual Conference
- Work closely with Mineral Area College on the continuation of the ACCA program (Rich Flotron, Mark Protraz, Doug Ruess)
- Work closely with MDI-MO State University on the continuation of the certifying university and CCA program (Scot Scobee, Belinda Davis)
- CCA applications will be sent to you from MDI-MO State University in March & October for approval of granting clerks their CCA status – should be reviewed at the March & October board meetings. Membership verification should be sought from Membership Director. Must have 4 consecutive years as a MACA member for CCA status
 - *The President, President-Elect and designee from the certifying university shall review and approve CCA applications
 - *The President, Professional Dev Director and a designee from the certifying university shall review and approve CCA Maintenance applications
 - *The President, Professional Dev Director & designee from the certifying university will review & approve ACCA applications
- Board meeting dates will be set working with Tan Tar A (excluding July's meeting) and Tan Tar A will provide you with a contract
- Respond to all email inquiries DAILY
- Coordinate the gathering of conference materials for distribution on Sunday prior to conference starting
- Present plaques at the Wednesday Awards Luncheon
- Gather information from OSCA for distribution to membership, work with OSCA on information sharing projects. Respond to all OSCA requests & correspondence DAILY

Job Description Immediate Past President

Summary of duties:

- Serves in an advisory capacity to, and in any other needed assistance capacity, of the current President of the Association.

- Serves as Nomination Committee Chair
- Serves as Annual Conference Co-Chair along with the President Elect
- In addition, the Immediate Past-President is responsible for purchasing and presenting the outgoing President with an appreciation gift from the Board.

Details of duties:

Immediate Past-President:

- Provide advisory or other needed assistance to the current President as requested.
- Purchase the outgoing appreciate gift and present to the current President at the last awards luncheon of the current President's term.

Nomination Chair:

- Prepare the Declaration of Candidacy and provide it to the Automation Chair and the Publication Chair for dissemination of the material. This must be provided to both chairs in January with the cut-off date of submission being March 15th of any given year.
- Validate that all candidates are eligible for election and prepare the ballot prior to the Annual Conference
- Monitor the election process, to include validation of eligibility to vote collection of ballots, tally of ballots and final results of election.

Annual Conference Co-Chair:

January~

Prior to Board Meeting:

- Contact TTA in regard to obtaining menu choices
- Contact TTA in regard to obtaining reserved meeting room locations

January Board Meeting:

- Coordinate meeting rooms with Professional Development Director
- Discuss meal options with Board
- Discuss special needs with Social Chair
- Discuss give-away and sale items with Board

March~

Prior to Board Meeting:

- Finalize meeting room needs
- Finalize menu choices
- Coordinate A/V needs with Professional Development Director
- Coordinate speaker and scholarship winner sleeping rooms with Professional Development & Awards
- Coordinate special needs with Social Chair
- Finalize give-a-way and sale item choices and order merchandise
- Coordinate with facility for delivery of give-away and sale items

March Board Meeting:

- Coordinate sleeping room choices for Board
- Meet with facility and finalize meeting rooms
- Meet with facility and finalize menus
- Meet with facility and finalize special needs
- Meet with facility and finalize speaker and scholarship winner sleeping rooms
- Meet with facility and finalize Board sleeping room
- Meet with facility and finalize shipping of give-away and sale items

May~

- Continue to monitor speaker and scholarship award winners room and coordinate with facility as needed
- Continue to monitor A/V needs and coordinate with facility as needed
- Obtain breakout session counts from certifying university and coordinate with facility
- Obtain special dietary and/or guest room needs of attendees and coordinate with facility
- Verify with facility all give-away and sale items arrival
- Make guest meal tickets
- Purchase out-going Presidents appreciate gift in appropriate year

May Conference:

- Meet with facility for pre-conference agenda run through – make adjustments as needed
- Monitor and field needs, requests, or problems with meeting rooms, A/V, sleeping rooms, special needs, and dietary needs as they occur and solve through facility
- Monitor and field needs, requests, or problems with vendor events and social events as they occur and solve through facility
- Present out going President with appreciation gift at awards ceremony
- Assist in any manner necessary during conference
- Meet with facility for post-conference run through to discuss both positive and negative events which occurred throughout the week

July Board Meeting:

- Report to the Board any positive or negative events as deemed important from the conference
- Plan needed budget for following year

October Board Meeting:

Minimal unless major changes will be occurring such as a change of facility, etc.

Job Description Secretary

Details of duties:

- The Secretary takes the minutes of all the Executive Board meetings and the Annual Association meeting.
- Take roll call at all Board meetings and the Annual meeting.
- All records, books and papers are to be given to the new Secretary within 30 days after the installation of the new Secretary.
- The Secretary sends a copy of the minutes of the last Board meeting held before the Annual meeting to all members of the Association prior to the Annual meeting. This

can be done by publishing the minutes in the Reporter. These minutes may be available at the annual meeting also.

- Order and distribute official Association stationary as directed.
- Notify the Executive Board members and any others designated by the President, of all Board meeting dates and request confirmation of attendance.
- Prepare and distribute to the Executive Board a directory of all Board members and all Committee Chairperson, along with their addresses, phone numbers, fax number and e-mail addresses. This is to be provided at the first Board meeting after taking office.
- Maintain a permanent record book containing:
 - Minutes of all meetings
 - Committee Reports
 - Copies of all notices of meetings with mailing list
 - By Laws
 - Policy and Procedures Manual
 - Legal documents of the Association
 - All correspondence of the Association (may be purged after two years)
- Responsible for all Association correspondence.
- Send a copy of the draft meeting minutes after each Board meeting for review by the Board members.
- Send a copy of the corrected draft meeting minutes for approval by the Board prior to each Board meeting.
- After the Board meeting minutes have been approved, add the date of approval to the final copy of the minutes.

Job Description Treasurer

Details of duties:

Renew tax exempt status.

Quarterly Treasurer Reports (Board Meetings)

- Checking Account Balance
- CD Balance
- Anything else the board needs to be aware of

Membership applications:

- Enter payment info onto application
- Enter payment info into computer
- Mail applications to Membership Director
- Deposit membership fees

Finance Committee:

- Forward copies of budget
- Suggest amounts for items depending on need
- Prepare proposed budget for July Board Meeting (copy for Reporter)
- Prepare approved budget for October Board Meeting (copy for Reporter)

Conference Income/Expense Report:

- Review statement from MTI, separate charges

- Forward statement to President & Professional Dev Director
- Once payment is determined acceptable, enter payment into computer. Expenses which have been deducted from the payment need to be entered into computer as income & expenses in order for budget report to reflect actual income/expenses.
- Prepare report, forward to President & Professional Dev Director; copies to board members for October Board Meeting (copy for Reporter)

January~

- End of Year Budget Report; copy for Reporter
- Current Year Budget to all Board Members
- Have Financial Review for previous year prepared.
- Set up new budget in computer

July Board Meeting:

- Pay Articles of Incorporation (due by August 31st annually) Plan needed budget for following year
- Prepare Proposed Budget for MACA Reporter & Board Members
- Budget vs. Actual Report for Reporter and Board Members

October Board Meeting:

- Conference Income/Expense Report and submit for Reporter

December: Forward 1099's to speakers

Job Description Membership Director

Summary of duties:

- The Membership Director shall be responsible for pursuing increased membership. The Director will maintain a current listing of all active members.

Details of duties:

MACA Membership is from November 1st through October 31st.

October ~

- Membership application in the Winter MACA Reporter.
 - Order "Proof of Membership" postcards from a reasonable printer to show current year.
 - October – March 15th, input all membership applications in a timely manner in the membership software and mail out "Proof Of Membership"
 - Members will misplace their "Proof of Membership" and in that case, you can email or fax another copy of their Proof.
 - Two weeks after the October Meeting you will send an update of Membership on a CD to:
 - Michael Wehrenberg
 - Wehrenberg Design Company
 - 5088 Cherry Place
 - Springfield, MO 65809
 - www.wehrenberg.net

January~

- Complete a Committee Report to the Board at the January Board meeting informing them of the current number of members.
 - Two weeks after the January meeting you will send an update of the Membership on a CD to Michael Wehrenberg.

March~

- Complete a Committee Report to the Board to inform them of the current number of members.
 - Make sure the Membership Reminders are in the Spring MACA Reporter.
 - Any membership forms received after March 15th are ineligible to vote at the May conference.
 - Email a current membership rooster to Nancy Griggs, OSCA
 - Two weeks after the March meeting you will send an update of the Membership on a CD to Michael Wehrenberg.
 - You will be asked to verify if membership is current for slate of nominees.

May Conference ~

- You will need an updated version of the Membership on the MACA Computer to bring with you for the registration at the May Conference.
- You will need to print out 3 copies of the membership rooster to have on hand if someone should ask for a copy of the rooster.
- Two weeks after the May Conference you will need to update your membership and send an update of the Membership on a CD to Michael Wehrenberg.

July – October ~

Keep membership up to date.

Job Description Policy and Procedures

Summary of duties:

- Serves as By-Laws / Policy and Procedures Chair

Details of duties:

By-Laws / Policy and Procedures:

- Prepare all proposed amendments and shall present them to the Executive Board.
- The proposed amendments are to be prepared and presented to the Membership, as required by the By-Laws.
- The month and year the Association members approve the amendments shall be listed on the front cover of the By-Laws under “AMENDMENTS”.
- The month and year that the Executive Board approves the revisions shall be listed on the front cover of the Policy and Procedures Manual as a “REVISION DATE”.

- All other recommended changes throughout the year should be drafted by the Policy and Procedures Chairperson for presentation to the executive Board for final approval.

January~

Prior to Board Meeting:

- Prepare all proposed amendments in Committee Report.

January Board Meeting:

- Shall present them to the Executive Board
- Draft proposal for MACA Reporter with all proposed Changes

March~

Prior to Board Meeting:

- Finalize amendments

March Board Meeting:

- Present all P&P Revisions to Board

May Conference:~

- Present amendments/additions to membership during business Meeting
- Ask for vote from membership as a whole on By Law Changes

July Board Meeting:

- The month and year the Association members approve the amendments shall be listed on the front cover of the By-Laws under "AMMENDMENTS", and reprinted for Board Members
- Email Updated By-Laws and Policy and Procedures to Automation for web site updates.

October Board Meeting:

- Minimal unless amendments and shall present them to the Executive Board.

Job Description Automation & Technology

Summary of duties:

- It shall be the responsibility of this committee to update the membership of any and all developments in the automation field as related to courts in the State of Missouri.

Details of duties:

- **Executive Board Roster** - update as needed
- **Professional Development** – update as needed
- **Certified Court Administrators** – Upon Certification April & October
- **Membership** – update as needed
- **Regional Associations** – update as requested – The Charter will request
- **Calendar** – maintenance on going – this is a blank slate

- **Educational Events** – Conference Information & Registration, Mid Year Professional Development Information & Registration, and T-shirt order, Exhibitor & Vendor Information(**Information comes from the MACA Executive Board**)
- OSCA Legislative Updates, Missouri Department of Revenue Seminars, Missouri State Highway Patrol Seminars. DWITS training (**you obtain this information**)
- **MMACJA** – Judge sponsored seminars or Benchmark – Please contact
Jean Harmison
Club Management Services, LLC
1717 E. Republic Road, Suite A - Springfield, MO 65804
417-886-8606 (phone) 417-886-3685 (fax)
jean@clubmanagementservices.com
- **MACA Reporter/Newsletter** – MACA Publicity Chairperson OSCA-Newsletter request on occasion
- **Membership Directory**- Membership Director will send updated disc to webmaster 4 times a year. Need to communicate with Director to verify updates have been sent.
- Any information located on the Membership Directory is obtained by membership form filled out by member.
- **Photo Gallery** – Photo's are obtained from Historian send photos disc/email to webmaster for updates
- **Links** – check & verify links are working properly – if issue -contact webmaster
- **By Laws & Policy & Procedures** – send copy to webmaster – word or pdf. file
- **Forms** – Maintain as needed, dates change as well as contacts
- **Vendors** - These are paid advertisers to our website, they support us, not only on the website but at our Annual Conference in various monetary ways. One (1) year banner website ad is \$150.00 plus \$50.00 one time initial set up fee.
- Simple changes ex: contact information, phone numbers changes \$32.50
- Banner ads must be 360px by 85px in gif, jpg. or swf formats.
- Webmaster uploads and can alter
- **Contact Us** - This is a link assigned to the Immediate Past President – You will need to send this to our webmaster
Webmaster contact for any changes that cannot be updated by Automation & Technology Committee is as follows: Wehrenberg Design Company
Michael Wehrenberg
5088 Cherry Place
Springfield, MO 65809
417-865-7779
michael@wehrenberg.net
- **Traffic Reports via Urchin** – Information on website statistics admin/events
- *Passwords for access will be transferred in person or by Michael Wehrenberg

Job Description Legislation

Summary of duties:

- This committee shall be responsible for keeping the Association apprised of proposed pending and passed legislation, which affects the courts or other agencies within the Criminal Justice System. This committee is to keep a portfolio of events, schedules and forms used by the committee to be passed to the next Chair of the Committee.

Details of duties:

- Shall work to support or oppose proposed or pending legislation as the Executive Board may require, coordinating with the legislative chairperson of the Missouri Municipal Court Judge's Association and the Office of the State Courts Administrator.
- Shall stay current with all pertinent bills in the Legislature and report to the Executive Board.
- Shall obtain copies of proposed or pending bills that are a direct concern to the operation of the courts or administrative procedures.

Shall notify all members of the Executive Board of all legislation passed with the effective date of said legislation, and will, as soon as possible, obtain copies for distribution to the Executive Board of the final bills that are passed.

Job Description Social

Summary of duties:

- It shall be the responsibility of this committee to organize any social functions or activities concerning the Annual Conference.

Details of duties:

Hospitality Committee:

- This committee is under the direction and guidance of the Social Committee Chair. The hospitality committee is responsible for social functions that will allow new members, or those attending conference for the first time, the opportunity to network with other members of MACA.

Civic Awareness Committee:

- This committee is under the direction and guidance of the Social Committee Chair. The Civic Awareness Committee is responsible for selecting a charity to sponsor each year at the annual conference.

Job Description Vendor

Summary of duties:

- This committee is to keep a portfolio of events, schedules and forms used by the committee for vendors at the Annual Conference.

Details of duties:

- Vendors will be allowed at our Annual Meeting/Conference only if registered and approved by the Executive Board at least thirty (30) days prior to the Annual Meeting. Exceptions may be extended to this deadline date upon approval of the Executive Board.

- Conditions regarding vendor attendance will be considered on an individual basis at the time of approval. Conditions will be imposed based on desired participation levels, (i.e.: social, educational, promotional, etc.).
- Vendor fees will reflect the amount set by the Executive Board, as well as any additional costs the Conference hotel may require, and must be submitted with the vendor's request to participate. This fee will be refunded to the vendor if their request to attend is denied by the Executive Board.

January~

Prior to Board Meeting:

- Reminder Post Cards to Vendors who have not responded

January Board Meeting:

- Date initial letters were mailed, # of vendor letters sent

March~

Prior to Board Meeting:

- Send Professional Development Director - Vendor List, Vendor advertisements (name, address, phone number and description of service) for printing in Conference Book
- When application received - record date received on application
- Make copy of Application and Payment
- File original applications in binder and copy of payment
- Send copy of application and original payment (check) to Treasurer
- If Vendor checked and paid for website advertisement send copy of application and copy of check to Technology Chairperson.
- Send Confirmation letter to vendor as Applications are received

March Board Meeting:

- Vendor information to Professional Development Director will be sent end of March, list of paid vendors, list of sponsors (breaks, website, etc.)

May~

- Contact Dennis Bommel 573-348-8573 (Tan-Tar-A) prior to assigning booths making sure you have the correct vendor table set-up. Then contact vendors w/ booth number – two weeks prior to conference.
- One week prior to Conference Email Dennis with vendor sign and vendor table assignments. dbommel@columbiasussex.com

May Conference:

- Large sign outside room (listing all vendors – “20__ MACA Vendor Display – Everyone welcome, please come in and shop around”
- If Vendor is sponsoring a Soda/Lunch/Coffee Break let Dennis know so signs can be made and placed appropriately.
- Mention vendors paid but not listed in conference materials, mention vendors who are sponsors, (breaks, website, other advertising), mention new contact information for vendors, vendors that paid but unable to attend at last minute.

July Board Meeting:

- Send thank-you letters to vendors – as soon as possible after Conference.

October Board Meeting:

- November before Conference - Initial Mailing to potential Vendors Include Vendor Advertising-Sponsorship form, Vendor Application form, Vendor Exhibit Material Handling form, Vendor Exhibitor form, and Vendor Letter on letterhead.

Job Description Awards and Scholarships

Summary of duties:

- As a committee head of Awards and Scholarships I am responsible for making sure that applications are processed and awarded as detailed below.

Details of duties:

- As a committee head of Awards and Scholarships I am responsible for making sure that application are printed in the MACA report in the Fall issue. Deadlines for both applications are March 15 of each year. When send out a reminder in the Winter issue.
- Awards: A committee is selected by the President of those who fill out the application at the end of our conference in May. Those forms are forward to me by the President. Once all applications are received by deadlilne date I scan those and e-mail them out to my committee. They decide who gets the scholarship
- Award of Merit: Once all nomations are received (By March 15) I scan them and e-mail them to past reiciipient of the award. They choose who receive it.
- CCA- I receive from the President a list of approved CCA's. The CCA who are approved in October will be printed in the Fall Reporter. Those who are approve in the Spring will be published in the Spring Reporter.
- Plaques: CCA, Award of Merit, Appreciation Plaques, Pins, and ribbons are all part of the Awards / Scholarship duties.



MISSOURI ASSOCIATION FOR COURT ADMINISTRATION

Established 1986

FORMS

APPENDIX



REQUEST FOR DESTRUCTION OF RECORDS

COMMITTEE: _____ COMMITTEE CHAIR: _____

Record Type **Origination Date of Record** **Date Became Eligible for Destruction**

COMMITTEE CHAIR SIGNATURE: _____ DATE: _____

APPROVED : _____ DENIED : _____

PRESIDENT'S SIGNATURE: _____ DATE: _____

VENDOR REQUEST FOR REFUND

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

EVENT INFORMATION

REASON FOR REQUEST

FOR MACA BOARD ONLY:

COMMENTS:

APPROVED: YES NO

DATE: