

BY-LAWS OF THE MUNICIPAL COURT ADMINISTRATORS ASSOCIATION OF NEW JERSEY

ARTICLE I: NAME

The name of this organization shall be the **MUNICIPAL COURT ADMINISTRATORS ASSOCIATION OF NEW JERSEY**.

ARTICLE II: OBJECT

The Association is organized to promote the good and welfare of the Court Administrators, Deputy Court Administrators, Court Directors or any New Jersey Municipal Court Employee who is recognized as a Certified Municipal Court Administrator (CMCA) of the Municipal Courts of the State of New Jersey, and to assist them in establishing and maintaining high professional standards.

ARTICLE III: MEMBERSHIP

- A. Membership shall be limited to Municipal Court Administrators, Deputy Court Administrators, Municipal Court Directors of the Municipal Courts of the State of New Jersey or any New Jersey Municipal Court Employee who is recognized as a Certified Municipal Court Administrator (CMCA) and is in good standing.
- B. Honorary Membership shall be granted to those persons who have retired after serving as a Municipal Court Administrator/Deputy Court Administrator/Municipal Court Director for less the ten (10) consecutive years or to such a person who by virtue of their services shall be deemed to be eligible for such honor. Honorary Members shall have no vote nor be entitled to discount admission to seminars.
- C. Life Membership (Gold Card Member) shall be granted to all retired Municipal Court Administrators/Deputy Court Administrators/Municipal Court Directors who have served for ten (10) consecutive years as a Municipal Court Administrator/Deputy Court Administrator/Municipal Court Director and a member in good standing of the Municipal Court Administrators Association of New Jersey for ten (10) consecutive years prior to retirement. Life Members shall have no vote, but shall pay half the charge to all regular monthly meetings.
- D. Any member having an indebtedness with the Association shall not be considered a member in good standing until such indebtedness shall be liquidated, regardless of current dues status.

ARTICLE IV: OFFICERS

The President shall at a regular meeting during an election year appoint a Nomination Committee Chairperson, who shall in turn appoint four (4) additional members whose duty it shall be to decide upon a slate of nominees for office. This Nomination Committee shall report the slate of nominees to the membership at the September Meeting. The President shall also appoint an Election Committee Chairperson, who shall in turn appoint two (2) additional members to assist in the counting of ballots. The election of officers shall be held by secret ballot at the October Meeting. However, the ballot requirements for election to an office may be dispensed with by a unanimous vote when there is but one candidate for that office. Members in good standing may request an absentee ballot from the Elections Committee. They may attend the meeting and vote in person, or they may vote by absentee ballot, which absentee ballot must be received by the Elections Committee five (5) days before the Election, in a sealed separate envelope **BOLDLY MARKED "ELECTIONS BALLOT"**; and shall be opened at the October meeting. A simple majority of the votes cast shall be sufficient to elect a candidate to office.

- A.** The officers of the Association shall be as follows:
1. President
 2. First Vice President
 3. Second Vice President
 3. Recording Secretary
 4. Corresponding Secretary
 5. Treasurer
 6. Sergeant at Arms
 7. Parliamentarian
- B.** All officers shall be elected for a term of two years. The term shall begin at the Installation meeting after they have been installed and continue until a successor has been installed.
1. Length of membership in the Association shall not be a requirement for any office.
 2. Only members in good standing shall be eligible to hold office, and no member shall be elected to more than one office in any two year term.
 3. All vacancies in office shall be filled for the unexpired term, by a member in good standing appointed by the President.
 4. Any vacancy in the office of President shall be filled by the First Vice President.
 5. All officers must be an active Municipal Court Administrator.

6. The President, First Vice President, and Second Vice President must be certified and in good standing.

ARTICLE V: DUTIES OF OFFICERS (ELECTED AND APPOINTED)

A. PRESIDENT

1. Upon installation to office, the President shall assume the duties of the office.
2. Shall be the Chief Officer of the Association.
3. Shall preside over all the regular meetings of the Association.
4. Shall make all appointments to all committees, and shall serve on each committee as an ex-officio member except for the Nominating Committee.
5. Shall enforce all the By-Laws.
6. Shall perform all lawful duties imposed by the membership.
7. Shall be reimbursed for itemized expenses incurred in performing their duties, but not to exceed a total of \$500.00 in any year.

B. FIRST VICE PRESIDENT

1. Shall preside over regular meetings in the absence of the President, and shall be vested with all the powers of that office.
2. Shall be an ex-officio member of the Membership, Convention and Spring Conference Committees.
3. Shall, upon order of the President, preside over special meetings.
4. Shall perform all lawful duties assigned by the President.

C. SECOND VICE PRESIDENT

1. Shall, in the absence of the President and the First Vice President, preside over the regular meetings and shall be vested all the powers of that office.
2. Shall be an ex-officio member of the Legislative, Membership Sunshine, Convention and Spring Conference Committees.
3. Shall, upon order of the President, preside over special meetings.
4. Shall perform all the lawful duties assigned by the President.

D. RECORDING SECRETARY

1. Shall take the minutes and records of all meetings and executive sessions.
2. Shall be custodian of all reports made to the membership by the chairperson of each office or committee.
3. Shall be an ex-officio member of the Membership, Convention, Spring

- Conference and Sunshine Committees.
4. Shall perform all the lawful duties assigned by the President.

E. CORRESPONDING SECRETARY

1. Shall oversee all correspondence.
2. Shall prepare and post notice of regular and special meetings.
3. Shall prepare and post to the Association's website the monthly newsletter and notify all Municipal Court Administrators in the State of New Jersey, including Deputy Court Administrators, Municipal Court Directors, any New Jersey Municipal Court Employee who is recognized as a Certified Municipal Court Administrator (CMCA), Life Members, and Honorary Members of its availability on the website.
4. Shall be an ex-officio member of the Membership, Convention, and Spring Conference Committees.
5. Shall be reimbursed by resolution at the September meeting for itemized expenses incurred in performing their duties.
6. Shall perform all other lawful duties assigned by the President.

F. TREASURER

1. Shall receive all monies on behalf of the Association, depositing same in a bank checking account from which all Association expenses shall be paid.
2. At each regular meeting of the Association, the Treasurer shall render a report of the receipts and expenditures and the balance of funds on hand. There shall be a copy of such report available for inspection by the membership.
3. The Treasurer shall sign all checks and conduct all electronic transactions with the authorization of either the President or the First Vice President.
4. All disbursements shall be approved by the President and/or the Executive Committee.
5. The Treasurer shall keep a record of the membership of the Association.
6. The Treasurer shall receive payment of dues and shall issue or cause to be issued a membership card with the member's name and title for the year.
7. The Treasurer shall be compensated on a monthly basis at \$50.00 per month by the Association.
8. Shall perform all other lawful duties assigned by the President.
9. Shall be ex-officio member of the Membership, Convention and Spring Conference Committees.

G. SERGEANT AT ARMS

1. Shall maintain and control decorum at all meetings and special meetings.
2. Shall be an ex-officio member of the Membership, Convention and Spring Conference Committees.
3. Shall perform all other lawful duties assigned by the President.

H. PARLIAMENTARIAN

1. Shall become conversant with and able to give opinions regarding **"ROBERT'S RULES OF ORDER."**
2. Shall be an ex-officio member of the Membership, Convention and Spring Conference Committees.
3. Shall perform all other lawful duties assigned by the President.

I. TRUSTEES

There shall be two (2) Trustees appointed by the President, at the beginning of each term, who shall serve as auditors of the Treasurer's reports, and shall audit those reports at least once each term.

ARTICLE VI: REMOVAL FROM OFFICE

Any officer of the Association may be removed from office when they have been absent from three regular meetings or executive sessions without a valid reason, or for conduct unbecoming an officer of the Association. Said removal shall be by a simple majority of votes cast by the members present at the meeting immediately following notification to the membership of said action pending. Removal from office shall not affect continued membership in the Association if they still retain the position of Court Administrator/Deputy Court Administrator/Court Director.

ARTICLE VII: MEETINGS

A. REGULAR MEETINGS

1. The regular meetings of the Association shall be held on the second week of each month. There will be eight monthly meetings as follows: February, March, April, June, July, September, October and December. There will be a May Conference and November Convention. If the date falls on a holiday or an emergency arises the date shall be set by the President. The meetings shall be held in locations throughout the state.
2. A **QUORUM** shall consist of ten (10) members and three (3) officers in good standing in the Association.
3. There shall be a caucus meeting of the Executive Committee called, if needed, by the President at least two (2) weeks before each regular meeting.

4. The Association year shall begin at the November Convention and end at the following November Convention.
5. There shall be a formal installation of officers at the annual convention in November during an election year.

B. SPECIAL MEETINGS

Special meetings may be called at any time by the President, a quorum of the membership, or by three members of the Executive Committee. Notice of a special meeting shall state the object thereof and the meeting shall confine itself strictly to the purpose for which it was called.

C. NOTICE

Notice of each meeting shall be posted to the Association's website, by the Corresponding Secretary, at least fourteen (14) days before the date of such meeting.

ARTICLE VIII: COMMITTEES

A. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the eight (8) elected officers and all past presidents of the Association. It shall be their duty to conduct the business of the Association in those areas of activity which do not require the vote of the membership and trustees.

B. LEGISLATIVE COMMITTEE

This committee shall consist of two (2) members of whom the first shall be named Chairperson. It shall keep the members aware of all laws being considered by the Legislature.

C. CONVENTION COMMITTEE

1. This committee shall consist of three (3) officers and the Treasurer of whom the first named shall be Chairperson. It shall be the duty of this committee to arrange for the annual convention and installation of officers during an election year of the Association, which shall be held during the month of November at the time coinciding with the Convention of the New Jersey League of Municipalities. All arrangements shall be subject to the approval of the Executive Committee. All contracts committing the Association to the Convention shall be signed by the President and

- the Chairperson of the Committee.
2. A conference account shall be maintained/opened by the Treasurer to receive reservation monies. All bills for the conference will be paid from said account. The signature of the Treasurer will be required to disburse any monies with the authorization of either the President or the First Vice President.

D SPRING CONFERENCE COMMITTEE

1. This committee shall consist of three (3) members and the Treasurer of whom the first shall be named the Chairperson. It shall be the duty of this committee to arrange for the Annual Spring Conference. All contracts committing the Association to the Spring Conference shall be signed by the President and the Chairperson of this committee.
2. A conference account shall be maintained/opened by the Treasurer to receive reservation monies. All bills for the conference will be paid from said account. The signature of the Treasurer will be required to disburse any monies with the authorization of either the President or the First Vice President.

E. PUBLICITY COMMITTEE

This committee shall consist of three (3) regional chairpersons appointed by the President, each to serve one area of the State – North, Central and South. Each chairperson may appoint three (3) members to their committee. The committee shall disseminate information regarding the Municipal Courts and their Administrators/Deputies/Directors or any New Jersey Municipal Court Employee who is recognized as a Certified Municipal Court Administrator (CMCA) to all news/social media after confirmation and approval of the Executive Committee.

F. MEMBERSHIP COMMITTEE

This committee shall consist of three (3) members who shall be appointed by the President. It shall be their duty to recruit into the Association all eligible Court Administrators/Deputy Court Administrators/Court Directors or any New Jersey Municipal Court Employee who is recognized as a Certified Municipal Court Administrator (CMCA).

G. SUNSHINE COMMITTEE

1. This committee shall consist of the current officers who shall apprise the membership of those members who are hospitalized for a minimum of three (3) days; a token not to exceed \$75.00 shall be sent in the name of

the Association.

2. This committee shall also ascertain, through the members, when a member or parent or spouse or children of the member or any other party as approved by the President has died and shall make the appropriate gesture on behalf of the Association, the amount of which shall not exceed \$75.00.

H. LIAISON COMMITTEE

This committee is created to provide a closer relationship between the **ADMINISTRATIVE OFFICE OF THE COURTS** and this Association, to review the everyday working problems of the Administrators for determination by the **ADMINISTRATIVE OFFICE OF THE COURTS**, and shall consist of members appointed by the President.

I. ELECTIONS COMMITTEE

This committee shall consist of three (3) members, excluding the Nominations Committee members. They shall conduct the election of the officers and shall be in charge of all matters that pertain to the election.

J. GRIEVANCE COMMITTEE

This committee shall consist of three (3) members to be appointed by the President from the membership excluding the Executive Committee. They shall accept, investigate and make recommendations with regard to any complaint that any member in good standing may have concerning the operation and activity of the **MUNICIPAL COURT ADMINISTRATORS ASSOCIATION OF NEW JERSEY**.

K. NOMINATIONS COMMITTEE

1. This committee shall consist of three (3) members of whom the Chairperson is appointed by the President from the three regions of New Jersey (North, Central, South).
2. This committee's duties will be to present a slate of officers, which shall be publicized at the September Meeting.

L. SCHOLARSHIP COMMITTEE

1. This committee shall consist of three (3) members of whom the Chairperson is appointed by the President from the three regions of New Jersey (North, Central, South).
2. The committee's duties will be to preside over the awarding of the annual

Peg A. Masciotta Memorial Scholarship. The requirements to apply for the scholarship shall be decided by the committee and posted on the association's website.

ARTICLE IX: RULES OF ORDER

The rules contained in "**ROBERT'S RULES OF ORDER**" shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or special rules of this Association.

ARTICLE X: DUES

Dues shall be \$50.00 per member, per year, payable on or before the first day of March of each year. The Corresponding Secretary shall include in the notice of meeting for the December Meeting a bill or invoice which the Court Administrator/Deputy Court Administrator/Court Director or any New Jersey Municipal Court Employee who is recognized as a Certified Municipal Court Administrator (CMCA) and is in good standing may use as a basis for inclusion of such dues in the municipal budget, and submit with a voucher for payment by the municipality. Any member delinquent in dues shall not be considered a member in good standing and shall not be entitled to vote or hold office. New memberships shall be accepted throughout the year.

ARTICLE XI: AMENDMENTS

Proposed amendments to the By-Laws shall be posted to the website with the notice of a regular meeting or special meeting not less than thirty (30) days before the meeting at which the proposed amendments are to be acted upon. To be adopted, any proposed amendment must receive the affirmative votes of two-thirds (2/3) of the members voting either in person or by absentee ballot when requested. The absentee ballot must be received by the Corresponding Secretary not less than five (5) days before the vote is to be taken, and the absentee ballot must be in a separate envelope **BOLDLY MARKED "BALLOT"**.