

**KANSAS ASSOCIATION FOR COURT MANAGEMENT  
BYLAWS**

**ARTICLE I**

*Article I, relating to the location of offices, deleted on October 5, 2017*

**ARTICLE II**

**Membership**

**Section 1. Regular Membership.** Regular membership shall be open to any appointed court clerk/court administrator of any Municipal Court in the State of Kansas. Any assistant court clerk/assistant court administrator or any person serving in a management position in any municipal court in the State of Kansas shall be eligible for regular membership in the Corporation.

**Section 2. Associate Membership.** Any person interested in the improvement of administration of justice may become an associate member of the corporation upon approval of the Board of Directors and payment of dues. Associate members shall not hold office and shall not vote, but may serve on committees.

**Section 3. Student Membership.** Any person enrolled full time in a degree program in the field of court administration, business administration, public administration, law, criminal justice, or other related field and not presently employed full time in a court, may become a student member upon approval of the Board of Directors and payment of dues. Student members shall not hold office and shall not vote, but may serve on committees.

**Section 4. Application for Membership.** Application for membership, accompanied by the payment of current dues, shall be submitted to the Treasurer in such form and accompanied by such supporting documents as may be determined by the Board of Directors.

**Section 5. Resignation from Membership.** A resignation from membership shall be presented to the Board of Directors but shall not relieve any member from liability for any dues, assessments or other obligations to the Corporation, which are unpaid at the time such resignation is filed or which may arise prior to the acceptance of the resignation.

**Section 6. Termination or Suspension.**

- (a) Any member whose dues are ninety (90) days past due shall be suspended and all privileges of membership shall be suspended. Any member

suspended for nonpayment of dues may be reinstated at any time prior to the close of that membership year upon payment of the full current year's dues.

- (b) Membership in the Corporation may be terminated for cause. Sufficient cause for such termination of membership shall be a violation of the Articles of Incorporation or Bylaws of the Corporation or any lawful agreement, rule of or final adjudication of liability for any violation of the antitrust laws, or other conduct prejudicial to the Corporation. No member shall be terminated for cause without the member having the opportunity to be heard in answer to charges as provided in the procedures for membership termination in Roberts Rules of Order, Revised. Termination of membership for cause shall be heard by the Board of Directors.
- (c) The membership of those members who are under suspension for nonpayment of dues at the close of a membership year shall be terminated.

**Section 7. Transfer of Memberships.** When public funds have been expended for payment of dues for an individual and such individual shall leave his or her position, another person within the same court may become a member. In all other cases, memberships in the Corporation shall not be transferable. There shall be no transfer or alienation by inter vivos or testamentary device or otherwise.

**Section 8. Fines and Penalties.** Fines or penalties are not permitted. The penalty for misconduct is suspension or termination, as provided above.

**Section 9. Place of Meetings.** All semi-annual meetings and other meetings of members shall be held at such place within or without of the State of Kansas as designated either by the Board of Directors pursuant to authority hereinafter granted to said Board or by consent of a quorum of members as set out in Article II.

**Section 10. Meetings of Voting Members and Other Membership Matters.** An association meeting shall be held in the Fall of each year which shall be designated as the Annual Meeting. The designated place, date and time of the Fall meeting shall be determined by the Board of Directors or by consent of a quorum of members as set out in Article II, Section 13.

Written notice of each annual meeting shall be given to each member entitled to vote, either personally or by mail, or other means of written communication, charges prepaid, addressed to such member at him or her address appearing on the books of the Corporation or given by him or her to the Corporation for the purpose of notice. If a member gives no address, notice shall be deemed to have been if sent by mail or other means of written communication addressed to the place where the principal place of the Corporation is situated, or if published at least once in the Corporation's newsletter. All

such notices shall be sent to each member entitled thereto not less than ten (10) days nor more than sixty (60) days before each semi-annual meeting, and shall specify the place, date and hour of such meeting, and shall state such other matters, if any, as may be expressly required by statute.

**Section 11. Special Meeting.** Special meetings of the members, for any purpose or purposes whatsoever, may be called at any time by the President or by the members of the Board of Directors. Except in special cases where other express provision is made by statute, notice of such special meetings shall be given in the same manner as for semi-annual meetings of the members. Notices of any special meeting shall specify the place, day and hour of such meeting, and the general nature of the business to be transacted.

**Section 12. Voting.** Unless the Board of Directors has fixed in advance by resolution a record date for purposes of determining entitlement to vote at the meeting, the record date for such determination shall be as of the close of business on the day next preceding the date on which the meeting shall be held. Such vote may be viva voce or by ballot; provided, however, that all elections for Officers, Trustees, and Alternate Trustees must be by ballot, where more than one person is nominated for office or position, with a majority of 51% of the votes needed to win. Each regular member shall have one (1) VOTE FOR EACH Officer, Trustee and Alternate Trustee position and all other matters which may properly come before the members at any annual or special meeting. Only regular members shall be entitled to vote. The one vote shall be cast by a regular member in good standing present at the meeting or by written proxy received by an Association Officer prior to the election.

**Section 13. Quorum.** The presence in person or by proxy of twenty five (25) percent of regular members and with the approval of the majority of the Board of Directors shall constitute a quorum for the transaction of business. The regular members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough regular members to leave less than a quorum.

**Section 14. Consent of Absentees.** The transactions of any meeting of members, either semi-annual or special, however called and noticed, shall be as valid as though it had been a meeting duly held after regular call and notice, if a quorum be present either in person or by proxy, and it, either before or after the meeting, each of the members entitled to vote, not present in person or by proxy, signs a written waiver of notice, or a consent to the holding of such meeting, or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the Corporate records or made a part of the minutes of the meeting.

**Section 15. Inspection of Corporate Records.** The membership ledger, the books of account, and minutes of proceedings of the members, the Board of Directors and executive committees of the Directors shall be open to inspection upon written demand of

any member within five (5) days of such demand during ordinary business hours if for a purpose reasonably related to his or her interest as a member. A list of members entitled to vote shall be exhibited at any reasonable time and at meetings of the members when required by the demand of any member at least twenty (20) days prior to the meeting. Such inspection may be made in person or by an agent or attorney authorized in writing by a member, and shall include the right to make abstracts. Demand on inspection other than at a members' meeting shall be made in writing upon the President, Secretary or Treasurer of the Corporation.

**Section 16. Inspection of Bylaws.** The Corporation shall keep in its principal office for the transaction of business the original or a copy of these Bylaws as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection by the members at all reasonable times during ordinary business hours.

### **ARTICLE III**

#### **Directors**

**Section 1. Powers.** Subject to limitations of the Articles of Incorporation, of the Bylaws, and of the Kansas Corporation Code, as to action which shall be authorized or approved by the members, and subject to the duties of Directors as prescribed by the Bylaws; all corporate powers shall be exercised by or under the authority of, and the conduct and affairs of the Corporation shall be controlled by the Board of Directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Directors shall have the following powers, to-wit:

First, to recommend to the membership an alteration, amendment or repeal of the Bylaws of the Corporation.

Second, to select and remove all other agents and employees of the Corporation, prescribe such powers and duties for them as may not be inconsistent with law, the Articles of Incorporation or the Bylaws, fix their compensation, and require from them security for faithful service.

Third, to conduct, manage, and control the affairs and conduct of the corporation, and to make such rules and regulations therefore not inconsistent with law, the Articles of Incorporation or the Bylaws, as they may deem best.

Fourth, to change the principal office and registered office for the transaction of the conduct of the Corporation from one location to another as provided in Article I hereof; to fix and locate from time to time one or more subsidiary offices of the Corporation within or without the State of Kansas, as provided in Article I, Section 2 hereof; to designate any place within or without the State of Kansas for the holding of any members' meeting or meetings; to adopt, make and use a corporate seal, to prescribe the forms of such seal and such membership, and to alter the forms of such seal and of