

LOUISIANA COURT ADMINISTRATORS ASSOCIATION

BYLAWS

ARTICLE I

NAME

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

ARTICLE II

PURPOSE

Section 1. The Association shall consist of the Judicial Administrator and Deputy Judicial Administrators of the Louisiana Supreme, and the Court Administrator and Deputy Court Administrators of the Appellate, District, Juvenile, Family, City and Parish Courts of Louisiana.

Section 2. The Association will be empowered to do all such things as it shall deem proper and shall have the responsibility to promote, and participate in educational programs, to encourage and maintain effective communication channels with fellow court administrators and with all national, state, and local justice agencies and programs, and to undertake other activities to further the law, the legal system, and the administration of justice, provided that the Association may not adopt any rule or policy which binds the absolute exercise of discretion of any individual court administrator.

Section 3. The Association shall promote the interests of justice through continued development of personal skills and through a continuing effort to keep abreast of the latest developments in the field of court administration.

Section 4. The Association shall not engage in lobbying, but may provide information to an executive or legislative body or official on matters concerning the law, the legal system, and the administration of justice. The Association may make recommendations to public and private fund-granting agencies on projects and programs concerning the law, the legal system, and the administration of justice.

ARTICLE III

MEMBERSHIP

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

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

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

ARTICLE IV

MEMBERSHIP MEETINGS

Section 1. General membership meetings of the Association shall be held semi-annually and at such other times and places as the President or two duly elected officers, with the advice and consent

of the Executive Board, shall direct. At least 10 days notice of all meetings shall be given the membership.

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

ARTICLE V

DUES

Section 1. The annual dues of the regular members shall be \$75.00 per regular member, limited to \$225.00 per court, and shall be payable in advance.

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

Section 3. On or before September 1 of each year, the Treasurer shall mail each regular member a statement of dues owed for the coming year.

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

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

Section 6. Dues will not be refunded or prorated.

ARTICLE VI

OFFICERS

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

The duties of the several officers shall be as follows:

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

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

SECRETARY: The Secretary shall give notice of all meetings of this Association and its committees and shall attend all meetings of the general membership and record all votes and minutes of all proceedings. The Secretary shall perform like duties for the standing committees when required. The Secretary shall distribute to the membership any new Attorney General's opinions that affect laws that apply to the operation of the courts.

TREASURER: The Treasurer shall safeguard the assets of the Association. The Treasurer shall keep a record of all monies received and paid out, and make a report of the same to the President, Executive Board and general membership at each regular meeting and whenever otherwise directed to do so.

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

Section 3. The President may create and may then appoint such other officers and agents as may be deemed necessary who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the President.

Section 4. The officers of the Association shall hold office until their successors are chosen and qualify in their stead. Any officer elected may be removed at any time by the affirmative vote of a simple majority of the membership at a meeting of the Association. Office vacancies shall be filled by the affirmative vote of a simple majority of the membership at a general membership meeting of the Association.

Section 5. In the case of the absence of any officers of the Association other than the President, the President may delegate, for the time being, the power or duties of such officer to any other officer.

ARTICLE VII

EXECUTIVE BOARD

Section 1. The affairs of this Association shall be managed by its Executive Board. The Executive Board shall consist of the elected officers, the past presidents who hold the position of administrator, and five members appointed by the President. All past presidents shall be welcome, gratis, at meetings of the Executive Board but will serve without vote. The President shall make these appointments with a view toward selection of one member of the Board from each intermediate appellate court circuit.

Section 2. A majority of the entire Executive Board shall constitute a quorum. This quorum shall be necessary to transact the business of this Association and to take final action. Action without a meeting may be taken by the signed consent of a simple majority of Board membership. Board members may participate in a meeting by means of a conference telephone call, and such participation shall constitute presence in person at such meeting. Voting by proxy shall not be permitted.

Section 3. Notice of meetings of the Executive Board shall be given to each member not less than five (5) days prior to the meeting. The notice shall contain the purpose, place, date and time of the meeting. If deemed an emergency by the President and concurred in by a majority of the

Executive Board, the five days notice requirement may be waived. In the event of a vacancy on the Executive Board, the President shall appoint a member of the Association to fill the unexpired term of that member.

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

ARTICLE VIII

ELECTIONS

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

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

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

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

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

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

ARTICLE IX

EXPENDITURES

Section 1. All expenditures shall be supervised and approved by the President and the Vice-President or the President and Treasurer.

Section 2. All checks shall be signed by any two (2) of the following officers: President, Vice-President or Treasurer, who shall be bonded to at least the extent of maximum cash balances.

Section 3. All monies collected by the Association shall be deposited in the account name of Louisiana Court Administrators Association in a bank, savings and loan association or credit union chosen by the Treasurer. Idle funds should be invested to earn the maximum interest income.

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

ARTICLE X

AMENDMENTS

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

ARTICLE XI

DISTRIBUTION OF ASSETS UPON DISSOLUTION OF THE ASSOCIATION

Upon dissolution of the Association, for whatever reason, all assets shall be transferred to a similar type organization which is entitled to IRS Tax Exempt Status under Section 501 (c)(6), and shall be organized on a non-stock basis, and whose membership shall not be restricted by virtue of sex, race, or religion.

ARTICLE XII

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

I CERTIFY that the foregoing bylaws were unanimously adopted by the membership of the Association at the April 10th, 2008 general membership meeting.

DATE

SECRETARY