

COLORADO ASSOCIATION
FOR
MUNICIPAL COURT ADMINISTRATION
BYLAWS

Enacted on June 27, 1970

As Amended: December 4, 1992

December 3, 2004

October 15, 2021

May 16, 2022

ARTICLE I: NAME

This non-profit organization shall be known as the Colorado Association for Municipal Court Administration (CAMCA).

ARTICLE II: PURPOSES

The purposes of this Association shall be:

- To improve the administration of justice through management techniques.
- To support the independence of the judiciary at the Municipal court level.
- To determine, formulate, and declare fundamental policies, principles, and standards involved in judicial administration.
- To promote coordination of Court research activities and furnish a forum for the interchange of practical information relating to Court administration.
- To aid in the improvement of Court administration in general, with particular emphasis on the study, development, and use of scientific and technological methods.
- To increase the proficiency of municipal court employees.

ARTICLE III: MEMBERSHIP

The membership of this Association shall be as follows:

Section 1. Active: Any person employed by a Colorado Municipal Court is eligible for membership upon payment of dues in accordance with the provisions of Article III, Section 5. Active members in good standing shall be entitled to vote, hold office, and to serve on committees.

Section 2. Associate: Any person engaged in an allied field may become an Associate Member upon payment of dues and approval of the Board of Directors. An Associate Member shall not have the right to vote, hold office, or serve on a committee, except in an advisory capacity.

Section 3. Retired: Any person in good standing upon retirement may retain membership as a Retired Member upon payment of dues. A Retired Member shall not have the right to vote, hold office, or serve on a committee, except in an advisory capacity.

Section 4. Honorary: Any person who has made a significant contribution to court administration or rendered distinguished service in a related field may be presented an Honorary Membership in the Association by a majority vote of the Board of Directors. An Honorary Member may not hold another class of membership in this Association and does not have a right to vote, hold office or serve on a committee, except in an advisory capacity.

Section 5. Dues: Dues are payable within the first 60 days of the calendar year. If payment is not

received by the end of March, the member becomes delinquent and will be dropped from that calendar year's membership and listserv lists. Honorary Members shall not pay dues. The Board of Directors shall establish the dues amount for each membership category.

ARTICLE IV: OFFICERS

Section 1. The officers of this Association shall be a President, one or two Vice-President(s), a Secretary, a Treasurer and four Directors-at-Large. The President, Vice-President(s), Secretary and Treasurer's term of office shall be for a minimum of one year. At the end of the President's term of office, s/he shall serve as an ex-officio member of the Board of Directors for one year.

Section 2. The four Directors-at-Large term of office shall be two years.

Section 3. Nominations Committee. The chairperson of the Nominations Committee shall be the Immediate Past President of the Association. The Committee shall consist of not less than two (2) additional members, who shall be appointed by the Board of Directors. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting. The nominating committee shall report its slate before the election at the annual meeting; additional nominations from the floor shall be permitted.

Section 4. Election. The officers shall be elected by a majority of the votes cast at the annual meeting. In case of a tie, the election shall be decided by lot. Officers shall assume office immediately following the annual meeting.

Section 5. Vacancies. In case of death, incapacity, or resignation of an officer during her/his term of office, the vacancy shall be filled by action of the Board of Directors. Any officer may resign at any time by submitting her/his written resignation to the Board; such resignation shall not create a vacancy until accepted by the Board.

ARTICLE V: DUTIES

The duties of officers shall be as prescribed in these Bylaws and by parliamentary authority adopted by the Association. Officers assigned to committees shall keep the Board informed of the activities of the committee to which they are assigned.

Section 1. Except as otherwise provided for in these Bylaws, the President shall be an ex-officio member of all committees, except the Nominating Committee. The President shall propose goals for the Association for her/his term of office and render an annual report at the conclusion of her/his term of office, which shall be included in the minutes.

Section 2. Vice President(s) shall serve as the chairperson of the Education Committee.

Section 3. The Secretary shall deliver to her/his successor all Association records in her/his possession immediately after the installation of a new Secretary. S/he shall assume all secretarial duties as assigned by the Board of Directors.

Section 4. The Treasurer shall deposit all funds in a bank as designated by the Board of Directors. Such funds are to remain on deposit under the name of the Association unless directed by the Board of Directors to place specified amounts in appropriate interest-bearing accounts under the Association's name. All interest earned shall be entered and recorded as income for the Association.

Funds shall be expended according to the directives of the Board of Directors. The Treasurer shall submit a report to the members at each regular meeting, designating to whom, date and purpose of expenditures; and to the Board of Directors an annual financial report. The Treasurer shall submit her/his records for audit to those designated for auditing and deliver the newly installed Treasurer all Association money, checks, books and papers in her/his custody. All checks issued shall have the signature of the Treasurer or the President.

Section 5. The President shall assign the Directors to serve on standing committees not covered by other officers and as needed.

ARTICLE VI: MEETINGS

Section 1. The general business meeting for the general membership shall be held annually. Election of officers shall take place at this meeting. The membership shall be notified in writing at least thirty (30) days prior to the annual meeting. Other meetings shall be held at the pleasure of the Board. The date, time and place for meetings to be held shall be determined by the President. A quorum at any meeting of members shall consist of at least 8 members eligible to vote at the meeting.

Section 2. The Board of Directors' meetings shall be called by the President.

ARTICLE VII: BOARD OF DIRECTORS

The Board of Directors shall consist of the elected Officers and Directors and the Immediate Past President. A majority of the Board's members shall constitute a quorum. The Board shall exercise only such powers and control as are necessary and consistent with Article II of the Bylaws and shall have control of the affairs of the Association.

ARTICLE VIII: COMMITTEES

Section 1. The standing committees of this Association shall be: Bylaws, Membership and

Listserv, Education, Legislation, Website and Promotion, and Audit. Immediately following the annual meeting the President shall appoint, from the membership, a member to chair the following committees: Bylaws, Legislation, Membership and Listserv, and Website and Promotion. The Education Committee shall be chaired by the Vice President. The chair of each of these committees shall determine the number of committee members and appoint those members from the members of the Association. These committees shall serve until the close of the next annual meeting. A majority of these members of a committee shall constitute a quorum.

Section 2. All committees shall report to the Board of Directors in writing, as needed, at all regularly scheduled meetings, and shall prepare a report to be presented to the membership at the annual meeting.

Section 3. The Board of Directors is empowered to change composition or responsibilities of the standing committees as the need may arise.

Section 4. The Board of Directors is empowered to create special committees. Special committees may be, but not limited to Hospitality and Historian. Duties of these committees shall be assigned at the time of their creation.

Section 5. Committee Responsibilities

- A. **Bylaws**--This committee shall review the "Bylaws of this Association" as to their practicality and application and may recommend proposed bylaw changes. The committee shall screen and make recommendations on proposed bylaws from members, and report to the Board within 30 days of receipt of proposed bylaw amendment(s).
- B. **Membership and Listserv**--The Membership and Listserv Committee shall be responsible for recruiting of members and shall conduct an annual membership drive. This Committee will be responsible for compiling a current membership list for distribution to the members. This committee is also responsible for maintaining the listserv.
- C. **Education**--The Education Committee shall be responsible for the planning and the development of the educational programs for the meetings of the Association, as approved by the Board. This committee shall compile any information relative to municipal courts consistent with the Association's purposes.
- D. **Legislative**--The Legislative Committee shall be responsible for keeping the membership advised on pending or proposed legislation, relative to the operation of Municipal Courts. The committee may make recommendations to the Board in support or opposition on pending or proposed legislation.
- E. **Website and Promotion**--This committee shall be responsible for the

Association's website updates, as well as any promotions throughout the year. This includes, but is not limited to, mailed announcements, social media, and any other means of message distribution.

- F. Audit—The Audit committee can be requested to review a Court's procedures and offer recommendations to the Court in question.

ARTICLE IX: CALENDAR YEAR

Section 1. Calendar Year. The Fiscal Year of this Association shall be from January 1 through December 31.

Section 2. Financial Gain. No member shall be permitted to gain financially from the Association or from work done for the Association. Members may only be reimbursed for actual, documented expenses on behalf of the Association.

ARTICLE X: PARLIAMENTARY AUTHORITY

Section 1. Rules. The rules contained in the current edition of Robert's Rules of Order Revised shall govern the Colorado Association for Municipal Court Administration, except as otherwise provided in the Bylaws or any special rules as have or may be adopted.

Section 2. Order of Business. The order of business at each meeting of the Association shall be in accordance with the agenda adopted at the beginning of the meeting.

ARTICLE XI: AMENDMENTS

These Bylaws may be amended at the annual meeting of the Association. Amendments to the "Bylaws" may be proposed by any member.

Proposed bylaw amendment(s) shall be filed with the President and the Bylaws Chairperson at least thirty (30) days prior to the annual meeting. The Board of Directors shall make recommendations on the proposed amendment(s) at the annual meeting and post changes online for at least thirty (30) days of the annual meeting.

A two-thirds (2/3) majority vote of the members present is required, provided that written copies of the proposed amendment(s) are mailed to all members 30 days prior to such annual meeting. Bylaws that are approved shall go into effect immediately, unless specified otherwise in the proposed amendment(s).

ARTICLE XII: EFFECTIVE DATE

These bylaw amendments shall become effective immediately following their adoption.