

**WESTERN ASSOCIATION OF COURT ADMINISTRATORS (WACA)  
CHAPTER OF THE  
MISSOURI ASSOCIATION FOR COURT ADMINISTRATION (MACA)**

**BY-LAWS**



FOUNDED MAY 3, 1996

CITY HALL BUILDING  
LIBERTY, MISSOURI

FOUNDED BY:

Susan Barnes	Clay County Circuit Clerk's Office
Shawna Chism	Liberty Municipal Court
Brenda Christian	Buckner Municipal Court
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Phyllis Filley	Platte City Municipal Court
Jenelle Fresh	Lee's Summit Municipal Court
Leslie Griffith	Parkville Municipal Court
Janet Gustin	Liberty Municipal Court
Lenora Holliway	Houstan Lake Municipal Court
Debbie Reeves	Holt Municipal Court
Linda Renz	Avondale Municipal Court
Paula Robinson	Lake Winnebago Municipal Court
Pam Shrout	Buckner Municipal Court
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**ARTICLE I: NAME**

The name of this Association shall be known as the Western Association of Court Administrators, a non-profit organization.

**ARTICLE II: PURPOSE**

.To associate any person serving in a non-judicial capacity as Court Clerk, Administrator, or in any other administrative capacity within the framework of court administration in an effort to enhance court administration.

Promoting and developing the Association as an agency for the professional benefit of Court Administrators and/or other officials or persons with the same or similar powers and duties.

Promoting a better understanding by the Court Administrator of his/her official duties, obligations and responsibilities.

Establishing and improving methods and procedures in record keeping in the field of Court Administration.

Promoting mutual cooperation and assistance between member and non-member Court Administrators.

Urging association members to be active participants in the Association and performing services which may best meet the interest and needs of the Association and the public we serve as court personnel

**ARTICLE III: GENERAL POWERS**

The Association shall have the power to own, accept, acquire, mortgage, and dispose of real and personal property, and to obtain, invest, and retain funds in advancing the purposes stated in Article II above.

## **ARTICLE IV: MEMBERSHIP AND DUES**

No member may be elected to office unless the current year's dues are paid on or before August 1<sup>st</sup>.

No member may cast a vote at the annual meeting unless the current year's dues are paid on or before August 1<sup>st</sup>.

In case of resignation or separation from the court or any other changes in position, membership in the Association may be retained upon approval of the Executive Board and payment of appropriate dues. New clerks that obtain a WACA membership may be retained upon approval of the Executive Board and payment of appropriate dues.

### **Section 1: MEMBERSHIP CLASSES**

The membership of this Association shall consist of the following four (4) classes:

#### **A. Active**

Any person serving as clerk of the court, Court Administrator, or other recognized title related to the work of the court, may become an active member upon payment of annual dues. Active members may vote, hold office and serve on committees. Members must be with either Region II or Region VI counties as defined by MACA.

#### **B. Prosecutor Clerk**

Any person serving as a clerk/assistant to the Prosecuting Attorney may become a member upon the payment of dues. Prosecutor Clerks shall be eligible to vote on association matters and shall be eligible to serve on committees.

#### **C. Associate**

Associate membership may be granted to any person engaged in an allied field and related to the work of the court and its administration, upon payment of annual dues. A clerk serving his/her court or another court in a judicial or prosecutor role would be in this membership classification. Associate members shall not hold office and shall not vote, but may serve on a committee, in an advisory capacity, upon the approval of the majority of the Executive Board.

#### **D. Honorary**

Any person in a field related to the judicial system whom the organization wishes to recognize for outstanding achievements may become a member in this class. A person may be nominated for this class of membership by an Active member of the association. The names of the proposed honorary members shall be presented to the Executive Board for screening. Upon approval by the Executive Board, the slate of nominated individuals shall be presented to the membership at the annual meeting for voting purposes. Honorary members may not vote, shall not hold office and shall not pay dues. They may serve on committees, in an advisory capacity, upon the approval of the majority of the Executive Board.

### **E. Retired**

Upon retirement from the judicial system, any active member in good standing is eligible for this class of membership upon the payment of annual dues. Retired members may serve on a committee and may vote, but they shall not hold office.

### **Section 2: MEMBERSHIP DUES**

The amount of \$40.00 per year for all classes of membership shall be established by the Executive Board, and shall be due by January 1<sup>st</sup> of each year.

### **Section 3: DELINQUENCY AND CANCELLATION**

Any member of the Association who shall be delinquent in dues for a period of ninety (90) days from the time dues become due shall be notified of such delinquency. If payment of dues are not made within the next succeeding thirty (30) days, the delinquent member shall be dropped from the rolls and thereupon forfeit all rights and privileges of membership unless, at the request of the member, such suspension is waived by affirmative action of the Board.

### **Section 4: REFUNDS**

No dues shall be refunded to any member whose membership terminates for any reason. In cases where the dues are paid by the clerk's city, the dues shall stay with the city and not the clerk, as long as the city notifies the Executive Board within thirty (30) days of the new hire date.

## **ARTICLE V: OFFICERS**

The elected officers of the Association shall be a President, President-Elect, Past-President, Secretary, Treasurer, four (4) or more Directors and the MACA Regional Directors.

Only Directors/Officers with at least two (2) years of service on the board shall hold the offices of President and Treasurer.

### **Section 1: DUTIES OF OFFICERS**

#### **A. President**

It shall be the duty of the President to have active executive management of the operations of the Association, subject however, to the control of the Executive Board. The President shall preside at all meetings of the Association and of the meetings of the Executive Board; to appoint committees as set forth in Article VII; to discharge all the duties incumbent upon a presiding officer and perform other such duties as these By-Laws provide and to carry out the purpose of the Association. The President shall be the ex-officio member of all committees, except the nominating committee. 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.

### **B. President-Elect**

It shall be the duty of the President-Elect to assist the President in the discharge of his/her duties and, in the President's absence, to assume the full responsibilities of that office. He/She shall also assume such other duties as are assigned to him/her by the President or the Executive Board until the next general election. The President-Elect shall be designated Parliamentarian and shall govern all meetings of the Association consistent with these By-Laws.

Should a vacancy occur in the office of the President-Elect, the President shall appoint an active member to complete the unexpired term. In the event that the President-Elect cannot take office of the President after their term, the following action will occur. The current President will remain in office as President and will immediately order the Nominations Committee Chairperson to prepare a Declaration of Candidacy to go out in the next WACA newsletter or by immediate mail/email to all members. The President will then designate a filing date and will authorize a mail-in ballot to be mailed/emailed to all members as soon as practical or the ballot may be presented at the next meeting if it is within sixty (60) days of the filing date.

### **C. Immediate Past-President**

It shall be the duty of the Immediate Past-President to assist the President during the transition period and to serve as an advisor throughout the term of the President. The Immediate Past-President shall be a voting position. In the event that the Immediate Past-President cannot assume the duties of the Immediate Past-President, the most current Past-President, still a member of WACA, 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 (2) years and a waiver shall be given to the By-Law requirement that the "Executive Board shall consist of twelve (12) officers, including the Immediate Past-President." The duties of the Immediate Past-President will then be assumed by the President.

### **D. Secretary**

It shall be the duty of the Secretary to keep the minutes of all meetings of the Association and of the Executive Board and shall preserve and retain all papers, letters and transactions of the Association. The Secretary shall be responsible for delivery to his/her successor of all Association property and records in his/her possession immediately after the installation or appointment of a new Secretary. He/she shall also assume all secretarial duties as assigned by the Executive Board. The Secretary shall send minutes, or a synopsis of minutes, of the last board meeting, to all members prior to the next meeting. This may be included in the WACA newsletter. These minutes may be disseminated at the next meeting.

### **E. Treasurer**

It shall be the duty of the Treasurer to receive, collect and have custody of all funds of this Association. He/she shall deposit funds in a bank convenient as designated by the Executive Board and such funds are to remain on deposit under the name of the Association unless otherwise directed by the Executive Board to place specified amounts in appropriate interest-bearing accounts under the Association's name, and all interest earned shall be entered and recorded as income for the Association. The Treasurer shall prepare a financial report for each meeting to the Executive Board and members of the Association and shall assume such duties in connection with the work of the Treasurer as shall be designated, specified or assigned by the Executive Board. The Treasurer shall also make a report annually to the Association for all programs and expenditures. These statements will include the amounts budgeted in each category, and the expenditures and balances in each. The itemized ledger for the Association will be available for review by the membership at the annual meeting or upon written request by a member.

The Treasurer shall submit his/her records for financial review as required by the President or by whomsoever the President has designated for the financial review. The outgoing Treasurer shall, at the close of the annual meeting, deliver to the newly elected Treasurer, all money, vouchers, books and papers of the Association in his/her custody.

All checks shall have the signature of the Treasurer, President or President-Elect. No check shall be written for more than \$150.00 without approval of the majority of the Executive Board.

The Treasurer may, with the consent of the President of the Association, appoint a member from the Executive Board and/or general membership to assist in his/her duties as deemed necessary. These duties may include the membership drive, bookkeeping duties and other assorted clerical work but will not include signing or issuing checks or other type of payment associated with the welfare of the Association.

### **F. Directors**

The directors shall serve, whenever possible, as the Chairpersons of a Committee as outlined in Article VII, and serve as members of the Executive Board.

### **G. MACA Regional Directors**

The MACA Regional Directors shall be a liaison between the Western Association of Court Administrators (WACA) and the Missouri Association for Court Administration (MACA).



## **ARTICLE VI: EXECUTIVE BOARD**

The Executive Board shall consist of the following eleven (11) members: President, President-Elect, Immediate Past-President, Secretary, Treasurer, Directors (4) and the MACA Regional Directors of the Association (2).

The immediate past President, unless otherwise qualified and elected, and as long as they are in active membership status, shall for the two (2) year term following his/her tenure in office, be a member of the Executive Board, serving as Immediate Past President.

Any vacancy shall be filled as authorized in Article VI, Section 5.

### **Section 1: MANAGEMENT**

The governing of the affairs of this Association shall be vested in the Executive Board which shall transact the general business of the Association.

### **Section 2: MEETINGS**

The Executive Board shall meet at least three (3) times a year or at such other time and place as the Executive Board may choose.

### **Section 3: ELECTIONS AND BALLOTS**

The Treasurer, Director 2 and Director 4 shall be elected from among the members in good standing, in active membership status, of the Association at the annual meeting of the Association in the even numbered years with each officer assuming his/her duties immediately after installation at the annual meeting.

The President-Elect, Secretary, Director 1 and Director 3 shall be elected from among the members in good standing, in active membership status, of the Association at the annual meeting of the Association in the odd numbered years with each officer assuming his/her duties immediately after installation at the annual meeting.

Declaration of Candidacy forms must be prepared and distributed to the membership at least ninety (90) days prior to the annual meeting to permit circulation of the open positions to all members of the Association. Any member in good standing, in active membership status can submit a Declaration of Candidacy as authorized by Article V.

Ballots must be prepared and distributed to the membership at least sixty (60) days prior to the annual meeting to permit circulation of the nominations to all members of the Association. Any member in good standing, in active membership status, may be nominated from the floor immediately following the recommendations from the Nominating Committee.

### **Section 4: TERMS**

The length of term of all officers shall be two (2) years, not to exceed two (2) consecutive terms in the same position.

## **Section 5: VACANCIES**

Should a vacancy occur in any office except that of the President and the President-Elect, the Executive Board, by majority vote, shall appoint an active member to complete the unexpired term. Should a vacancy occur in the office of President, the President-Elect shall succeed to the Presidency, complete the unexpired term and fulfill his/her term as President. Should a vacancy occur in the office of the President-Elect, the President shall appoint an active member to complete the unexpired term.

## **Section 6: REMOVAL FROM OFFICE**

The Executive Board shall have the power to remove any officer or Executive Board member from office for good cause shown; provided such removal shall be by two-thirds (2/3) majority vote of the Executive Board with the member or officer in question not being allowed to vote. Any vacancy shall be filled as authorized in Article VI, Section 5. This removal from office shall be subject to ratification by the majority of the membership within thirty (30) days at a special meeting called by the President.

## **ARTICLE VII: COMMITTEES**

Unless otherwise provided in these By-Laws, the President, as thereafter provided, shall appoint the Chairperson of the committees with the consent of the Executive Board.

Committees shall be composed of members of the Association in good standing appointed by the Chairperson of each respective committee.

The Chairperson of the following committees shall be appointed at or immediately after each annual meeting to service until the next annual meeting or until their respective successors are appointed.

1. Education/Legislative
2. Historian/Public Relations
3. Membership/Nominations
4. Social/Awards
5. Special Committees

## **Section 1: BY-LAWS AND POLICY AND PROCEDURES**

The Chairperson of the Committee on By-Laws and Policy and Procedures shall act as Parliamentarian of the Association. It shall be the duty of this committee, under the direction of the Past President, to review the By-Laws and the Policy and Procedures of the Association as to their practicality and application. The committee shall also review the needs of the Association for amending or adding to the By-Laws and Policy and Procedures and then shall make a report of the finds to the Board.

## **Section 2: EDUCATION/LEGISLATIVE**

The Chairperson of the Education and Legislative Committee shall be responsible for the planning and development of the educational and legislative programs at the quarterly

meetings and such other educational and developmental programs as are appointed by the Executive Board. This committee shall keep track of current and pending legislation concerning the Association and court in general.

### **Section 3: HISTORIAN/PUBLIC RELATIONS**

The Chairperson of the Historian and Public Relations Committee shall be responsible for the safekeeping of any memorabilia collected by the Association to include, but not limited to: history book, pictures, scrapbooks, publications and inventory book(s). Provide information regarding important decisions of the Executive Board, maintaining social media and other newsworthy items to the membership. This Committee is to keep a portfolio of the events, schedules and forms used by the committee to be passed to the next Chair of the Committee. It shall be the responsibility of this Committee to prepare any reports or publications of distribution to members or news media, subject to the approval of the Executive Board. This Committee shall be responsible for the Association's "newsletter" and distribution to the membership at least three (3) times per year.

### **Section 4: MEMBERSHIP/NOMINATIONS**

The Chairperson of the Membership and Nominations Committee shall prepare nominations for Officers of this Association at least sixty (60) days prior to the annual meeting to permit circulation of the Committee's nominations to all members of the Association. Any member in good standing, in active membership status, may be nominated from the floor immediately following the recommendations from the Nominating Committee. The list of members as disclosed by the Membership Chairperson's record, shall be conclusive as to the total membership of the Association. This Committee shall be responsible for the recruiting of members, the maintenance of the membership software and for carrying out decisions of the Executive Board relative to the recruitment, maintenance and eligibility of members of the Association.

### **Section 5: SOCIAL/AWARDS**

The Chairperson of Social and Awards Committee shall be responsible for securing and reviewing all applications and nominations for awards and scholarships. This Committee shall be responsible for organizing any social functions or activities concerning Civic Project fundraising and other activities requested by the Executive Board for meetings of the Association. He/she shall also be responsible for preparing awards for persons receiving special recognition and notifying their respective cities. The Social and Awards Chairperson will need to be in direct contact with the President-Elect to ensure plaques are ordered.

### **Section 6: BUDGET COMMITTEE**

The Budget Committee shall consist of the President, President-Elect and Treasurer. The Budget Committee shall also make a report annually to the Association that will include the amounts budgeted in each category, and the expenditures and balances in each. The itemized ledger for the Association will be available for review by the membership at the annual meeting or upon written request by a member.

## **Section 7: SPECIAL COMMITTEES**

The President may appoint Special Committees when necessary to promote the purposes and goals of the Association.

## **ARTICLE VIII: MEETINGS**

This Association shall hold an annual meeting for all members at such time and place as provided by the Executive Board. 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 membership.

The Executive Board shall meet at any other time and place as may be called by the President to include a mid-year board meeting, the date and place to be set by the President.

All officers, directors and committee chairs shall make a report to the Executive Board either in writing or orally, of all activities performed by either individually or collectively in the name of WACA. These reports shall be made both at the regularly scheduled board meetings and at the annual meeting.

### **Section 1: QUORUM**

A quorum at any meeting shall consist of a simple majority of the members present and shall be deemed sufficient to elect officers, approve reports and amend the By-Laws and Policy and Procedures for the Association.

### **Section 2: PARLIAMENTARY AUTHORITY**

Parliamentary procedure at any meeting shall be governed by "Robert's Rules of Order".

### **Section 3: ORDER OF BUSINESS**

The Order of Business shall be:

1. Roll Call
2. Determination of Quorum
3. Approval of Minutes from last board meeting
4. Treasurer's Report
5. Director Reports
  - a. Region 2 Report
  - b. Region 6 Report
6. Committee Reports
  - a. Education
  - b. By-Laws and Policy and Procedures
  - c. Membership/Nominations
  - d. Social/Awards
  - e. Historian/Public Relations
7. Old Business

8. New Business
9. Adjournment

#### **Section 4: SPECIAL MEETINGS**

President/Executive Board:

A special meeting may be called by the President with the approval of the Executive Board. Notification of said meeting shall be mailed/emailed to all members not less than thirty (30) days in advance of meeting.

Membership:

A special meeting may be called by the membership upon a petition signed by 25% of the members eligible to vote. This petition must be presented to the Executive Board not less than forty-five (45) day prior to said meeting. Notification of said meeting shall be mailed/emailed to all members not less than thirty (30) days in advance of meeting.

### **ARTICLE VIX: FINANCES**

#### **Section 1: FISCAL YEAR**

The Fiscal Year of this Association shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

#### **Section 2: AUDIT**

The accounts of the Association shall be audited at least every two (2) years by a person appointed by the Executive Board, other than a WACA/MACA member, and who shall submit a report of such audit to the Executive Board. Such report of the annual audits shall reach the Executive Board by September 30<sup>th</sup> of the audit year so it may be presented to the membership at the annual meeting of the Association.

#### **Section 3: NEGOTIABLE INSTRUMENTS, DEEDS AND CONTRACTS**

All notes, bonds, bills of exchange and orders for the payment of money of the Association; all deeds, mortgages, and other written contracts and agreements to which the Association shall be a party, and all assignments of endorsements of stock certificates, registered bonds or other securities owned by the Association, shall, unless otherwise required by law, be signed by the President or by any two (2) of the following officers who are different persons: President-Elect, Secretary or Treasurer.

The Executive Board may, however, authorize any one of such officers to sign any of such instruments for and in the behalf of the Association, without the necessity to countersignature, may designate officers or agents of the Association, other than those

named above, who may, in the name of the Association, sign such instruments and may authorize the use of a facsimile signature of any such person.

**Section 4: MEMBERSHIP DUES**

The dues of this Association shall be as follows:

Active, Associate and Retired Memberships: The annual dues shall be set by the Executive Board before each annual meeting.

Honorary Memberships: No dues will be required.

**Section 5: PAYMENT**

Dues shall be paid on a calendar year basis, which shall be on January 1<sup>st</sup> of each year. Membership dues shall be set by the Executive Board. In order to be eligible to vote, dues must be paid by March 15<sup>th</sup> of that year. Payment shall be made by each member directly to the Treasurer of this Association, who shall keep the membership committee apprised of all paid members. There shall be no refunds. In instances where dues are paid by the clerk's city, the dues shall stay with the city and not the clerk as long as the city notifies the Executive Board within thirty (30) days of the new hire date.

**Section 6: FINANCIAL GAIN**

No member shall be permitted to gain financially from this Association. Members may only be reimbursed for actual, documented expenses on behalf of the Association. No part of the net earnings of this Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these By-Laws. Upon the dissolution of this Association, assets shall be distributed to the State of Missouri for a public purpose.

**Section 7: CIVIC PROJECT**

A charity organization will be adopted annually by the Association at the annual meeting. The membership will take charity nominations from the floor and the charity will be chosen by simple majority of the members present and shall be deemed sufficient to proceed as the Association's Civic Project for the next year. The Association will hold fundraising activities throughout the year and the money raised will be donated to the respective charity in WACA's name at the close of the year. It shall be the duty of the Treasurer to distribute these funds.

**ARTICLE IX: MEMBERSHIP ASSISTANCE**

Requests for Emergency Assistance with regard to any number of possible situations (including, but not limited to: serious illness, natural disaster, military action, fire, etc.) from

WACA membership will be reviewed by the current Executive Board on a case by case basis. Depending on the individual situation, assistance may be approved by the Executive Board in an amount, monetary or otherwise, with the total for all emergency assistance provided not to exceed five hundred dollars (\$500.00) in any one year period. A year will be defined as January 1<sup>st</sup> – December 31<sup>st</sup>.

#### **ARTICLE X: EFFECTIVE DATE**

These By-Laws herein before set forth shall become effective immediately upon approval of majority of the members present and voting at the closing of the meeting.

#### **ARTICLE XI: AMENDMENTS**

The By-Laws may be amended at any meeting by a majority vote of the members eligible to vote as defined within the By-Laws.

Written notice setting forth the proposed amendment(s) shall be mailed and/or electronically transmitted to each member at least thirty (30) days and not more than ninety (90) days in advance of the meeting at which the amendments will be voted on.

Members may submit proposed changes to the President, Secretary or By-Laws Chairperson at least ninety (90) days in advance of the meeting at which the amendments will be voted on.

Any amendments shall be in full force and effective immediately upon its adoption at the meeting at which the amendments will be voted on, unless otherwise provided.

The By-Laws of this Association and related materials should be reviewed by the By-Laws committee at least annually to ensure that they are applicable and in keeping with the goals and objectives of this Association.

In case of an emergency where the welfare of this Association could be affected, and where a By-Law amendment needs to take place between meetings, the President may call for a discussion and vote by the Executive Board. Upon majority vote, the Executive Board may enact said amendment in the By-Laws. The President will then inform the membership of the action taken and why it was taken in the next newsletter that will be sent to all members. This amendment will then be voted on by membership at the next meeting. If said amendment should fail at the meeting, it would immediately be rescinded from the By-Laws.

#### **APPROVED AND AMENDED:**

June 28, 1996  
April 28, 2000  
April 27, 2001  
October 24, 2003  
October 27, 2005

October 20, 2006  
September 30, 2008  
October 30, 2009  
October 29, 2010  
October 26, 2012  
October 24, 2014  
October 21, 2016  
October 26, 2018  
October 23, 2020  
November 19, 2021