

**INTERNATIONAL ASSOCIATION FOR COURT ADMINISTRATION**  
**BYLAWS**  
**VERSION 2014**

These Bylaws set forth the mission, officers, board of directors, and other key organizational elements, operating principles, and geographical regions of the International Association for Court Administration (“Association”).

**I. MISSION**

- A. To promote professional and modern court system governance, administration and management in emerging democracies and other countries committed to pursuing the rule of law;
- B. To sponsor international and regional conferences, forums, and education and training programs on modern court system governance, administration and management;
- C. To serve as a resource for judges, court administrators and managers, justice system professionals, and relevant academic and research communities in search of professional guidance and other forms of assistance with which to assess, improve and modernize court and justice systems.

**II. OFFICERS**

- A. TITLES: The officers of the Association shall comprise the following:

**TABLE A**

<b>PRESIDENTIAL OFFICERS</b>	<b>VICE-PRESIDENTIAL OFFICERS</b>	<b>OTHER OFFICERS</b>	<b>ADVISORY COUNCIL</b>
PRESIDENT	REGIONAL VICE-PRESIDENT FOR AFRICA	CHIEF EXECUTIVE OFFICER	ADVISORY COUNCIL CHAIR
PRESIDENT-ELECT	REGIONAL VICE-PRESIDENT FOR	CHIEF ADMINISTRATIVE	ADVISORY COUNCIL

	CENTRAL ASIA/INDIA	OFFICER	MEMBERS
IMMEDIATE PAST PRESIDENT	REGIONAL VICE-PRESIDENT FOR EUROPE	CHIEF FINANCIAL OFFICER	
	REGIONAL VICE-PRESIDENT FOR LATIN AND SOUTH AMERICA	CHIEF INFORMATION TECHNOLOGY OFFICER	
	REGIONAL VICE-PRESIDENT FOR THE MIDDLE EAST	HISTORIAN	
	REGIONAL VICE-PRESIDENT FOR NORTH AMERICA	ALL PERMANENT COMMITTEE CHAIRS	
	REGIONAL VICE-PRESIDENT FOR SOUTH ASIA AND AUSTRALIA	SECRETARY	
	VICE-PRESIDENT FOR ASSOCIATIONS	EXECUTIVE EDITOR, INTERNATIONAL JOURNAL FOR COURT ADMINISTRATION	
	VICE-PRESIDENT FOR CORPORATE SPONSORSHIP	MANAGING EDITOR, INTERNATIONAL JOURNAL FOR COURT ADMINISTRATION	

The officers set forth above are not exhaustive. Their number and titles may be supplemented by such other officers as may from time to time be proposed by the President and authorized and elected by vote of the Executive Board.

B. TERMS OF OFFICE:

1. INITIAL TERM: The initial election or designation of officers will provide for staggered terms of one or two years for the incumbents for purposes of achieving continuity and stability. Subsequently, all officers shall be elected by the Executive Board for a term of two years commencing at the biennial meeting of the board and shall serve until the new successors assume office. With the exception of the members of the Advisory Council, the officers, including the Advisory Council Chair, shall also be members of the Board of Directors.
  
2. SUCCESSIVE TERMS: For the offices of President, President-Elect, the term of office shall be restricted to a two-year term with a possible option for one additional two-year term barring extraordinary circumstances, approval of which will require the unanimous consent by vote of all members of the Executive Board. Incumbents serving as Regional Vice-Presidents may be re-elected to a second term by a majority of the members of the respective Regional Board. Absent extraordinary circumstances, approval of which will require the unanimous consent by vote of all members of the Executive Board, incumbent Regional Vice-Presidents shall be limited to no more than two successive terms of office. Incumbents serving in all other Officer positions may be re-elected to subsequent two-year terms by a majority vote of the Executive Board. For example, the Vice-President for Corporate Sponsorship will typically establish long-term relationships with sponsors to repeatedly support IACA's work and may serve multiple terms to ensure those relationships endure.
  
3. CONDITIONS: All officers shall be expected to remain current on the payment of IACA membership dues. Officers who are not current shall be given a grace period of 60 consecutive days to pay their dues, after which they will forfeit their status as officers. The Chair of the Membership Committee shall monitor the membership status of all officers at quarterly intervals and report to the President-Elect any whose membership has lapsed.

- C. OFFICER POSITION RESPONSIBILITIES: The general qualifications and specific responsibilities that attach to all of the positions set forth in Table A shall be described and established by the Executive Committee with the advise and consent of the Executive Board. The Executive Committee shall also establish a permanent chain of authority to which all positions are subject beyond what is specified in these Bylaws. All candidates for Officer positions shall indicate in their written submissions as described below their proactive commitment to timely perform and execute the responsibilities of the positions for which they apply.
- D. ROLE OF THE PRESIDENT: The President shall preside at all meetings, appoint the chair and members of all committees, except the Executive Committee, and be responsible for the conduct of the business and affairs of the Association.
- E. EX OFFICIO EXECUTIVE BOARD MEMBERS: Ex officio Executive Board membership status shall be automatically extended without limitation to all former living Presidents.
- F. ORDER OF SUCCESSION: If the President is unavailable or otherwise engaged, the President-Elect shall perform the duties of the President for the duration of the President's absence. If both the President and the President-Elect are unavailable or otherwise engaged, the Chief Executive Officer shall perform the duties of the President for the duration of the absence of the President and/or President-Elect.
- G. MINUTE BOOK: The Secretary shall prepare and maintain a minute book that shall include a record of the Articles of Incorporation, Bylaws, amendments thereto, and minutes of all meetings of the Association and of the Executive Board. Barring unforeseen circumstances, the minutes shall be generated and distributed electronically to all members of the Executive Board within three weeks of any meeting. The President shall determine whether all or portions of any set of meeting minutes should be distributed to the Association's members.

- H. CHIEF EXECUTIVE OFFICER: The Chief Executive Officer (CEO) shall serve as the President's primary officer in charge of executing and implementing decisions taken by the President with the consent and support of the Executive Committee and/or the Executive Board, as appropriate. The CEO shall also be the primary facilitator and coordinator of IACA international and regional conferences, working closely with the Chief Financial Officer to ensure that all funding decisions align with Association resources.
- I. CHIEF FINANCIAL OFFICER: The Chief Financial Officer (CFO) shall maintain all Association funds and accounts according to generally accepted accounting practices, procedures, and internal financial controls. The CFO shall submit a quarterly status of funds and financial activity report to all members of the Executive Board. The President, in consultation with the Executive Committee, shall retain the discretion to order an independent audit of Association funds and accounts at any time.
- J. CHIEF ADMINISTRATIVE OFFICER: The Chief Administrative Officer (CAO) shall serve as the President's primary officer in charge of overseeing and coordinating the Association's general administration functions such as:
1. Retaining official versions of all Association founding and other official documents and ensuring that they are current.
  2. Conducting and annual reviews of Association financial records and determining whether and when an independent audit might be required.
  3. Serving as the Managing Editor of the Association's Newsletter.
  4. Serving as the Association liaison to other official bodies such as the U.S. Judicial Conference International Judicial Relations Committee.
  5. Other duties as proposed by the President and endorsed by the Executive Committee.
- K. CHIEF TECHNOLOGY OFFICER: The Chief Technology Officer (CTO) shall serve as the Association's primary advisor and technical expert in matters relating to the design and maintenance of the Association's

official website. The CTO also serves as the Technical Editor of the Association's International Journal On Court Administration ("IJCA"), providing expert technical services and support to the Executive and Managing Editors of IJCA.

- L. HISTORIAN: The Historian shall be responsible for preparing and maintaining in current status the official historical and narrative record of the activities and proceedings of the Association.
- M. COMPENSATION: All Officer and other official positions within the organizational framework of the Association shall be deemed voluntary to which neither compensation nor traditional human resources benefits shall accrue. The President, President-Elect and Chief Executive Officer shall collectively retain the discretion to either waive or reimburse the fees, travel costs, or other expenses otherwise incurred by one or more officers to attend Association conferences or other special functions. The use of this discretionary authority shall be limited to single instances in which the circumstances dictate its use; no officer shall have any blanket extension for such waiver or reimbursement over a given time frame, and the discretion extended to the President, President-Elect and Chief Executive Officer shall neither be intended nor interpreted to provide for one-time multiple waiver or reimbursement authorizations for any officer(s).
- N. TEMPORARY VACANCY OF ANY OFFICER POSITION OTHER THAN REGIONAL VICE PRESIDENTS: Any vacancy in any of the officer positions specified above may be filled by a majority vote of the Executive Committee for the unexpired portion of the three-year term. Depending on the length of the vacancy, the Executive Committee retains the discretion to direct the Elections Committee to conduct an election to fill the temporary vacancy. An Officer elected or designated to fill a partial-term vacancy remains eligible for election to two full consecutive terms except for the positions of President and President-Elect.
- O. TEMPORARY VACANCY OF ANY REGIONAL VICE-PRESIDENT POSITION: Any vacancy in any of the Regional Vice-President Positions may be

filled by a majority vote of the members of the Regional Board of the respective region. Depending on the length of the vacancy, the Executive Committee retains the discretion to direct the Elections Committee to conduct an election to fill the temporary vacancy. An Officer elected or designated to fill a partial-term vacancy remains eligible for election to two full consecutive terms as Regional Vice-President.

### **III. EXECUTIVE BOARD**

- A. **COMPOSITION:** The Executive Board shall comprise all of the Association Officers specified in Table A. The Executive Board shall be chaired by the President and, in his or her absence, the President-Elect.
  
- B. **AUTHORITY:** The Executive Board shall serve as the primary deliberative and policy advisory body of the Association. The President and the Executive Committee shall consult with and seek the advice of the Executive Board on all major issues, initiatives, strategies and planning matters relating to the governance, status and operations of the Association.
  
- C. **CONFLICTS OF INTEREST:** Full-time professional employment shall neither hinder nor preclude the eligibility of any otherwise qualified individual to serve as an officer of the Association and member of the Executive Board. However, all officers and members of the Executive Board without exception shall avoid utilizing either for their personal advantage or that of their employer their status as officers and members of the Executive Board of the Association. This applies equally to individuals who are self-employed as well as to those employed in government service, in the private sector, or in the NGO and government-subsidized organizations. This will require all officers to exercise careful discretion to ensure that there is no comingling of roles, purposes and objectives in relations and transactions with either professional business colleagues or the organizations they officially represent. Officers and members of the Executive Board shall not in any manner utilize their status with the Association in any capacity, whether personal or professional, that

promotes or might be perceived to promote the mission and objectives of their employing organization. Equally, officers of the Association who are employed by organizations which require them to observe a government or corporate code of ethics shall not engage in any Association activities that entail violating or could be perceived by a reasonable person as violating any provisions of such ethical or professional codes of conduct.

- D. **TERMS OF OFFICE:** Following the initial election or designation of officers for staggered terms of two to three years, members of the Executive Board shall serve terms of three years concurrent with their specific positions as officers. Their status as Executive Board members shall continue if they are elected to an additional term of service in their capacity as an Association officer. The three-year term of each director shall commence on January 1 of the year following the director's election.
- E. **VOTING PRIVILEGES:** Members of the Executive Board who shall be entitled to vote in elections for new members of the Executive Board are as follows:
- President
  - President-Elect
  - Advisory Council Chair
  - CEO, CFO and CAO
  - Vice-Presidents

Voting privileges are conditioned on being a current IACA member in good standing.

- F. **CONTRACT EMPLOYEES:** The Executive Board, upon the recommendation of the Executive Committee and contingent upon available funds, is authorized to employ or engage one or more persons to carry out the purposes of the Association.

#### **IV. REGIONAL BOARDS**



- A. ORGANIZATION: For purposes of the Association's global organization and administration, seven geographic regions are designated and, collectively, cover all countries in the world as specified below. Each region is presided over by a Regional Vice-President who shall be responsible for directing and promoting IACA's mission and activities within the designated region. In each region, there shall be designated a Regional Board to advise, support, and work with the Regional Vice-President. A fully constituted Regional Board shall comprise from five to eight board members, not including the Regional Vice-President.
- B. SELECTION/APPROVAL OF REGIONAL BOARD MEMBERS: Regional Vice-Presidents shall be responsible for identifying and appointing the initial members of the Regional Board in his/her region for staggered terms of two or three years. Once the Regional Boards are fully established, the designation of new members to fill vacant positions should proceed by the Regional Vice President first soliciting expressions of interest from IACA members in that region. The Regional Vice-President shall then nominate persons to fill vacant positions and forward such nominations to the IACA Executive Committee for approval. Where the Executive Committee declines to approve a nominee, the Regional Vice President shall nominate another candidate. When making nominations, the Regional Vice Presidents shall seek to provide for diverse representation on the Regional Board that will support IACA's values and purposes. For example, board members should collectively represent:
- As many countries within the region as possible;
  - Levels and types of courts or other justice-related organizations in the region;
  - Ethnic and gender diversity characteristic of the region; and
  - Professional qualifications in a variety of specialties within the court and justice systems reflective of the region.
- C. TERMS OF OFFICE: Regional Board members shall serve two-year terms and may be reappointed to a second term. Appointments to a third term shall be made only under extraordinary circumstances in to distribute as widely as possible the opportunity to serve. Persons

who are appointed or elected to fill a partial term due to an unexpected vacancy shall be eligible for two full terms of service as Regional Board Members. The Regional Vice-Presidents shall be responsible for maintaining records of the dates of the terms of service of all the Regional Board members of their respective regions.

- D. **ADDITIONAL REGIONAL PERSONNEL:** In highly active regions where the quantity of administrative and organizational effort entailed in planning and conducting regional activities exceeds the capacity of the Regional Vice-President and the Regional Board, the Regional Vice-President may designate additional regional officers and/or support staff such as volunteers and unpaid interns on an indefinite temporary basis to provide coordination and assistance. Where such additional volunteers are formally engaged by the Regional Vice-President, notification of such should be forwarded to the President and the Secretary for his/her information.

## V. COMMITTEES

- A. **AUTHORITY:** Under the direction of the President and with the advice and consent of the Executive Committee, committees of various types may be designated for various purposes in support of IACA's mission and activities. Such committees shall be designated as either temporary or permanent. Proposals from the President for the designation of permanent committees shall be subject to the approval of the Executive Board by majority vote. Proposals from the President for the designation of temporary committees shall be subject to the approval of the Executive Committee.

- B. **THE EXECUTIVE COMMITTEE**

- 1. **MEMBERSHIP:** The Executive Committee shall be a permanent IACA Committee whose membership shall comprise the Association President, President-Elect, Chief Executive Officer, Chief Financial Officer, Chief Administrative Officer, and Advisory Council Chair. In addition, the Executive Board may from time to time provide, by resolution approved by a majority of the members, for the election of not more than two

additional temporary directors to serve on the Executive Committee by virtue of their special expertise and for a specified term ranging from six months to no more than three calendar years. The Executive Committee shall have the authority to appoint not more than two additional temporary Directors with specialized expertise to serve on the Executive Committee for a specified term ranging from six months to not more than three calendar years.

2. **ROLE OF THE PRESIDENT:** The President shall chair all working sessions and supervise the Executive Committee in the performance of its functions. The Executive Committee shall have power to manage, administer, and control the affairs of the Association. The Executive Committee is authorized to act for the Association as herein provided. On the initiative of the President, the Executive Committee shall report all actions taken to all members of the Association on an annual basis and in the form of an annual report of the Association. The annual report shall list all activities, accomplishments and relevant events related to the work of the Association.
3. **FUNCTIONS:** The Executive Committee shall serve as the executive consultative, policy and decision-making authority of the Association in all matters relating to its overall policies and procedures.

**B. MEMBERSHIP COMMITTEE:**

1. **AUTHORITY:** The President is authorized to appoint a Membership Committee of five persons, one of whom shall be designated as Chair. Members shall serve three-year terms of office.
2. **FUNCTION:** The Membership Committee Chair and members shall be responsible for undertaking a range of proactive initiatives and activities designed to build and to strengthen the Association's diverse membership. In doing so, the Membership Committee Chair and members shall partner with

the Regional Vice-Presidents and their Regional Board members to increase the Association's membership in all seven regions, focusing special attention and effort on those regions in which there is only sparse representation. The Membership Committee shall advise the President and other members of the Executive Committee of any recommendations it may have based on its analysis of and work with the individual regions as to adjusting the individual membership fees charged by the Association to minimize any financial or economic hardship that may impede efforts to expand the number of members in any region.

3. CHAIN OF COMMAND: The Membership Committee Chair and members shall report directly to the President and, in his or her absence, the President-Elect.
4. POLICIES AND PROCEDURES: The Membership Committee Chair and members shall be responsible for drafting and seeking, in turn, Executive Committee and Executive Board approval of proposed changes, enhancements to existing Association policies and procedures relating to nominations and elections.

C. NOMINATIONS AND ELECTIONS COMMITTEE:

1. AUTHORITY: The president is authorized to appoint a Nominations and Election Committee ("NEC") of five persons, one of whom shall be designated as Chair by consensus of the members after their appointment. Members shall serve three-year terms of office. NEC Chairs shall serve two-year terms of office.
2. FUNCTIONS: The NEC shall have primary responsibility for initiating, managing and conducting the nomination and election processes that are triggered pursuant to an upcoming vacancy on the Executive Board.
3. CHAIN OF COMMAND: The NEC Chair shall report directly to the President and, in his or her absence, the President-Elect.

4. **POLICIES AND PROCEDURES:** The NEC Chair and members shall be responsible for drafting and seeking, in turn, Executive Committee and Executive Board approval of proposed changes, enhancements to existing Association policies and procedures relating to nominations and elections.

## **VI. NOMINATIONS AND ELECTION OF OFFICERS AND BOARD MEMBERS:**

- A. **ANNOUNCEMENT OF VACANCIES AND APPLICABLE DATES:** The Secretary shall maintain a current list of all Association Officers and the dates on which their current terms begin and end. Two months prior to the expiration of the term of any member of the Executive Board, the Secretary shall notify the President of the pending vacancy. The President, in turn, shall notify the NEC Chair and provide the name of the office with the pending vacancy. The Regional Vice-Presidents shall be responsible, as noted above, for maintaining a record of the dates of the terms of service of the members of their respective Regional Boards.
- B. **APPLICANT SOLICITATION FOR POSITIONS OTHER THAN REGIONAL VICE PRESIDENTS:** Once notified by the President of pending vacancies in the Executive Board, the NEC Chair shall solicit expressions of interest among members of the Executive Board for the position(s) being vacated. The solicitation shall include a list of the qualifications and responsibilities attached to the vacant position.
- C. **APPLICATION SOLICITATION FOR REGIONAL VICE-PRESIDENT POSITIONS:** The NEC Chair shall solicit expressions of interest among members of the Regional Board for the region whose Vice-President Position is being vacated. The relevant Regional Board Members may nominate each other, themselves, or a non-Regional Board member who has been actively involved in promoting and serving IACA. All applicants must be current residents of the region in which the vacancy exists.

- D. APPLICATION SOLICITATION FOR REGIONAL BOARD MEMBER VACANCIES: The Regional Vice-Presidents may solicit expressions of interest from the relevant Regional Board members and other IACA supporters or prospective IACA supporters in the region for appointment to Regional Board vacancies. Regional Board members may solicit expressions from IACA supporters or prospective IACA supporters in the region for Regional Board vacancies.
- E. APPLICATION PROCESS: Executive Board and Regional Board members who are interested in being considered or are proposing candidates to be considered should complete a one-page nomination form designed and distributed by the Nominating Committee (i) identifying the person and the officer position for which he or she is being nominated; (ii) a brief explanation as to why the person being nominated is a suitable and qualified candidate for position; and (iii) a brief description of the professional relationship with the nominee. Expressions of interest from the nominee shall require (i) a one- to two page summary of the applicant's current CV; and (iii) a one-page statement of why the candidate is applying, how the candidate's previous experience and qualifications match the requirements of the vacant position, and what contributions the applicant anticipates making to furthering the mission of IACA if appointed to the position. Completed nomination forms and expressions of interest shall be forwarded to the chair of the Elections Committee prior to the announced deadline for their submission.
- F. BALLOT FOR EXECUTIVE BOARD MEMBER ELECTIONS: Once the time for solicitation of expressions of interest for positions on the Executive Board has expired, the Nominating Committee Chair shall transmit electronic copies of the expressions of interest received within the specified time frame to all Nominating Committee members and convene one or more electronic meetings to discuss prospective candidates for the office(s) and determine whether each applicant has met the qualifications requirements. The NEC Chair shall notify all applicants whose qualifications are deemed insufficient. Under the direction of the chair, the NEC shall then prepare an electronic ballot listing the names of the qualified applicants in random order and include the one page CV and statement for each applicant listed.

- G. **VOTING PROCEDURE:** For vacant positions on the Executive Board, the NEC shall distribute the ballot electronically to members of the Executive Board with voting privileges set forth in Section III (E) and specify a deadline no more than two weeks following transmission for return of the completed ballot. Ballots returned after the deadline has passed shall be discarded. Following passage of the deadline, the NEC shall tally the votes and certify the successful applicants on the basis of a simple majority of votes cast. Following certification of the Executive Board elections, the NEC Chair shall notify all members of the Executive Board and all applicants listed on the ballot of the official results.
- H. **PREPARATION OF AN ELECTION RECORD:** For each election for members of the Executive Board, the NEC Chair shall prepare a summary record of the election process and forward it to the President and the Historian for archiving in the Association's official records.

## **VII. VOTING PROTOCOL:**

- A. **QUORUM:** Unless otherwise requested by the President or Executive Committee, a minimum of one-third of the members of the Executive Committee, Executive Board, or any committee, permanent or temporary, shall constitute a quorum for the purpose of transacting business falling within the specific Association unit's scope of authority. The President, with the advice and consent of the Executive Committee, shall be authorized to specify a higher than one-third approval threshold for individual business matters considered to be of extraordinary importance and reflect a high level of commitment of Association resources and/or capacity.

## **VIII. ADVISORY COUNCIL**

- A. **AUTHORITY AND COMPOSITION:** The Executive Committee shall have the authority to appoint an International Advisory Council comprising distinguished professionals in the field of court and justice administration, including but not limited to judges, relevant association heads, academics and ministers of justice. The Advisory Council shall be chaired by a past President of the Association. The

composition of the Advisory Council shall be representative of the international court and justice system community served by the Association.

- B. **FUNCTION:** The function of the Advisory Council shall be limited to providing advice unless otherwise requested either by the President or other member of the Executive Committee. Under no circumstances will the Advisory Council be required or requested to engage in conducting official Association business or collectively voting on Association activities or initiatives. These restrictions shall not apply to the Advisory Council Chair in his or her capacity as a member of the Executive Committee and Executive Board. In its advisory capacity, the Advisory Council shall advise the President, Officers, Executive Committee and the Executive Board on policy and related matters as requested.
- C. **TERMS:** The Chair and members of the Advisory Council shall serve three-year terms of office. The initial term may be extended for a second term at the discretion of the Chair. In extraordinary circumstances, Advisory Council members and the Chair may be invited to serve more than two terms.
- D. **PROCESS:** When the President or other member of the Executive Committee wishes to seek the advice or counsel of the Advisory Council, the request shall be directed orally or in writing to the Advisory Council Chair who will forward the request to all Advisory Council members and request their input via email or telephone. After hearing from as many members as possible under the time constraints, the Chair will collate and summarize the responses either orally or in writing and forward them to all members of the Executive Committee unless otherwise directed.

## **IX. MEMBERSHIP CATEGORIES AND ELIGIBILITY**

- A. **CATEGORIES:** The Association shall provide for two categories of membership: individual and organizational.



1. INDIVIDUAL: Individual memberships shall be extended to those persons who meet the membership requirements. There shall be three types of individual memberships: Professional, Associate, and Student.
    - a. PROFESSIONAL: Membership criteria include (i) government employment as a senior-level official of a ministry of justice or court or judicial system in any sovereign country at any level: local, regional, or national; and (ii) an individual retired from a position that qualifies for professional membership in the Association.
    - b. ASSOCIATE: Membership criteria will include other senior professionals in a field related to court administration, i.e., prosecutors; administrative law judges, professors of law, public administration, public policy, etc., or public administrators.
    - c. STUDENT: Membership will be extended to any college or university-level student engaged in full-time study either as an undergraduate or graduate and pursuing a career in justice- or court-related institutions of government or in an academic environment in positions such as but not limited to researchers or law professors.
  2. ORGANIZATIONAL: Organizational membership will be extended to those organizations that share IACA's mission and its goals and objectives.
- B. MEMBERSHIP QUALIFICATIONS AND FEES: Membership qualifications and changes to them shall be discussed and proposed to the Executive Committee by the Membership Committee. Membership fees and changes to them shall be discussed and proposed to the Executive Committee by the Membership Committee. All fees received by the Association shall be deposited into the general operating account of the Association under the supervision and direction of the CFO.

- C. **DISCOUNTED FEES:** The Association recognized great variations in the relative wealth of countries in the global community and that court systems in less-developed countries often operate on limited budgets which constrain what judicial and court staff are paid. Membership dues generally will be scaled to reflect the economy of the country in which the members are resident and/or their salaries. The Board of Directors may reserve the right to selectively waive the dues requirement for Professional and Association Members from impoverished countries and governments.

## **X. MEETINGS**

- A. **GENERAL POLICY:** The global reach of the Association and the distances that separate its members and officers mandates a policy of minimizing the face-to-face meetings of its Executive Committee, Executive Board, Committees, Advisory Council, and membership in general to the extent reasonable and possible to minimize travel costs. As a matter of policy to conserve Association funds, these bylaws contemplate the extensive use of electronic communication and social media such as e-mail and the electronic transmission of documents in electronic format. Other means of conducting formal meetings include telephone and video conference calls.
- B. **TRANSACTING ASSOCIATION BUSINESS:** The Association will conduct the majority of its business transactions via meetings of its Executive Committee and its Executive Board. Whenever economically feasible, in-person meetings of the Association shall be scheduled to coincide with international conferences or conventions of judicial and court officials. Special meetings of the Executive Committee, Executive Board, Committees, Advisory Council, or membership may be held at any time or place as may be designated by the president and a simple majority of the Executive Committee.
- C. **FREQUENCY:**
  - 1. **EXECUTIVE COMMITTEE:** The Executive Committee shall meet at least every three months at a time and location designated by

the President in consultation with the members. Such meetings may be conducted either electronically or face-to-face.

2. EXECUTIVE BOARD: The Executive Board shall meet at least every six months at a time and location designated by President in consultation with the Executive Committee. Such meetings may be conducted either electronically or face-to-face.
- D. MEMBERSHIP: Conferences or other meetings designated for the membership shall be held at such times and places as determined by the Executive Committee in consultation with the Executive Board.
  - E. QUORUM REQUIREMENT: For the purpose of transacting Association business at meetings of the Executive Board, a quorum shall be required. Such quorum shall comprise one-third of the members, two of whom shall be also members of the Executive Committee. Where the number present at a face-to-face meeting is fewer than that required for a quorum, the Officer conducting the meeting may approve the live participation of the additional required members via electronic means such as videoconferencing, Skype, or the equivalent.
  - G. NOTICE: Notice of each meeting of the Executive Board stating the place, date and hour thereof shall be transmitted electronically by the Secretary to all members pursuant to directions from the President by e-mail, fax or other electronic means not more than 45 and no fewer than 15 days prior to the meeting.

## **XI. VOTING AND RESOLUTIONS**

- A. SIMPLE MAJORITY: Except as otherwise provided in these bylaws, formal actions transacted at meetings of the Executive Committee, Executive Board, any Committee, or the membership where the required quorum is present shall be by vote of a simple majority of the members present and voting unless otherwise prescribed by the Executive Committee for extraordinary circumstances. Voting by electronic means such as e-mail or fax or by regular mail will be acceptable for transacting business by the Executive Committee, Executive Board, any Committee, or the membership.

- B. VOTING RIGHTS: The right to vote on official business transactions of the Association shall extend to any professional member current<sup>i</sup> in the payment of the required dues, regardless of Officer or non-officer status. All current professional members regardless of Officer or non-officer status shall be entitled to one vote, to be cast in person, by fax or by electronic mail upon any matter presented at any official meeting the Association within the specified time frame. Voting by proxy is permitted assuming the necessary support documentation is submitted to the Secretary. Associate, Student and Association Members shall not be entitled to vote.
  
- C. OFFICIAL RESOLUTIONS: No matter presented or published as an official resolution of the Association unless adopted by (i) at least a two-thirds vote of the board of directors voting on the resolution, or (ii) a simple majority of the Professional Association members voting on the resolution.

## **XII. LOSS OF MEMBERSHIP**

- A. TERMINATION: The membership status of any person or association that fails to pay dues within three months or 90 calendar days after the due date thereof, providing notification of payment required has been delivered electronically or otherwise, shall thereupon terminate, subject to readmission on such terms as the Membership Committee shall establish with the approval of the Executive Committee.
  
- B. RESIGNATION: Any member may resign by filing a written resignation with the Secretary. A resignation shall not relieve the member so resigning of the obligation to pay any dues or other charges theretofore accrued and unpaid, but payment of such dues or other charges may be waived by the Membership Committee Chair.
  
- C. NON-TRANSFERABLE: Membership in the Association shall not be transferable or assignable to any other persons.

### **XIII. DONATIONS**

- A. DEFINITION: The Association may accept gifts, grants, and bequests for the accomplishment of its objectives.
- B. PROHIBITIONS: The Association shall not accept any gifts, grants, bequests, or any other form of financial assistance or support (i) to which conditions are attached that do not support its mission and objectives, (ii) which otherwise seek to coerce or manipulate the Association or its Officers, or (iii) have the effect or are perceived as having the effect of undermining the Association.

### **XIV. REMOVAL**

- A. Any Officer shall be removed by two-thirds majority vote of the Executive Board for malfeasance or misfeasance in the performance of official Association duties or otherwise in his or her profession. Opportunity for a hearing shall be afforded before a panel of seven Executive Board members selected by the President. Where the President is accused of malfeasance or misfeasance, the panel of board members shall be selected by the President-Elect. Following any such hearing, a vote shall be taken in the absence of the accused. Where four or more of the seven votes favor removal, the official so charged shall be officially removed. Confidential recommendations for the withdrawal of membership privileges from any member shall (i) be prepared by the Regional Vice-President of the region in which the member resides and shall fully articulate the grounds in support of the recommendation, and (ii) shall be submitted in confidence to the President for his/her review and consultation with the Executive Committee as appropriate.

### **XV. GEOGRAPHICAL REGIONS**

- A. The Association's seven geographic regions are as follows:
  - 1. Africa representing all sub-Saharan countries in the African Continent;
  - 2. Central and South Asia representing all countries in Central Asia as designated;<sup>ii</sup>

3. Europe representing all countries in Western, Central, and Eastern Europe;
4. Middle East and North Africa representing all countries in the Middle East and Northern Africa as designated;<sup>iii</sup>
5. North America, including the Caribbean;
6. South and Central America, including Mexico; and
7. South-East Asia as designated and Australia and New Zealand<sup>iv</sup>

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<sup>i</sup> To be considered current in dues, a member must not be more than sixty (60) days

<sup>ii</sup> Afghanistan, Armenia, Azerbaijan, China, Georgia, Kazakhstan, Kyrgyzstan, Pakistan, Tajikistan, Turkmenistan and Uzbekistan

<sup>iii</sup> Algeria, Bahrain, Egypt, Jordan, Iran, Iraq, Israel, Kuwait, Lebanon, Libya, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Syria, Tunisia, Turkey, United Arab Emirates and Yemen

<sup>iv</sup> Australia, Bangladesh, Bhutan, Brunei, Cambodia, Federated States of Micronesia, Fiji, India, Indonesia, Kiribati, Laos, Malaysia, Marshall Islands, Myanmar, Nauru, Nepal, New Zealand, Palau, Papua New Guinea, Philippines, Samoa, Solomon Islands, Sri Lanka, Taiwan, Thailand, Tonga, Tuvalu, Vanuatu, and Vietnam