

**THE CALIFORNIA COURT  
ASSOCIATION, INC.**

**BYLAWS  
and  
STANDING RULES**



**2008 - 2009**

## **MISSION STATEMENT**

The California Court Association is dedicated to enhancing the quality of the California Justice system through the personal and professional development of judicial support staff by providing education, training and support to its members.

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**CALIFORNIA COURT ASSOCIATION, INC.  
BYLAWS**

*(As approved by the Board of Directors at the Board of Directors meeting in Concord on 4/27/08)*

**Preamble**

The California Court Association (CCA) is a non-profit California corporation dedicated to the proposition that the people of the state of California are best served by a court system staffed by well-informed and trained employees, effective and efficient management and under the leadership of knowledgeable administrators.

Inspired by this vision, committed to advancing the skills of its members and determined to play a major role in the justice system, the California Court Association does hereby establish these Bylaws and Standing Rules.

**Article I  
NAME AND YEAR**

***SECTION 1. CORPORATE NAME***

The name of this corporation shall be The California Court Association, Incorporated, hereinafter referred to as the Association.

***SECTION 2. ASSOCIATION YEAR***

The Association's operational and fiscal year shall be July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.

**Article II  
OBJECTS AND PURPOSES**

***SECTION 1. UNITE COURT EMPLOYEES UNDER ONE ASSOCIATION***

To promote membership and unite in one association all court employees, including retired and associate members.

***SECTION 2. RESOLVE ISSUES OF MUTUAL CONCERN***

To provide a forum for the exchange of ideas and solving problems.

***SECTION 3. PROMOTE UNIFORM PRACTICES AND PROCEDURES***

To promote effective, efficient and uniform practices and procedures in the California court system.

***SECTION 4. DEVELOP PROFESSIONALISM AND ENHANCE PUBLIC RELATIONS***

To promote professionalism and enhance the public's understanding and confidence in the courts.

***SECTION 5. PROVIDE TRAINING***

To assist court personnel in performing their duties by providing training and reference materials.

***SECTION 6. PROMOTE COOPERATION WITH RELATED AGENCIES***

To promote cooperation and collaboration among courts, affiliated agencies and organizations.

**Article III  
FUNCTIONS**

***SECTION 1. PROVIDE EDUCATION AND TRAINING***

The Association shall provide ongoing educational programs and materials to its members including the publication of an updated reference guide for members at least every two years.

***SECTION 2. DEVELOP AND PUBLISH PROCEDURAL MANUALS***

The Association shall publish current, comprehensive manuals and professional periodicals for its members and other interested parties.

**BYLAWS ARTICLE III - Continued**

**SECTION 3. UTILIZE LEGISLATIVE PROCESS**

The Association shall actively participate in the legislative process especially as it pertains to the administrative operation of the courts.

**Article IV  
POLICIES**

**SECTION 1. POLITICAL ACTIVITIES**

It is the policy of this Association not to endorse any candidate for any office or position; the Association shall not participate or intervene in any political campaign, including the publishing or distributing of statements, on behalf of or in opposition to any candidate for public office.

**SECTION 2. LABOR RELATIONS**

It is the policy of this Association not to engage or participate in any labor relations except those involving the Association itself.

**Article V  
MEMBERSHIP AND DUES**

**SECTION 1. MEMBER COURTS**

A member court is any court in California having in its employ a regular member of the Association.

**SECTION 2. ANNUAL MEMBERSHIP**

Membership is renewable annually, commencing July 1<sup>st</sup>, extending through June 30<sup>th</sup> of the following year, and includes a year's subscription to the Minute Book beginning with the July-September issue and ending with the April-June issue.

**SECTION 3. MEMBERS IN GOOD STANDING**

A member is in good standing if current dues are paid.

**SECTION 4. REGULAR MEMBERSHIP**

Regular membership shall be open to all

employees of California courts.

**SECTION 5. ASSOCIATE MEMBERSHIP**

Any person employed in California by a court-related governmental agency may apply for associate membership. Associate members may attend Association meetings and functions and are entitled to other benefits of membership including subscription to the Minute Book, but may not be an officer, director or committee chair, nor enjoy the right to vote.

**SECTION 6. RETIRED MEMBERSHIP**

Any regular member who has retired from his or her position in a court may continue membership upon payment of dues for retirees set out in this Article. A retired member may not be an officer (except Immediate Past President), nor an elected director, but may serve as chair or member of a committee, Business Manager or Editor of the Minute Book.

**SECTION 7. LIFE MEMBERSHIP**

Life membership shall be granted to each Past President, and may be granted to a retired member upon nomination by a director and vote of the Board of Directors for extensive, outstanding and meritorious service to the Association.

**SECTION 8. DUES**

(a) Annual dues for regular and associate members are \$15.00 and for retired members \$5.00, payable in advance on July 1<sup>st</sup> of each year. Dues for any member applying after July 1<sup>st</sup> and prior to June 30<sup>th</sup> of the following year shall be the same. Life members pay no dues. (b) Any member who fails to pay his or her dues by the last day in July will have their membership deemed forfeited. They shall not be entitled to vote or exercise any of the privileges set out by these Bylaws including, but not limited to, holding office, chairing or serving on a committee or acting as a director. The member shall be dropped from the membership roster until a new application is

**BYLAWS ARTICLE V – Continued**

accepted and appropriate dues are paid. Membership privileges are reinstated upon acceptance of the application and dues.  
(c) The Board of Directors may award one year's free membership to a retiring member in recognition of special service and support to the Association.

**SECTION 9. RESIGNATION**

A member may resign upon written notice to the Director for their court who will forward this notice to the Secretary, Chair of the Membership Committee and Business Manager.

**SECTION 10. FORFEITURE OF MEMBERSHIP**

Membership in the Association is forfeited by:  
(a) non-payment of dues;  
(b) a regular member's separation from a court other than by retirement;  
(c) an associate member's separation from a court-related government agency;  
(d) conduct contrary to the goals and objectives of the Association, upon a majority vote of the Board of Directors present and voting at any meeting, after a hearing, unless waived.

**Article VI  
EXECUTIVE BOARD**

**SECTION 1. COMPOSITION**

The Executive Board shall consist of the officers of this Association and up to a maximum of two at-large members and is chaired by the President.

**SECTION 2. MEETINGS**

The Executive Board meets at the call of the President or upon written request of a majority of the officers. Executive Board members may participate in a meeting by means of a conference telephone call or other electronic means. Such participation shall constitute presence in person at such a meeting.

**SECTION 3. QUORUM**

A majority of the entire Board shall constitute a quorum, and action by the Executive Board shall require the affirmative vote of a majority of those present.

**SECTION 4. POWERS**

The Executive Board shall have the authority to act for and on behalf of the Association in any emergency situation, as well as conduct routine business that may arise between meetings of the Board of Directors.

**SECTION 5. ACCOUNTABILITY**

All business transacted by the Executive Board shall be reported to the Board of Directors at its next meeting, and the Executive Board may make recommendations to the Board of Directors pertaining to any matter within the goals and objectives of the Association. The President may request the presence of others at any Executive Board meeting.

**SECTION 6. AT-LARGE EXECUTIVE BOARD MEMBER(S)**

(a) At-large Executive Board members shall be appointed by the Executive Board and perform such duties as may be set out in these Bylaws and Standing Rules, assigned or delegated by a majority of the Executive Board, or prescribed by the Board of Directors.  
(b) Incumbent(s) serving as At-large Executive Board member(s) shall not serve consecutive terms.

**Article VII  
OFFICERS**

**SECTION 1. OFFICERS**

The officers of the Association shall be a President, Vice-President-North, Vice-President-South, Secretary, Treasurer and Immediate Past President.

**SECTION 2. ELIGIBILITY**

Candidates for elected office must be regular members in good standing.

***BYLAWS ARTICLE VII - Continued***

***SECTION 3. NOMINATION OF OFFICERS***

The Nominating Committee shall nominate a candidate for each office, except for Immediate Past President. The Nominating Committee members may participate in a meeting by means of a conference telephone call or other electronic means. The list of nominees shall be included in the notice of the Annual Meeting. Notwithstanding any provisions of this section, nominations for any elected office may be made from the floor at the Annual Meeting.

***SECTION 4. ELECTION OF OFFICERS***

(a) The officers of the Association, except for the Immediate Past President, shall be elected at the Annual Meeting of the membership of the Association. They shall hold office for one year, commencing July 1<sup>st</sup> and continuing until June 30<sup>th</sup> of the following year or until their successors have been elected and qualified.

(b) The right to vote at the Annual Meeting shall be vested in the members of the Association attending. The candidate receiving the highest number of votes shall be deemed elected.

***SECTION 5. PRESIDENT***

The President shall preside at all meetings, exercise general supervision over the activities of the Association, appoint a parliamentarian and chairs of all committees, except the Budget and Finance Committee who shall be the duly-elected Treasurer, and the Nominating Committee who shall be the Immediate Past President.

***SECTION 6. VICE-PRESIDENTS***

There shall be two vice-presidents, one for the north and one for the south, with the territorial jurisdiction of each set out in the Standing Rules. The Vice-President senior in service as Vice-President shall act as First Vice-President, preside in the absence of the President and succeed to that office in the

event of the death, resignation, removal or permanent disability of the President. In the event the First Vice-President is unable to take over in any of the above situations, these duties shall devolve upon the Second Vice-President.

***SECTION 7. SECRETARY***

The Secretary shall keep the minutes of the Association, serve as custodian of its official records, except those of a financial nature which shall be in the custody of the Treasurer, and send notice of Association meetings within the times required by the Bylaws and Standing Rules.

***SECTION 8. TREASURER***

The Treasurer shall have charge of all funds of the Association, deposit money in such bank(s) as approved by the Board of Directors, be accountable only to the Board of Directors, serve as chair of the Budget and Finance Committee and act as custodian of the official financial records of the Association, including any contract involving money. The Treasurer shall be responsible for carrying out the duties set forth in the Standing Rules.

***SECTION 9. IMMEDIATE PAST PRESIDENT***

(a) The Immediate Past President shall chair the Nominating Committee and perform such other duties as may be assigned by the President, Executive Board or Board of Directors. If the Immediate Past President is unwilling or unable to serve, the previous Immediate Past President shall be appointed to this position.

(b) If the previous Immediate Past President is unwilling or unable to serve, the Executive Board shall exercise the option of continuing the regression or leaving the position vacant.

***SECTION 10. PREVIOUS IMMEDIATE PAST PRESIDENT***

Although not an "officer" of the Association as defined in the Bylaws, the Previous Immediate

***BYLAWS ARTICLE VII - Continued***

Past President shall have the following responsibility:

(a) The Previous Immediate Past President shall chair the Historical Record Committee, which is a “regular” committee as defined in the Bylaws, and consists of the Previous Immediate Past President and a maximum of five members. This Committee shall prepare two scrapbooks chronicling California Court Association events, activities, programs and accomplishments during the president’s term of office. One scrapbook will be presented to the outgoing president at the first board meeting upon completion of his/her term of office, and the other will be retained in the Association’s archives.

(b) If the Previous Immediate Past President is unwilling or unable to serve, the Immediate Past President shall be appointed to this position.

***SECTION 11. NON-ASSUMPTION OF OFFICE***

If an elected officer is unable or unwilling to assume his or her office, the Executive Board shall direct the Nominating Committee to nominate a candidate or candidates for the vacant office to be elected at the next Board of Directors meeting by majority vote of those directors present.

***SECTION 12. OFFICER VACANCIES***

(a) A vacancy in the office of the President caused by death, resignation or removal shall immediately be filled by the First Vice-President. In the event of a prolonged incapacity of the President as determined by a majority vote of the Executive Board, subject to ratification by the Board of Directors at its next meeting, the First Vice-President shall assume the duties of the President for the length of the disability during the President's term of office. In the event that the first Vice-President is unable or unwilling to fill the vacancy, these duties shall devolve upon the Second Vice-President.

(b) In the event of a vacancy in any office other than the President, the President shall direct the Nominating Committee, through its chair, to nominate a candidate to complete the term. The Executive Board, by majority vote, shall then appoint the candidate on an interim basis to the vacancy subject to ratification by the Board of Directors at its next meeting. Completing the term of an officer who has vacated his or her position for whatever reason shall not disqualify the interim officer from holding that or any other position for a full term on his or her own behalf.

**Article VIII  
BOARD OF DIRECTORS**

***SECTION 1. POWERS***

Except as otherwise provided in these Bylaws, all powers shall be exercised, and the business and affairs of this Association shall be controlled, by a Board of Directors consisting of the directors elected by courts and the officers of the Association.

***SECTION 2. COURT ELIGIBILITY – NUMBER OF DIRECTORS***

Courts, having in their employ one to 50 Association members, are eligible to elect one director to the Board of Directors and two directors for 51 to 100 members with an additional director per 50 member increments.

***SECTION 3. ELECTION AND TERM OF DIRECTORS***

Each authorized Association director position shall be assigned a numerical designation by the Business Manager. Directors shall be elected for a one-year term to begin on July 1<sup>st</sup> following their election.

***SECTION 4. REMOVAL OF DIRECTOR***

Except as above provided, a director may be removed from office only by ballot at a meeting of at least two-thirds of Association members of the court he or she represents and shall require a majority vote of those present.

**BYLAWS ARTICLE VIII - Continued**

Any Association member of said court may call the meeting. A new director shall immediately notify the Secretary of the change of director.

**Article IX  
CONVENTION, TRAINING  
WORKSHOPS AND OTHER MEETINGS**

**SECTION 1. CONVENTION**

The Association shall meet in convention once a year during the fourth quarter of the Association year, unless the Board of Directors or Executive Board designates another date. The Convention shall include, but not be limited to, the Annual Meeting, a meeting of the Board of Directors and the installation of officers.

**SECTION 2. ANNUAL MEETING**

The Annual Meeting is a general meeting of the membership held during the Convention for the purpose of receiving the slate of nominees from the Nominating Committee, nominating candidates from the floor and electing officers for the ensuing year. Written notice of the time and place of the Annual Meeting, agenda, and the recommended slate of officers of the Nominating Committee shall be mailed by the Secretary to each director and retired member at least twenty (20) days prior to the date of the meeting. Directors shall distribute said notice to all Association members in their court.

**SECTION 3. TRAINING WORKSHOPS**

For the purpose of furthering the education of its members, the Association shall sponsor or conduct at least three training workshops a year: one each in the northern, central and southern areas of the state.

**SECTION 4. BOARD OF DIRECTORS  
MEETINGS**

(a) Time and Place. The Board of Directors shall meet at least twice a year:

(1) at the annual convention, (2) no sooner than three months following the annual convention and (3) at any time and place as may be called by the President or twenty-five (25) members of the Board of Directors.

(b) Notice of Meetings. Written notice of the time and place of meetings of the Board of Directors shall be mailed by the Secretary to each officer, director and administrator or executive of the court, addressed to them at their business address, at least ten (10) days prior to the time of holding the meeting. The Secretary shall send a copy of a proxy form along with the notice of meeting to directors.

(c) Quorum. A majority of the entire Board shall constitute a quorum, and action by the Executive Board shall require the affirmative vote of a majority of those directors present.

(d) Voting. Actions taken at Board of Directors meetings are valid upon a majority vote, unless otherwise specifically provided.

(e) Proxies. Voting by proxy is permitted at Board of Directors meetings but does not extend to committee or other meetings. The person designated to be proxy must be a member in good standing from the same court as the director for whom he or she is acting; and, if possible, should be someone who will already be reimbursed. The proxy document shall be in writing, signed by the director and filed with the Secretary before the beginning of the Board of Directors meeting. Attendance by proxy shall be entered in the minutes of the meeting, and the proxy shall have full power to act in place of the director.

**SECTION 5. EXECUTIVE BOARD  
MEETINGS**

See Article VI, Section 2.

**BYLAWS ARTICLE IX - Continued**

**SECTION 6. COMMITTEE MEETINGS**

Committees shall meet at least twice a year: at the annual convention and in conjunction with the Board of Directors' meeting. The Committee chair may call additional meetings with the approval of the President or assigned Vice-President.

**SECTION 7. ANNUAL PLANNING MEETING**

A joint Executive Board / Committee Chair planning meeting shall be scheduled by the president on a date 30 days or less from the conclusion of the annual convention. The purposes of this meeting are for committee chairs to submit their goals for the ensuing year, finalize committee rosters, receive budget directions from the treasurer and review the schedule of future Association events.

**Article X  
COMMITTEES**

**SECTION 1. STANDING COMMITTEES**

A standing committee is one that functions year-round and may not be eliminated except by amendment to these Bylaws. Within thirty (30) days after being elected, the President shall appoint the chairs of the following committees, unless otherwise designated by these Bylaws:

- (a) Budget and Finance, who shall be the Treasurer;
- (b) Bylaws;
- (c) Directory and Fee Schedule;
- (d) Legislation;
- (e) Membership;
- (f) Nominating, who shall be the Immediate Past President;
- (g) Publications;
- (h) Training and Certification; and
- (i) Website.

**SECTION 2. REGULAR COMMITTEES**

A regular committee is one, other than a standing committee, created or continued by the President to function in a certain capacity on an ongoing basis.

**SECTION 3. AD HOC COMMITTEES**

An ad hoc committee is one created by the President as the need arises, to carry out a specified task, at the completion of which it automatically ceases to exist.

**SECTION 4. COMMITTEE CHAIRS**

The President may select any member in good standing, other than an associate member, to serve as chair of any committee the President has power to appoint. A majority vote of the Board of Directors may overrule such appointments.

**SECTION 5. COMMITTEE MEMBERS**

A committee member must be a member in good standing, is appointed by the President, or the committee chair with approval of the President, and may not serve on more than one committee without permission of the President for compelling reasons.

**SECTION 6. COMMITTEE MEETINGS**

Committees shall meet at least twice a year: at the annual convention and in conjunction with the Board of Directors' meeting. The Committee chair may call additional meetings with the approval of the President or assigned Vice-President.

**Article XI  
THE BUSINESS MANAGER**

**SECTION 1. THE POSITION**

Under direction of the Executive Board, the Business Manager is responsible for conducting the business operations of the Association by performing the duties and functions as set forth in the Standing Rules and written contract between the Association and the Business Manager.

***BYLAWS ARTICLE XI - Continued***

***SECTION 2. SELECTION***

The Executive Board shall name a Business Manager, subject to confirmation by a majority vote of the Board of Directors at its next meeting. Until confirmation, the nominee shall serve on an interim basis.

***SECTION 3. QUALIFICATIONS***

The Business Manager may, but need not, be a member of the Association. The position may be held by an individual, corporation or other business unit and must be under written contract with the Association. The contract shall not exceed three (3) years, may be renewed and shall contain a release provision for both parties which may be exercised on behalf of the Association by either the Executive Board or Board of Directors.

***SECTION 4. ACCOUNTABILITY***

In addition to the annual internal review, audit and report required of the Budget and Finance Committee by the Association's Standing Rule IX, Section A, 3, the activities of the Business Manager shall be subject to an outside audit before any change in Business Managers or upon the request of the Executive Board or the Board of Directors.

**Article XII  
THE MINUTE BOOK**

***SECTION 1. QUARTERLY PUBLICATION***

The Association shall publish at least quarterly an official publication for the information and benefit of its members. The name of the publication shall be The Minute Book. Its staffing and other provisions for editing, printing, advertising and circulating shall be in accordance with the Standing Rules.

***SECTION 2. EDITOR***

The President shall appoint an editor, or editors, from the Association membership who shall be responsible for the content, makeup

and printing of the Minute Book subject to the policies of the Association.

**Article XIII  
PARLIAMENTARY PROCEDURES**

***SECTION 1. AMENDING BYLAWS***

These Bylaws may be amended by two-thirds vote of the directors present and voting at any Board of Directors meeting. The Board of Directors may participate in voting on a measure by means of mail, e-mail or other electronic means in accordance with the Standing Rules. Proposed amendments shall be in writing and included with the notice of time and place of the Board of Directors meeting where proposed amendments are to be presented. This notice shall be mailed to each officer, director and court administrator or executive officer.

***SECTION 2. EFFECTIVE DATE***

All Bylaws, Standing Rules and other measures approved by the Board of Directors shall become effective upon passage, unless otherwise specified.

***SECTION 3. RULES OF ORDER***

The current edition of "Robert's Rules of Order" shall be the parliamentary procedure of the Association in all cases in which they are applicable and where they are not inconsistent with these Bylaws.

**THE CALIFORNIA COURT  
ASSOCIATION, INC.**

**STANDING RULES**



**2008 - 2009**

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**CALIFORNIA COURT ASSOCIATION, INC.**  
**STANDING RULES**

*(As approved by the Board of Directors at the Board of Directors meeting in Concord on 4/27/08)*

**Standing Rule I**  
**PROCEDURAL GUIDELINES FOR**  
**BUDGET PROCESS**

***SECTION A. FISCAL YEAR***

The Association's fiscal year shall be July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.

***SECTION B. SUBMISSION OF FUNDING REQUESTS***

The officers, Committee Chairs, and Business Manager shall submit funding requests to the Treasurer within three (3) weeks following the annual planning meeting.

***SECTION C. PREPARATION OF PROPOSED BUDGET***

From requests received, the Treasurer shall prepare a proposed budget and present it to the Executive Board for review at least 45 days prior to the Board of Directors meeting where the proposed budget is to be adopted.

***SECTION D. DISTRIBUTION OF PROPOSED BUDGET AND/OR PROPOSED BYLAWS***

A copy of the proposed budget and/or proposed Bylaws changes are to be distributed prior to or at the Board of Directors meeting at which the proposed budget and/or proposed Bylaws are to be adopted.

***SECTION E. AUTHORIZATION FOR EXPENDITURE***

All items adopted by the Board of Directors are authorized to be paid, up to the amount allocated, without further direction by the Board of Directors.

***SECTION F. EXPENDITURES PRIOR TO BUDGET APPROVAL***

During the period from July 1<sup>st</sup> until the budget is approved, the Treasurer may authorize the

payment of new items subject to notification of the Board of Directors at its next meeting.

***SECTION G. BUDGET VOTE***

The proposed budget shall be presented to and voted on by the Board of Directors at its first meeting of the fiscal year.

***SECTION H. WAIVER OR DEFERRAL OF FUNDING***

Only the Board of Directors may waive or defer funding for any mandates and only for compelling budgetary reasons as certified by the Treasurer.

**Standing Rule II**  
**REIMBURSEMENT AND**  
**COMPENSATION**

***SECTION A. SALARIES***

No salary or other remuneration shall be allowed except as provided in the Bylaws, Standing Rules or as authorized by the Board of Directors.

***SECTION B. REIMBURSEMENT***

Reimbursement from the Association is contingent upon the member actually having paid the expenses claimed, actually attending the authorized meeting or event, or performing the service for which the reimbursement was intended; and will not recover or seek to recover said expense from another source.

***SECTION C. COSTS KEPT TO A MINIMUM***

Those seeking reimbursement are expected to use every reasonable effort to keep costs at a minimum, especially in the area of transportation where savings are frequently possible, such as by early booking or comparing rates.

***STANDING RULE II – Continued***

***SECTION D. EXCEPTIONAL EXPENDITURES***

The Treasurer is authorized, upon written request, to allow, deny or allow in part claims that exceed the schedule set out in these rules resulting from extraordinary or unpreventable circumstances. The request must be an expenditure that is within the unit's budget allocation.

***SECTION E. AUTHORITY TO REDUCE***

The Treasurer is authorized to question claims that appear to be unnecessarily or unusually excessive and may reduce the reimbursement if not satisfied with the claimant's explanation that the expenditure was justified.

***SECTION F. RIGHT OF APPEAL***

A right of appeal to the Executive Board is reserved.

***SECTION G. ALLOWED EXPENSES***

The officers of the Association, the Business Manager and the Editor of The Minute Book shall be allowed necessary and reasonable expenses incurred in the discharge of their duties.

***SECTION H. REIMBURSEMENT OF DIRECTORS***

The Association will reimburse members of the Board of Directors who attend Board meetings as follows:

1. Lodging: An amount equal to the minimum single room rate for one night at the designated hotel for attending Board of Directors meetings, except the board meeting at the Annual Convention for which two nights will be reimbursed if the director is registered for the Convention or attended an authorized meeting of a committee of which the director is a member and which met on a day different from the board meeting. The original room receipt or a copy shall be attached to the claim filed with the Treasurer.

2. Transportation: Directors may be reimbursed for mileage or airfare expenses (whichever is less as determined by the Treasurer) as follows:
  - (a) Mileage: Reimbursement for mileage when driving one's personal vehicle shall be at the current I.R.S. rate per mile, both ways;
  - (b) Airfare: Reimbursement for actual airfare at the single passenger rate between the closest home airport and the closest event site airport, receipt required; changes to an existing ticket will NOT be reimbursed unless prior approval by the Treasurer; and actual round trip transportation costs from residence or place of business to home site airport, receipt(s) required; or round trip mileage from residence or place of business to home site airport at the current I.R.S. rate per mile; and actual round trip transportation costs between event site airport and event site, limited to a maximum of \$20.00 each way, unless waived by Executive Board in advance of, or during, a particular event;
    - (a) Rental Vehicles: Prior approval from the Treasurer is required for reimbursement.
3. Airport Parking: Reimbursement for actual cost of airport parking up to a maximum of \$20.00 per day of approved Association travel upon submission of appropriate receipt(s).
1. Hotel Parking: Hotel parking (other than valet) will be reimbursed for one night for attending the Board of Directors meetings, except the Board of Directors meeting at the annual Convention for which two nights will be reimbursed upon submission of the appropriate receipt.
5. Food Stipend: Upon direction of the Executive Board, directors may be given a food stipend.

**STANDING RULE II – Continued**

**SECTION I. REIMBURSEMENT OF COMMITTEE CHAIRS**

1. Lodging: Same as section H.1.
2. Mileage: Same as section H.2.(a).
3. Airfare: Same as section H.2.(b).
1. Rental Vehicles: Same as section H.2.(c).
5. Airport Parking: Same as section H.3.
6. Transportation To and From Airport: Same as section H.2.(b).
1. Hotel Parking: Same as section H.4.
2. Meals: The actual cost up to a maximum of \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner. The cost for alcohol will not be reimbursed.
3. The rates as stated above will be for Committee Chairs attending approved committee meetings or performing duties authorized by the President or Executive Board and Executive Board meetings to which they are invited.

**SECTION J. REIMBURSEMENT OF COMMITTEE MEMBERS**

No committee member shall receive reimbursement for attending a committee meeting unless the meeting was authorized by the President or the assigned Vice-President, and the Treasurer was notified in writing by the Committee Chair.

1. The Committee Chair must verify attendance of all committee members by submitting the required verification form to the Treasurer.
2. It is the committee member's responsibility to send the original claim form to the Treasurer and a copy to their Committee Chair.
1. Reimbursement for committee meetings held in conjunction with Board of Director's meetings, Annual Convention or Training Workshops shall be as follows:
  - (a) Lodging: Same as section H.1. except one night only;
  - (b) Mileage: Same as section H.2.(a);
  - (c) Airfare: Same as section H.2.(b);

- (d) Rental Vehicles: Same as section H.2.(c);
- (e) Airport Parking: Same as section H.3.;
- (f) Transportation To and From Airport: Same as section H.2.(b);
- (g) Hotel Parking: Same as section H.4. except one night only;
- (h) Food Stipend: Upon direction of the Executive Board, committee members may be given a food stipend.
4. Reimbursement for any other necessary meeting authorized by the President shall be as follows:
  - (a) Lodging: Same as section H.1.;
  - (a) Mileage: Same as section H.2.(a);
  - (b) Airfare: Same as section H.2.(b);
  - (c) Rental Vehicles: Same as section H.2.(c);
  - (d) Airport Parking: Same as section H.3.;
  - (e) Transportation To and From Airport: Same as section H.2.(b).;
  - (f) Hotel Parking: Same as section H.4.
  - (g) Other Expenses: Expenses actually incurred which are reasonable to achieve the purposes of the committee.

**SECTION K. LEGISLATIVE APPEARANCES**

When a member, authorized by the President of the Association, appears before the state Legislature, a state legislative committee or meets with a member of the state Legislature, all reasonable and necessary expenses actually incurred shall be reimbursed from the budget of the Association's Legislation Committee.

**SECTION L. BUDGET ACCOUNT**

All expenses incurred pursuant to this standing rule shall be charged against the appropriate fund established in the approved budget of the Association.

**Standing Rule III  
THE MINUTE BOOK**

**SECTION A. COPIES**

The Business Manager shall keep five (5) copies of each issue of the Minute Book, starting with Number 1 of Volume 6, for historical purposes.

**SECTION B. EDITOR'S AUTHORITY**

The Editor of the Minute Book shall print and edit the Minute Book in the number of pages necessary, so long as the Editor remains within the approved Minute Book publication budget.

**SECTION C. HISTORICAL RECORD**

The Association's archives shall maintain a scrapbook chronicling California Court Association events, activities, programs and accomplishments during each president's term.

**SECTION D. PHOTOGRAPHER**

A member of the Minute Book Committee shall be designated by the Editor to be the official photographer of the Association. The official photographer shall take photographs of Association meetings and events as directed by the President and/or the Editor of the Minute Book. Photographs shall be included in the Minute Book as needed.

**SECTION E. COMMITTEE GOALS**

Goals for each standing committee, regular committee and ad hoc committee shall be printed in the Association year's initial issue of the Minute Book.

**SECTION F. NOTICE OF ANNUAL MEETING**

Notice of the Annual Meeting shall be published in an issue of the Minute Book distributed prior to the date of the Convention.

**SECTION G. SUBSCRIPTION PRICE**

The "subscription price" of the Minute Book for non-members is \$16.00 per Association year. The price for a single issue of the Minute Book is \$4.00.

**SECTION H. GUIDELINES**

Guidelines for distribution of the Minute Book are set forth in Standing Rule IV, Section C.

**Standing Rule IV  
DUTIES AND RESPONSIBILITIES OF  
BUSINESS MANAGER**

**INTRODUCTION**

In addition to specific duties assigned to the Business Manager by the Board of Directors, President or by the contract between the Association and Business Manager, the Business Manager shall be responsible for the following:

**SECTION A. SERVING AS CIRCULATION MANAGER**

The Business Manager shall serve as the circulation and advertising manager of the Minute Book, Courts Directory and Fee Schedule and all other official publications and manuals of the Association. The Business Manager shall not advertise any manual for sale unless that manual is ready for printing. This does not apply to the California Courts Directory and Fee Schedule.

**SECTION B. MAINTAINING PROPERTY CONTROL**

The Business Manager shall maintain control of the properties of the Association.

**SECTION C. MAILING THE MINUTE BOOK**

The Business Manager shall ensure the mailing of the Minute Book to all members no later than ten (10) days after printing and forwarding a complimentary copy of each issue and each manual produced by the Association to the Administrative Office of the Courts and to the National Center for State Courts.

**STANDING RULE IV – Continued**

**SECTION D. PROVIDING MISCELLANEOUS ITEMS**

The Business Manager shall provide on a timely basis to all committee chairs, officers and officials items as requested including, but not limited to, pre-addressed envelopes or labels, mailing lists or rosters.

**SECTION E. MAINTAINING MEMBERSHIP ROSTER**

The Business Manager shall maintain a complete roster, as revised from time to time, of the membership including retired members and Board of Directors and promptly supply a copy to the officers, Committee Chairs and the Membership Committee upon request.

**SECTION F. SEEKING COMPETITIVE PRICES**

The Business Manager shall seek competitive prices on the printing of manuals.

**SECTION G. SUBMITTING WRITTEN FINANCIAL REPORTS**

The Business Manager shall submit a written report each month to the Treasurer on receipts and expenses of the Business Manager.

**SECTION H. ATTENDING FUNCTIONS**

The Business Manager shall attend all functions of the Association and other related activities assigned by the President.

**SECTION I. PROVIDING ASSOCIATION ITEMS FOR SALE**

The Business Manager shall provide for the sale of Association manuals and other approved Association items at all Association functions.

**SECTION J. MAINTAINING RECORDS**

The Business Manager shall maintain appropriate records as determined by the Executive Board.

**SECTION K. ACTING AS VENDOR LIAISON**

The Business Manager shall act as the Association's vendor liaison and, in that capacity, encourage participation by firms through exhibits, demonstrations, supporting program activities, and sponsoring Association events. Activities by outside firms will be subject to the approval of the Vice-President for the area who will approve locations, dates and times of operation to avoid conflict with other planned activities.

**SECTION L. RECEIVING DUES**

The Business Manager shall receive and record payment and deposit of dues.

**Standing Rule V  
VICE PRESIDENT(S)**

**SECTION A. DUTIES**

Each Vice-President shall carry out such duties as are assigned or delegated by the President, Board of Directors or as may be set out in the Bylaws or Standing Rules.

**SECTION B. JURISDICTION**

The Vice-President North shall be responsible for all counties from the northern border of the state to Inyo, Tulare, Kings and Monterey. The Vice-President South shall be responsible for the remaining counties of the state.

**SECTION C. CONVENTION, TRAINING WORKSHOPS AND REGIONAL MEETINGS**

Under direction of the President, the Vice-Presidents shall assume responsibility for all association-sponsored events held within their territorial jurisdiction, including conventions, training workshops and regional meetings.

**SECTION D. COMMITTEES**

Each Vice-President shall, under direction of the President, assist the functioning of such committees as the President shall designate, and work with the committee chairs, especially in the area of budget management.

***STANDING RULE V – Continued***

***SECTION E. DIRECTOR ORIENTATION***

The Vice-Presidents shall jointly conduct orientation sessions at the first Board of Directors meeting of each Association year.

**Standing Rule VI  
SECRETARY**

***SECTION A. MINUTES***

Upon written request, the Secretary shall provide a copy of the minutes of the meetings of the Board of Directors to any Association member requesting them.

***SECTION B. PUBLICATION OF MINUTES***

The Secretary shall transmit a copy of the minutes of the Board of Directors' meetings to the Minute Book Editor who shall publish them in the next edition following the Association meeting. The Secretary shall also submit a copy of the minutes of the Board of Directors' meetings to the Association's webmaster for inclusion on the Association's website.

***SECTION C. HIGHLIGHT MEASURES***

The Secretary shall keep a separate copy of all minutes for the purpose of highlighting all measures passed by the Board of Directors or rulings of the Executive Board or President as well as Bylaws and Standing Rules. The Secretary shall compile these once a year and place them in a file, loose-leaf binder or maintain on any other media for that purpose.

***SECTION D. NEWLY-ELECTED  
SECRETARY***

When a newly-elected Secretary takes office, the outgoing Secretary may be retained in an advisory capacity not to exceed six (6) months. All reasonable and necessary expenses actually incurred by the outgoing Secretary shall be reimbursed from the budget of the Secretary.

**Standing Rule VII  
TREASURER**

***SECTION A. FORMS REQUIRED BY  
IRS/FTB***

The Treasurer shall be responsible for preparing and timely filing tax returns, other forms or documents as may be required by the Internal Revenue Service and the Franchise Tax Board.

***SECTION B. CASH RESERVE***

The Treasurer shall maintain a minimum cash reserve of \$10,000.00 deposited in an interest-bearing account, which shall not be reduced except by two-thirds vote of the Board of Directors. In the event of an emergency occurring more than two weeks prior to a meeting of the Board of Directors, the account may be reduced below the minimum requirement by an affirmative vote of the President, Treasurer and at least two of the four remaining officers with ratification by the Board of Directors at its next meeting.

***SECTION C. BUDGET AND FINANCE  
COMMITTEE***

The Treasurer may convene a meeting of the Budget and Finance Committee to hear any officers, officials, committee chairs or others who may wish to testify concerning the proposed budget. This meeting may be by means of a conference telephone call or other electronic means.

***SECTION D. ASSOCIATION CHECKS***

All Association checks shall be signed by any two Association officers.

***SECTION E. FUND ALLOCATION***

Funds coming into the hands of the Treasurer shall be allocated to the activities of the Association as directed by the Board of Directors.

**STANDING RULE VII – Continued**

**SECTION F. FINANCIAL IMPACT**

The Treasurer, before any vote on a fiscal issue by the Board of Directors, shall be called upon to render his or her opinions as to whether there will be a financial impact on the treasury, and if so, to what extent.

**SECTION G. NEWLY-ELECTED  
TREASURER**

When a newly-elected Treasurer takes office, the outgoing Treasurer may be retained in an advisory capacity not to exceed twelve (12) months. All reasonable and necessary expenses actually incurred by the outgoing Treasurer shall be reimbursed from the budget of the Treasurer.

**Standing Rule VIII  
AT-LARGE EXECUTIVE BOARD  
MEMBER(S)**

**SECTION A. DUTIES**

Each At-large Executive Board member shall carry out such duties as are assigned or delegated by the President, Board of Directors or as may be set out in the Bylaws or Standing Rules.

**SECTION B. JURISDICTION**

There may be two (2) At-large Executive Board members. One may be responsible for all counties from the Northern border of the state to Inyo, Tulare, Kings and Monterey. The other shall be responsible for the remaining counties of the state. The At-Large Executive Board member(s) shall act as liaison between the Executive Board and members of the Association.

**SECTION C. SERVE ON COMMITTEE(S)**

The at-large Executive Board member(s) may also serve as chair, co-chair or member of any Association committee.

**SECTION D. DEVELOP LEADERSHIP**

Because of the multiple contacts inherent in their duties, At-large Executive Board member(s) shall avail themselves of the opportunity to discover and develop future Association leaders.

**SECTION E. LIAISON WITH COURTS**

1. Each At-large Executive Board member shall function as the primary liaison between the courts under their jurisdiction and the Association. As such, the At-large Executive Board member shall make themselves accessible to the Court Administrators or Executive Officers.
2. Each At-Large Executive Board member shall ascertain the current level of court participation in such matters as attendance at training workshops, Board of Directors' meetings, member participation on committees and a court's willingness to host the Association convention or training workshops.

**Standing Rule IX  
DUTIES OF STANDING COMMITTEES**

**SECTION A. BUDGET AND FINANCE  
COMMITTEE**

1. Composition: The Association Treasurer, as chair of the Budget and Finance Committee, may recommend to the President the composition of the committee. Consideration should be given to a potential member's expertise in accounting, budgeting or experience in Association operations. Advice may be sought from others including the Association's contract CPA.
2. Budget Development: The Budget and Finance Committee shall assist the Treasurer in finalizing a draft of the proposed annual budget.

**STANDING RULE IX – Continued**

3. Internal Audit: The Budget and Finance Committee shall conduct an annual internal audit of the position and activities of the Business Manager. The Treasurer shall set the time and place for the audit and report the committee’s findings and recommendations at the first Board meeting following the audit. A further audit shall be conducted at the expiration of the Business Manager’s contract and prior to any renewal or new contract. The Budget and Finance Committee may conduct a similar audit of any other contract position created by the Association, including but not limited to the Legislative Advocate and contract CPA.

**SECTION B. BYLAWS COMMITTEE**

1. Duties: The Bylaws Committee shall study and recommend to the Board of Directors, at any regular meeting, proposals to add, change, amend or repeal sections or portions of the Bylaws or Standing Rules. Proposals may be submitted by any member at any time or may be initiated by the Committee itself.
2. Bylaws and Standing Rules Distribution: Current Bylaws and Standing Rules shall be submitted by the Bylaws Committee to the Association’s webmaster for inclusion in the Association’s website.

**SECTION C. DIRECTORY AND FEE SCHEDULE COMMITTEE**

1. Duties: The Directory and Fee Schedule Committee is responsible for annually updating and publishing the Courts Directory and Fee Schedule.

**SECTION D. LEGISLATION COMMITTEE**

1. Duties:
  - (a) The Legislation Committee shall carefully study all proposed legislation affecting the administrative functions of the offices of the courts and legislation

affecting the personnel or members of this Association.

- (b) The Legislation Committee shall cooperate with the legislative branch of the state government in research and in the development of a high standard of proficiency in the administrative duties and performance of services in the best interest of the people of this state.
- (c) The Legislation Committee shall be authorized to attend sessions of the state Legislature or any committee or interim committees thereof, and shall act on behalf of the Association according to the general policy established by the Board of Directors and in the best interest of the membership of this Association.
  - (a) The Legislation Committee shall convey to the state Legislature positions taken by the Board of Directors.
  - (b) The Legislation Committee shall provide an annual summary of newly-enacted legislation affecting courts. To accomplish this, the committee may sponsor seminars, disseminate written information and provide articles for The Minute Book.
2. Acting Without Board Approval: If it becomes imperative that the Legislation Committee act before Board of Directors approval can be obtained, the chair shall obtain the approval of either the Association President or one of the Vice-Presidents. Ratification should be obtained at the next Board of Directors’ meeting.

**SECTION E. MEMBERSHIP COMMITTEE**

1. Composition: The Membership Committee shall include a retired member if possible. Each member of the committee shall render such assistance as the chair may request in securing renewals and additional membership in the Association.

## ***STANDING RULE IX – Continued***

2. Duties: The Membership Committee shall solicit new members, prepare orientation packets and promote maximum court membership.

### ***SECTION F. NOMINATING COMMITTEE***

1. Composition: the Nominating Committee shall include the chair, who is the immediate past president, one committee chair, one elected director, and one representative from each of the training workshop host courts.
  - (a) If the Immediate Past President position is left unfilled, the chair of the Nominating Committee shall be appointed by the President in the same manner as other standing committees.
2. Duties: The Nominating Committee shall nominate a candidate for each office to be filled by election at the Annual Meeting.

### ***SECTION G. PUBLICATION COMMITTEE***

1. Duties: The Publication Committee is responsible for the writing, updating, reviewing and publishing of Association procedural manuals.

### ***SECTION H. TRAINING AND CERTIFICATION COMMITTEE***

1. Duties: The Training and Certification Committee shall provide the training and certification programs for the Annual Convention and Training Workshops.
2. Training Program: The training program shall provide or arrange for workshops, educational panels and speakers.
3. Certification Program: The certification program shall utilize educational resources to afford members the opportunity to increase their knowledge and capabilities while being recognized for their achievement.
4. Budget Allocation: Money shall be allocated in the budget of the committee to cover reasonable compensation where appropriate.

5. Reference Guide: The Training and Certification Committee shall review and update the Reference Guide which shall be distributed with the Minute Book as set forth in the Bylaws.
6. Rewriting Reference Guide: The Training and Certification Committee shall periodically rewrite the Reference Guide to reflect questions now being asked of court employees at various levels to include current law and procedures.

### ***SECTION I. WEBSITE COMMITTEE***

1. Duties: The Website Committee shall maintain the website by updating information as needed (officers and chairs, reference guides, etc.); adding items and materials that will be beneficial to CCA members (events, links, etc.); and posting pertinent material submitted by Executive Board members and Committee Chairs (board minutes, legislative updates, etc.).

## **Standing Rule X DUTIES OF COMMITTEE CHAIRS**

### ***SECTION A. QUALIFICATION***

Each Committee Chair must be a current member in good standing in the Association.

### ***SECTION B. SUBMISSION OF BUDGET PROPOSAL AND MEMBERSHIP***

Committee chairs are to submit a proposed budget and a list of members to the assigned Vice-President and Treasurer within three (3) weeks following the annual planning meeting, which shall be scheduled by the President on a date 30 days or less from the conclusion of the annual convention. After the President's approval, the Committee Chairs will send notice to members that their application for committee membership has been accepted.

**STANDING RULE X – Continued**

**SECTION C. MEETING NOTICE AND AGENDA**

Committee chairs shall provide timely notice of meetings to committee members and a written agenda.

**SECTION D. BOARD MEETING REPORTS**

Committee chairs, whether a Director or not, are expected to attend and make an oral report at both Board of Directors' meetings and/or Executive Board meetings (when invited).

**SECTION E. SUBMISSION OF GOALS**

Each committee will submit its goals for the ensuing Association year to be published in the next Association year's initial issue of the Minute Book.

**SECTION F. ADHERENCE TO BUDGET**

The Treasurer shall provide periodic budget status reports to Committee Chairs who shall, in turn, be responsible for taking appropriate action to stay within their committee's budget.

**Standing Rule XI  
COMMITTEE MEMBERS**

**SECTION A. QUALIFICATION**

Each committee member must be a current member in good standing in the Association.

**SECTION B. GEOGRAPHIC REPRESENTATION**

It shall be the policy of the Association that committees be comprised of court employees from both northern and southern California.

**SECTION C. ADDITIONAL MEMBERS**

Additional members of committees shall be appointed from the membership by the President, or may serve at the invitation of the chair thereof, with the approval of the President.

**Standing Rule XII  
DIRECTORS**

**SECTION A. DUTIES OF DIRECTORS**

The director(s) shall be responsible for working within their respective courts in promoting membership and stimulating interest in the Association. They shall attend all Board of Directors' meetings, file a written report with the Court Administrators or Executive Officers and post a copy for the membership of the proceedings and coming events within ten (10) days of the meeting. A copy of said report shall be mailed to the Vice-President in their respective jurisdiction. They shall report news items to the editor and/or assistant editor of the Minute Book and keep the Secretary informed of any changes in director status of their court.

**SECTION B. NUMBER OF DIRECTORS**

The number of directors to which a court is entitled shall be determined by the number of members the court has, as shown by the records of the Business Manager, as of June 1<sup>st</sup> of the year in which the directors are elected. A reduction in the number of members that a court has shall not affect the status of any duly-elected director during his or her term of office.

**SECTION C. ADDITIONAL / NEWLY-ELECTED DIRECTORS**

In the event of an increase in membership which would entitle a court to an additional director(s), the election to elect such director(s) shall be held on or before June 30<sup>th</sup>, and the newly-elected director(s) shall serve until the next regular election year. The newly-elected director(s) shall be installed at the first Board of Directors meeting following July 1<sup>st</sup> of each Association year.

**SECTION D. DIRECTOR VACANCIES**

In the event of a vacancy on the Board of Directors, an election shall be held immediately in the court for the unexpired term of the director. A vacancy in the Board of Directors shall exist in the case of:

## ***STANDING RULE XII – Continued***

1. death;
2. resignation;
3. removal;
4. failure of a board member or his or her proxy to attend the Board of Directors meetings without permission of the President in writing, or on the record in the minutes of the Board of Directors' meetings; or
5. termination of membership of any director.

A vacancy in the position of director shall be filled as specified in section C. above.

### ***SECTION E. PROCEDURE FOR ELECTING DIRECTORS***

1. Notice to Conduct Election: the Business Manager shall, at least two (2) months before the end of the Association year, mail to all directors notice to conduct a director's election. Together with this notice, the Business Manager shall mail the director the names of Association members in that court, and the name and current business address of the Association's secretary to whom the results should be conveyed.
2. Current Director's Role: The existing director shall announce the election, accept nominations, post the slate of candidates and distribute ballots to all members.
3. Counting Ballots: The ballots shall be returned to and counted by a designated Association member in administration.
4. Announcing Results: The results will be given to the director for announcement and posting, and the prevailing candidate shall notify the Association Secretary of the results of the election.

### ***SECTION F. VOTING BY MAIL, E-MAIL OR OTHER ELECTRONIC MEANS***

1. Authorization: The Board of Directors may participate in voting on a measure by means of mail, e-mail or other electronic means if certain conditions are met.

2. Not Replacement for Meetings: This method is not intended to replace mandated Board of Directors meetings at the Convention and during the first quarter of each Association year, nor the power of the Executive Board to act between Board of Directors meetings but as an option available to resolve issues arising between regularly-scheduled meetings.
3. Procedure for Initiating Vote: Voting by mail, e-mail or other electronic means may be initiated by the President or a majority vote of the Executive Board. The Secretary shall mail, e-mail or send by other electronic means the issue to be voted upon, including arguments pro and con, together with a self-addressed envelope or fax number to each director at his or her court address.
4. Validity of Vote: To be valid, the response must be signed by the Director and received by the Secretary within twenty (20) days after the original mailing, e-mailing or sending by other electronic means.
5. Requirements for Passage of Action: No such action shall be effective until twenty (20) days after the original mailing and receipt of a minimum of forty-five responses. A majority or two-thirds vote of those responding using the same criteria as set out in the Bylaws is required for approval. The results shall be stated in the next issue of the Minute Book and announced at the next Board of Directors meeting. Proxy voting by mail is prohibited.

## **Standing Rule XIII CONVENTIONS, TRAINING WORKSHOPS AND OTHER MEETINGS**

### ***SECTION A. CONTROL AND SPONSORSHIP***

All planned activities in connection with the Convention, Training Workshops or other Association functions shall be controlled and

### **STANDING RULE XIII – Continued**

sponsored by the Association itself. The Vice-President involved shall have full authority to accept any contributions made by individuals, firms or companies towards support of Association activities subject to the sole condition that the contribution in question will in no way be contrary to any of the Association's aims or policies. Those persons making such contributions may be recognized and given proper credit in the activity program or by other means agreeable to the host court.

#### **SECTION B. REFUND OF REGISTRATION FEES**

In the event that cancellation of registration becomes necessary, it shall be the Association policy to refund registration fees posted provided the following:

1. The host court(s) shall state the refund policy in the registration form and all announcements promoting the event.
2. All refund requests must be in writing to the Business Manager in compliance with the stated refund policy. Any extenuating circumstances, submitted in writing, will be decided on a case-by-case basis.

#### **SECTION C. REGISTRATION FEES FOR NON-MEMBERS**

Court employees who are not Association members shall pay \$15.00 over the registration fee for members at the Convention and Training Workshops. A spouse or one guest of the member may pay the member rate.

#### **SECTION D. SUBMISSION OF FINANCIAL STATEMENT**

The chair of each Convention and Training Workshop shall submit a financial statement to the Treasurer with copies to the President and each Vice-President. The Treasurer shall determine the information required and the format of the financial statement. This financial statement shall be submitted within sixty (60) working days after the conclusion of the event.

### **Standing Rule XIV AWARDS**

The following awards may be given.

#### **SECTION A. PRESIDENT'S AWARD**

The President's Award may be given to a member selected by the President for valuable contribution during his or her administration.

#### **SECTION B. DISTINGUISHED SERVICE AWARD**

The Distinguished Service Award may be given to a member selected by the Executive Board for valuable service rendered to the Association.

#### **SECTION C. VINCE ORDONEZ, JR. AWARD**

The Vince Ordonez, Jr. Award may be given to members selected at each of the regional training days. This cash award shall be used for Association training expenses.

#### **SECTION D. RICHARD BENAS AWARD**

The Richard Benas Award may be given to a director or immediate past director selected by the Executive Board for outstanding service.

### **Standing Rule XV LEGISLATIVE ADVOCATE**

#### **SECTION A. PURPOSE AND APPOINTMENT**

On the recommendation of the Legislation Committee, the Board of Directors may appoint a Legislative Advocate to represent the Association before state legislative committees or other governmental or non-governmental agencies at the discretion of the chair of the Legislation Committee.

#### **SECTION B. COMPENSATION**

The Legislative Advocate shall be compensated, including expenses authorized by the Board of Directors, and shall at all times be under contract. The advocate shall submit to the Treasurer a monthly claim form for a stipend and reimbursable expenses.

**Standing Rule XVI  
CERTIFIED PUBLIC ACCOUNTANT**

***SECTION A. PURPOSE AND APPOINTMENT***

On the recommendation of the Budget and Finance Committee, the Board of Directors may contract with a Certified Public Accountant who will have fiduciary responsibility to the Association, and will represent the Association before the State Franchise Tax Board and/or the Internal Revenue Service or non-governmental agencies at the discretion of the Executive Board.

***SECTION B. COMPENSATION***

The accountant shall submit to the Treasurer a monthly claim form for any fees incurred and reimbursable expenses. All remuneration to the Certified Public Accountant shall appear as a line item(s) in the annual budget.

**Standing Rule XVII  
HISTORICAL RECORD COMMITTEE**

***SECTION A. COMPOSITION***

The Historical Record Committee shall consist of the Previous Immediate Past President as chair and a maximum of five members.

***SECTION B. DUTIES***

The committee shall prepare two scrapbooks chronicling California Court Association events, activities, programs and accomplishments during the president's term of office. One scrapbook will be presented to the outgoing president at the first board meeting upon completion of his/her term of office, and the other will be retained in the Association's archives.

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