



BYLAWS OF THE
NEVADA ASSOCIATION
OF COURT EXECUTIVES

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ARTICLE I. Name

Section 1. Name of Association

The Association shall be called the Nevada Association of Court Executives (NACE).

ARTICLE II. Purpose

Section 1. Mission

NACE shall promote quality court management and organizational leadership through education, professional standards, information sharing, and process improvement resulting in the effective delivery of services to judicial stakeholders and the general public.

Section 2. Vision

The vision of NACE is to unite Nevada's judicial system and promote effective and professional administration of Nevada's courts.

Section 3. Objectives

The objectives of NACE are as follows:

1. to acquire and disseminate information and education relating to court administration;
2. to create a forum for the sharing of knowledge, information and experience, as well as to facilitate problem solving among its members;
3. to strengthen and promote the profession of court management through collaboration, coordination, and staff development;
4. to encourage continued education and training through seminars, conferences, regional trainings, webinars, and publications;
5. to present a viable and unified coalition for purposes of legislation, public policy, funding initiatives, and court independence;
6. to develop cooperative and collaborative relationships with public and private organizations with common objectives; and
7. to promote best practices and performance standards for efficient and effective court administration.

ARTICLE III. Membership

Section 1. Membership Categories

The Association's membership shall be divided into two categories, General and Honorary.

All prospective members shall submit a NACE membership application to the Executive Board for their approval by a simple majority vote.

a. General Membership

General membership is primarily comprised of staff members in leadership/management roles within Nevada's court system. Leadership/management roles are defined as those positions having direct influence, accountability, and responsibility for the daily operation of a court(s), major department(s) and/or mission-critical project(s).

General members are entitled to vote, hold office, serve on committees, and offer their knowledge, skills, and abilities to strengthen the Association.

b. Honorary Membership

The Board may, by majority vote, extend an offer of honorary membership, free of charge, to any individual who has made a significant contribution to the field of court administration or who has provided distinctive service to the Nevada court system.

Honorary members are not allowed to vote in elections or for changes to these bylaws, nor can honorary members hold office, but they are eligible to serve on committees and offer their knowledge, skills, and abilities to strengthen the Association.

Section 2. Annual Dues

The Executive Board shall determine the cost of general membership on an annual basis. If the Executive Board determines that a change in dues is needed to enhance or maintain the Association's educational opportunities, then a notice will be sent to all members 90 days prior to the commencement of the next billing cycle. NACE's billing cycle for membership shall coincide with the Association's fiscal year.

ARTICLE IV. Officers

Section 1. Titles

The officers of NACE shall consist of President, Vice President, Secretary and Treasurer.

Section 2. Terms of Office

Terms for all officers shall be for two (2) years, with elections for President and Secretary being held in odd-numbered years, and elections for Vice President and Treasurer being held in even-numbered years. New terms for each office shall start January 1 in the year following the election for the respective office.

There are no term limits, and the same individual may fill a single office for multiple terms. At the end of an officer's term, he/she is encouraged to assist the Executive Board with the transition of responsibilities for the respective office.

Section 3. Elections

A formal election will be held for all contested races, whereas the Executive Board may affirm any candidates seeking office in non-contested races. If no candidate seeks an open office, the Executive Board may appoint an Association member to fill the position for the entire term.

The Executive Board has the option to serve as the Election Committee itself or to create an independent Election Committee by utilizing members from the Association. Any Executive Board or Association members running for office will not be permitted to serve on the Election Committee. The Election Committee shall announce to the membership of the Association no later than September 30 of any given year the offices for which elections are to be held that year, and the Election Committee shall at the same time solicit interest from the membership for said offices. The Election Committee shall also prepare and distribute a slate of candidates no later than October 31. Voting will be conducted via e-mail and will close on November 30, or if that day is a nonjudicial day, on the next ensuing judicial day. Election results will be announced on or before December 15.

The individual who receives a majority of the votes cast in a contested election will be declared the winner. In the case of a tie, a run-off election will be held. A majority vote of the Election Committee will resolve any issues or disputes related to alleged abuse of the election process.

Section 4. Vacancy

If a vacancy should occur in the office of Vice President, Secretary or Treasurer, the Executive Board shall appoint an Association member to fill the vacated position for the remainder of the term. If a vacancy should occur in the office of President, the Vice President shall assume the position for the remainder of the term.

Section 5. Eligibility

Any general member in good standing may be a candidate for an officer position. However, a member may not run for more than one officer position per election. An officer is expected to participate in at least one-half of the Executive Board meetings in each fiscal year in order to remain in his/her position. If the officer does not comply with this eligibility requirement, a two-thirds majority vote of the remaining Executive Board members may declare the office vacant on the grounds of “good cause.”

Section 6. Duties

a. President

The President shall be entrusted to exercise executive discretion and powers, subject to review and modification by the Executive Board, in order to ensure continuous operation of the Association. The President shall call for Executive Board meetings and preside as chairperson of these meetings. The President shall serve as the Association’s liaison with outside stakeholders, including judges and media. The President shall make a report to the Executive Board and to the Association at appropriate meetings.

The President shall also contact all new members within one month of the member’s admittance to the Association for the purpose of acquainting them with the organization and its bylaws. The President shall make himself or herself available to the members of the Association for information, advice, and assistance.

The President is also responsible for maintaining, and performing an annual review of, all necessary documentation relating to the structure of the Association, including, but not limited to, the following:

- (1) Incorporation documents;
- (2) Documents requiring the payment of a fee;
- (3) Documents relating to the Association's non-profit status;

(4) Documents relating to the Association's tax-exempt status, if applicable; and

(5) Documents relating to the maintenance of the NACE website.

b. Vice President

The Vice President shall assume the roles and responsibilities of President in the absence of the President due to resignation or the inability to serve.

c. Secretary

The Secretary shall keep and maintain the minutes of all scheduled meetings, including Executive Board meetings.

Before the Secretary leaves office, he or she shall deliver to the newly installed Secretary all files, correspondences, records, and minutes of the Association.

d. Treasurer

The Treasurer shall collect, receive, and receipt membership dues and have custody of all funds related to the Association and shall deposit such funds in a bank approved by the Executive Board. The Treasurer shall expend the funds of the Association according to the directives of the Executive Board as recorded in the minutes of the Executive Board meetings.

The Treasurer shall provide a quarterly financial report, including a record of all property owned by the Association, such as NACE merchandise, to the Executive Board and, when requested, to the members of the Association.

In addition, the Treasurer must create an annual budget for the Association. The budget must be approved and published to the membership no later than July 1 of each year.

The Treasurer must also file any required tax documents or registration documents for the Association.

Before the Treasurer leaves office, he or she shall deliver to the newly installed Treasurer all monies, vouchers, financial books, and papers related to the Association.

ARTICLE V. Executive Board

Section 1. Composition

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer the Legislation and Rules Committee Chair, the Education Committee Chair, the Urban Courts Representative-at-Large, and the Rural Courts Representative-at-Large.

The Legislation and Rules Committee Chair, the Education Committee Chair, the Urban Courts Representative-at-Large, and the Rural Courts Representative-at-Large are each 2-year positions subject to reappointment at the discretion of the Executive Board. The terms of office for the Legislation and Rules Committee Chair and the Rural Courts Representative-at-Large commence on January 1 of odd-numbered years and end on December 31 in even-numbered years. The terms of office for the Education Committee Chair and the Urban Courts Representative-at-Large commence on January 1 of even-numbered years and end on December 31 of odd-numbered years. However, the current Legislation and Rules Committee Chair, Education Committee Chair, Urban Representative-at-Large, and Rural Representative-at-Large who are holding those positions at the time of the approval of these amended Bylaws shall be entitled to hold their current positions until the end of their current terms. When a vacancy occurs with the Legislation and Rules Committee Chair, the Education Committee Chair, the Urban Courts Representative-at-Large, or the Rural Courts Representative-at-Large, the President shall seek input from other Association members and present his or her nomination to the Executive Board for approval.

Section 2. Quorum

A simple majority of the Executive Board, either voting personally or through a proxy, shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

Section 3. Management of Business

The management and government of affairs for NACE shall be vested in the Executive Board, which shall transact the general business of the Association.

If travel is required to complete business directly related to the Association, then Executive Board and/or Association members shall be reimbursed for actual travel expenses using the State guidelines for maximum allowable expenses.

Section 4. Removal of Executive Board Members

The Executive Board as a whole shall have the power to remove any individual Executive Board Member from office for good cause, provided that such removal shall be by two-thirds majority vote of the entire Executive Board with the exception of the Executive Board member subject to potential removal. The Executive Board shall appoint an Association member to fill any position left vacant by the removal of an Executive Board member. A newly installed Executive Board member who is an officer shall serve until the next scheduled election for that position. A newly installed Executive Board member who is not an officer shall serve until the next appointment for that position.

Section 5. Executive Board Authority

The Executive Board shall have the authority to:

- (1) Direct the establishment of an Association bank account or credit card;
- (2) Authorize purchases as needed; and
- (3) Conduct any financial business necessary for the operation of the Association.

ARTICLE VI. Meetings and Voting

Section 1. Executive Board Meetings

The Executive Board will determine how often it should meet, with a minimum requirement of at least four (4) times a year. All regular meetings of the Executive Board are open to Association members, and members are encouraged to participate. Notice of regular Executive Board meetings must be posted on the Association's website no later than one (1) week prior to the scheduled meeting.

Section 2. Annual Meetings

In addition to webinars and trainings conducted by phone or other electronic means, the Association should aspire to hold at least one annual meeting per year in order to conduct Association business in person.

Section 3. Special Meetings

Special meetings and/or regional meetings may be scheduled at the discretion of the Executive Board.

Section 4. Voting

A simple majority of the votes cast shall be deemed sufficient to elect officers, or take action as an Association, or to amend these Bylaws.

When, in the judgment of the Executive Board, any questions arise that should be put to a vote of the Association members, or when it is deemed to be inexpedient to call a special meeting, the Executive Board may, unless otherwise required by these Bylaws, submit the matter to the Association members for a vote using electronic means.

“Electronic means” refers to data transmittal by e-mail, the NACE website, or any other electronic device through which an accurate record can be transmitted and the sender/recipient can be verified.

Notice to all members in good standing will be accomplished by electronic means. The final vote deadline will be determined by the Executive Board and so noticed on the ballot.

ARTICLE VII. Committees

Section 1. Committee Membership

All standing committees shall be comprised of members from the Association.

Prior to the appointment of a committee Chairperson other than the Legislation and Rules Committee Chair or the Education Committee Chair, the President shall seek input from other Association members and present his or her nomination to the Executive Board for approval.

The Chairperson of every committee shall be empowered to seek assistance from non-Association members who can act in an advisory, non-voting capacity.

Section 2. Legislation and Rules Committee

The Chairperson of the Legislation and Rules Committee shall review and apprise the Association of all proposed legislation in Nevada and shall represent the Association in legislative and rules activities within Nevada’s court system and with outside groups.

Section 3. Education Committee

Upon approval of the Executive Board, the Education Committee Chairperson is responsible to plan and schedule all educational and skill-building programs for the Association. The Education Committee is encouraged to research educational articles and materials pertaining to court operations and/or

administration and electronically distribute the articles and materials via e-mail and/or posting of the articles and materials on the NACE website. The Education Committee is encouraged to research national programs and to notify members of possible career-enhancing opportunities. The Education Committee will work closely with the National Center for State Courts (NCSC) and the National Association for Court Management (NACM) for potential educational programs.

Section 4. Membership Services Committee

The Membership Services Committee shall be co-chaired by the Urban Courts Representative-at-Large and the Rural Courts Representative-at-Large.

The Membership Services Committee is responsible for:

- (1) Actively pursuing new members;
- (2) Supporting existing members;
- (3) Responding to inquiries from prospective members regarding membership in NACE;
- (4) Maintaining the membership roster;
- (5) Invoicing members for unpaid financial balances;
- (6) Administering the annual "Nevada Court Executive of the Year" award program; and
- (7) Administering the annual "Nevada Court of the Year" award program.

In addition, the Membership Services Committee may also implement and administer a Mentorship Program for NACE.

Section 5. Conference Committee

If funding is available, a Conference Committee may plan and execute either regional or statewide conferences.

Section 6. Special (Ad Hoc) Committees

Special Ad Hoc committees may be created by the Executive Board with committee members volunteering or being appointed by the President and confirmed by the Executive Board.

ARTICLE VIII. General Authority

Section 1. Not for Profit

The Nevada Association of Court Executives is not organized for profit or to engage in any activity ordinarily conducted for profit. However, the

Association may sell NACE-related merchandise to generate funds for redistribution within the Association for operational purposes, such as educational events. This Association does not, and will not, afford pecuniary gain, incidentally or otherwise, to its members. No part of the property or the income of the Association, or any other pecuniary gain or profit, shall inure to any member of the Association, except that reasonable compensation may be paid for services rendered to or for the Association.

Section 2. Personal Property

NACE shall have the power to own, accept, acquire and dispose of personal property as well as to obtain, invest, and retain funds for the purpose of advancing the Association's objectives.

Section 3. Professional Services

The Executive Board may contract for professional services.

Section 4. Loans

The Association shall not lend any of its assets to an officer or member, nor shall it guarantee to any other person the payment of a loan by an officer or a member. This section shall not be construed to prevent the Association from operating a lending library for books or other reference materials.

Section 5. Fiscal Year

The fiscal year of the Association shall be July 1 through June 30 of any given year.

Section 6. Financial Audits

Financial records shall be kept in accordance with standard accounting principles and practices and open at reasonable times for inspection by any member of the Association. At the Executive Board's discretion, a person qualified to conduct audits may be chosen by the Executive Board to conduct an audit of the Association's records. Such an audit should be conducted at least once every four years.

Section 7. Dissolution of the Association

In the event of dissolution of the Association, all assets shall be donated to a non-profit or charitable organization relating to the court system, as determined by the Executive Board.

ARTICLE IX. Effective Date

Section 1. Effective Date

These Bylaws shall become effective on July 1, 2016, if approved by a majority of the Association members in good standing pursuant to Article X.

ARTICLE X. Amendments

Section 1. Bylaw Amendments

Any member in good standing may make a recommendation to the Executive Board on one or more changes to these Bylaws. All proposed changes shall be referred to the Executive Board for review prior to consideration by the Association members. Once the Executive Board has reviewed and approved the proposed change(s), the Executive Board will notify all members of the proposed change(s). Association members will be given two (2) weeks to review the proposed change(s) and vote on whether to adopt the change(s).

Section 2. Modifications to Proposed Bylaw Change(s)

If modifications to the proposed change(s) are suggested, the process, as described above in Article X, Section 1, must be followed. The original proposed bylaw modification(s) must be decided by the Association before other modification(s) is/are considered. Multiple proposed modifications will be incorporated, to the extent feasible, into a single proposal for review by the membership of the Association.

Section 3. Approval

Amendments to the Bylaws must be voted upon by no less than 40% of voting-eligible members of the organization for the vote upon the proposed change(s) to be valid. Amendments must be approved by a majority vote of those actually voting. Voting by proxy will not be allowed.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify that I am the Secretary of the Nevada Association of Court Executives (NACE), and the foregoing BYLAWS, comprising 15 pages, constitute the Amended BYLAWS of said organization as duly adopted on July 1, 2016.

IN WITNESS WHEREOF, I have hereto signed my name as representative of said organization this 1st day of July, 2016.



Dana Hlavac
Secretary