

**BY-LAWS OF THE 36TH DISTRICT COURT CHAPTER OF THE  
GOVERNMENT ADMINISTRATORS ASSOCIATION**

**ARTICLE I – NAME**

The name of this organization shall be the 36TH DISTRICT COURT CHAPTER of the GOVERNMENT ADMINISTRATORS ASSOCIATION (GAA), hereinafter referred to as the Chapter.

**ARTICLE II – PURPOSE**

The purpose of this Chapter is to foster the best interests and welfare of its members and to support the objectives of the GAA.

**ARTICLE III – MEMBERSHIP**

Section 1. All members of the GAA employed in the 36th District Court shall comprise the membership of this Chapter.

Section 2. Each member shall faithfully observe the By-Laws of this Chapter and loyally support the due and proper determinations of the majority of its membership.

**ARTICLE IV – MEETINGS**

Section 1. Regular meetings of the membership of the Chapter shall be held at least once every six (6) months. At least seven (7) days notice, which shall include the agenda, must be given prior to a Chapter membership meeting.

A quorum for a regular or special meeting shall consist of ten (10) members in good standing.

Section 2. A special meeting may be called by a majority vote of the Board of Directors or ten (10%) per cent of the membership may request a special meeting by filing a written request with the Chapter President. This request shall set forth a date for the meeting, which shall be no sooner than ten (10) days subsequent to the date of filing, and not within ten (10) days of a scheduled meeting. The President shall then issue the call to the membership.

Section 3. Meetings shall be conducted according to Robert's Rules of Order.

Section 4. Voting, as defined herein, shall be construed as a simple majority of those present and voting and not abstaining at a meeting of which a quorum is present, unless the contrary shall be specifically herein provided.

**ARTICLE V – GOVERNMENT**

Section 1. The officers of the Chapter shall be:

President  
Vice-President  
Secretary-Treasurer.

Section 2. The Board of Directors shall consist of the above officers plus those Chapter representatives, if any, who are members of the GAA Executive Board.

Section 3. Eligibility for office and the Board shall be open to all who have been members in this Chapter for at least one (1) year.

**Section 4.** GAA Officers shall be ineligible for Chapter Office or Board position.

**Section 5.** The Board of Directors shall hold office for two (2) years commencing on January 1st following the election and ending on December 31st, except that term of office for the first election of officers shall commence immediately upon certification of that election.

## **ARTICLE VI – NOMINATIONS**

**Section 1.** The President, with the approval of the Board, shall by October 30 of even numbered years appoint a Nominating Committee of three (3) members, except that nomination of officers for the first election shall be accepted from the floor at the initial meeting. All other provisions of this Article will be invoked at all subsequent elections.

**Section 2.** Nominations of Officers and Board members shall be presented at a regular Chapter meeting which must precede the date of election by at least ten (10) days.

**Section 3.** Additional nominations shall be solicited from the floor at the meeting at which the nominations are accepted. Members may be nominated in their absence but must accept the nomination within five (5) days.

**Section 4.** The Nominating Committee shall present one or more candidates for each Office and Board position.

## **ARTICLE VII – ELECTIONS**

**Section 1.** The day of the election shall be held within thirty (30) days following the GAA elections.

**Section 2.** The Chapter President or Governor for the first Chapter election, shall appoint an Election Committee of three (3) members, who shall supervise and conduct the election.

**Section 3.** No candidate for office can serve on the Election or Nominating Committees.

**Section 4.** Elections shall be held in accordance with the policies and procedures established by the GAA Executive Board. Where not in conflict with these provisions, the Michigan Election Laws shall apply.

**Section 5.** Vacancies in Chapter Offices or Directors may be filled temporarily by the Board. An election to fill the vacancy by vote of the membership shall take place within sixty (60) days in accordance with GAA election policies and procedures, unless less than six (6) months of the term remains.

## **ARTICLE VIII – DUTIES OF OFFICERS**

**Section 1.** The President shall:

1. Preside at all meetings of the Board and at all regular and special meetings of the Chapter.
2. Be an ex-officio member of all committees.
3. Execute the laws and orders of the Chapter.
4. Appoint Area Representatives and all committees, with the approval of the Board.
5. Serve on the GAA Executive Board.

**Section 2.** The Vice-President shall:

1. Preside at all meetings and perform the President's duties in case of the President's absence or inability to serve.
2. Assist in such ways as may be requested by the President.

**Section 3.** The Secretary-Treasurer shall:

1. Send notification of meetings.
2. Record minutes of the Chapter Board and Membership meetings and all special meetings and present them on call by the Chapter Board.

3. Maintain all Chapter correspondence, documents and records.
4. Receive and take charge of all Chapter monies and properties.
5. Deposit all monies received to the credit of the GAA in the bank selected by the GAA Executive Board.
6. Keep an accurate record of all disbursements and receipts and render quarterly reports thereon to the Board.

## **ARTICLE IX – DUTIES OF THE BOARD OF DIRECTORS**

Section 1. The Board of Directors shall:

1. Be the governing body of the Chapter when the Chapter is not itself in session.
2. Be the administrative body of the Chapter.
3. Decide all matters affecting policies, aims and means of accomplishing the purpose of the Chapter not specifically provided for in these By-Laws or reserved for action by the membership.
4. Meet at the call of the President.
5. Fill vacancies which may occur among the Officers or Board until replacement (s) are elected as specified in Article VII, Section 5.
6. Adopt the Chapter budget.
7. Ratify or reject appointments to committees.

Section 2. The Chapter Board of Directors shall meet quarterly. At least three (3) days notice, which shall include the agenda, must be given for Board meetings. A majority of members shall constitute a quorum.

Section 3. Meeting shall be conducted according to Robert's Rules of Order.

## **ARTICLE X – REVENUE**

Section 1. Chapter revenue shall be from funds provided by the GAA to the Chapter.

Section 2. The Chapter budget shall be adopted by the Board by each September 1 and then presented to the GAA Executive Board for approval.

## **ARTICLE XI – AMENDMENTS**

Section 1. Amendments to these By-Laws may be proposed by:

1. a petition by at least ten (10) members and approved by the Board of Directors, or
2. a resolution of the Board of Directors.

Section 2. These By-Laws, or any part thereof, may be repealed or otherwise amended by a two-thirds (2/3) vote of the members present at a meeting, provided that the members shall have been given ten (10) days written notice of the proposed amendments.

Section 3. Amendments adopted in Section 2 above shall not become effective until approved by the GAA Executive Board.

## **ARTICLE XII – ENABLING CLAUSE**

Section 1. These By-Laws shall be effective immediately following their adoption by the Chapter membership and approval of the GAA Executive Board.

Section 2. Should any provisions of these By-Laws be in conflict with the GAA Constitution, the latter shall take precedence.