

COUNCIL OF MAGISTRATE COURT CLERKS AND SECRETARIES

ARTICLE I

Section I. Name

This Council shall be known as the Council of Magistrate Court Clerks and Secretaries.

Section II. Membership

Eligibility-Membership in this Council shall be open to all full-time and part-time employees of the Judges of the Magistrate Court of the State of Georgia performing secretarial and administrative assistant duties for the Magistrate Court Judges of Georgia.

Dues-Membership shall be for a period of one-year beginning January of each year and upon payment of annual dues in the amount of Ten Dollars (\$10.00).

ARTICLE II

Section I. Purpose

This Council is created for the purpose of improving the quality of judicial services provided by the Magistrate Courts of this State.

Section II. Goals

The goals of this Council shall include, but not be limited to:

- A. The sponsoring of education and training activities designed to improve the quality of services performed by judicial employees of the Magistrate Courts of Georgia.
- B. The development of a forum for the publication of materials that will serve as an aid to the improvement of judicial services provided by the Magistrate Court of Georgia.
- C. The improvement of communications between the offices of the Magistrate Courts of Georgia
- D. The development of a mechanism for input on legislative issues directly effecting the operation of the Magistrate Court offices.
- E. Providing liaison to other judicial and non-judicial organizations in Georgia.

ARTICLE III

Section I. Officers

Officers of this Council shall be a President, Past-President (or a member at large appointed by the President), Vice-President and Secretary/Treasurer. Officers shall be elected by a majority vote of members in attendance at the annual meeting.

Section II. Nomination/selection of officers

There shall be appointed by the President of the Council a nominating committee who shall present nominations to the membership at the annual meeting. Nominations shall also be open from the general membership at this time.

The election of officers shall occur at the annual meeting. Notice of the time and place shall be mailed to all members at least 30 days prior to the meeting date.

Section III. Terms of Officers

Officers shall serve for two years upon election and until their replacements are elected.

The advisor shall serve at the pleasure of the President.

Section IV. Advisor

A Magistrate Court Judge shall be appointed to serve as an advisor to the elected board.

Section V. Duties of Officers

The duties and responsibilities of the officers of this Council shall be as follows:

PRESIDENT - The President shall preside at all meetings of the Association and shall appoint committees and committee chairpersons required for the orderly operation of the Council. The President shall be the official representative of the Council and shall represent the Council in all matters requiring official Council representation. The President shall be the Ex-Officio Chairperson of the Executive Committee of the Council.

VICE- PRESIDENT - The Vice-President shall assume all duties of the President in the absence, illness, or vacancy of the President. The Vice-President shall serve as the Ex-Officio Chairperson of the Nominating Committee.

SECRETARY-TREASURER- The Secretary/Treasurer shall be the official custodian of all records of the Council, including minutes of the meetings and official resolution.

The Secretary/ Treasurer shall maintain all receipts and financial records of the Council, make all expenditures authorized by the Executive Committee and provide reports when required by the President and/or Executive Committee.

ARTICLE IV

Section I. Executive Committee

The Council shall be governed by an Executive Committee comprised of the President, Vice-President, Secretary/Treasurer, and ten (10) members elected from the general membership.

Section II. Elected Members

Elected members of the Executive Committee shall be from the general membership and not concurrently serving in another elected position. Provided, however, that member representatives shall also be from judicial administrative districts not otherwise represented by officers elected for terms concurrent to these members.

Section III. Meetings

The Executive Committee shall meet at least twice annually. Meetings shall be called by the President or by a majority of the Executive Committee with written notice to the other members. A quorum of the Executive Committee shall be three members, which may include the President.

ARTICLE V

Section I. Amendments to By-Laws

By-Laws for this Council may be amended by majority vote of members present at any meeting. Provided, however, that notice of said meeting and notice of the intent to amend the By-Laws shall be mailed to all members at least thirty (30) days from the scheduled meeting.

ARTICLE VI

Section I. Standing Committee

Standing Committee of this Council shall be as follows:

Executive Committee

Section II. Special Committees

Special Committees may be created and appointed by the President and/or the Executive Committee as may be required for the conduct of Council business.