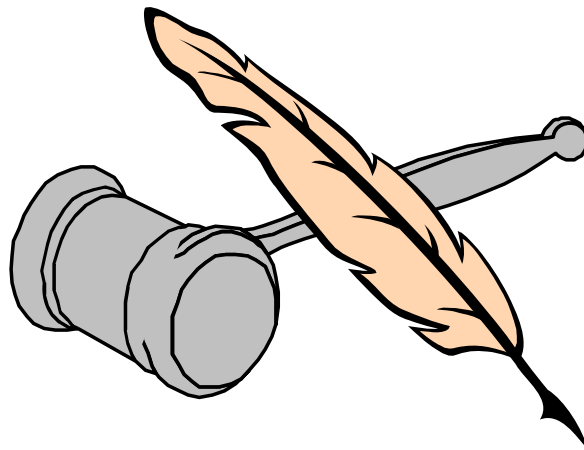


POLICIES
AND
PROCEDURES
MANUAL



Kansas Association
of
District Court Clerks
and Administrators

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Article III
Section 1 (1)
President

The President is the Executive Officer of the Association. It is the President's responsibility to provide leadership, to exercise general supervision over the Association affairs in accordance with the Constitution and the Policies and Procedures and to maintain liaison and coordination with the Office of Judicial Administration, while maintaining a strong and independent Association.

Duties of the President

1. Preside at regular and special meetings of the Association.
2. Shall make all committee appointments and create special committees, with the approval of the Executive Committee, as the need arises.
3. Shall chair the Coordinating Committee.
4. Is an ex-officio member of all committees except the Nominating Committee.
5. Shall keep all officers and committee chairpersons advised of Association activities and policies.
6. Prepare a written report (Newsletter) to the membership to keep them informed.
7. Supervise and approve the payment of all operating expenses of the Association.
8. Appoint an Audit Committee to conduct an audit prior to the annual business meeting.
9. Shall provide for a meeting of the Grievance Committee at the annual Conference.
10. Attend meetings and participate in discussion of the Clerk's Advisory Council as an ex-officio member.
11. Shall prepare a summary of the noteworthy events that occurred during his/her year as president to be placed in the Historian Scrapbook.
12. Present incoming president with pin or appropriate symbol for term of presidency at the close of the annual business meeting.

Article III
Section I (2)
President-Elect

It shall be the duty of the President-elect to assist the President in the discharge of his/her duties and in the President's absence to assume the full responsibilities of that office.

Duties of the President-elect:

1. At the annual Procedural Workshop shall call a meeting of the new Legislative Committee and the Executive Committee to consider legislation for the up-coming session.
2. Be responsible for securing the plaque for the outgoing President, and make the presentation of the plaque at the close of the annual business meeting. (The Immediate Past-President or Chairperson of the Board of Directors may be called upon to present the pin.)
3. Attend meetings as directed by the President, planning sessions for the Association meetings, Board of Directors meetings, annual Past-Presidents' function, and other committee meetings upon request of the President.
4. Chair committees at the request of the President.
5. Attend meetings of the Clerk's Advisory Council and the Legislative Committee as an ex-officio member.

Article III
Section I (3)
Secretary

The Secretary is the corresponding and recording officer of the Association.

Duties of the Secretary:

1. Take minutes of all Association and Board of Directors Meetings. The Association meeting minutes shall be included in the packets for the next annual meeting. Turn over records and minutes to successor.
2. Develop and send the notification for payment of annual dues to the membership by January 15 of each year for payment to the Treasurer by March 1.
3. Formulate registration notices for Association meetings. Registration forms, hotel reservation information and an agenda shall be distributed to the membership in a timely manner so that pre-registration may be accomplished.
4. Prepare and send all correspondence on behalf of the Association when directed by the President.
5. Attend meetings as directed by the President, planning sessions for Association meetings, Board of Directors meetings, annual Past-Presidents' function, and other committee meetings upon request of the President.

Article III
Section I (4)
Treasurer

The Treasurer is responsible for assuring the accuracy of all financial matters.

Duties of the Treasurer:

1. All transactions shall be accounted for through a bookkeeping system that can be easily audited at the end of the year. Copies of reconciled bank statements are to be sent monthly to the President.
2. Collect all funds and deposit in association bank account.
3. Disbursements are made upon written approval of the President.
4. The funds of the Association are to be invested in an interest bearing account when practical.
5. The Treasurer shall make available to the audit committee all transactions. The audit shall be conducted prior to the annual business meeting to ensure an accurate annual report.
6. The Treasurer shall present the treasurer's report at the business meeting. Following the business meeting, the Treasurer will pay conference expenses and prepare a supplement to the annual report to be mailed to the membership.
7. All Association funds, bookkeeping records and reports shall be turned over to the newly-elected Treasurer following the submission of the supplemental report. Assistance shall be offered to the new officer.
8. Upon written approval of the Audit Committee, bookkeeping records shall be destroyed five (5) years after the audit. Five (5) years records shall be maintained by the Treasurer.
9. Attend meetings as directed by the President, planning sessions for Association meetings, Board of Directors meetings, annual Past-Presidents' function, and other committee meetings upon request of the President.
10. Be responsible for securing pin or appropriate symbol for term of presidency for incoming president.

Immediate Past-President

The immediate Past-President shall participate as a full member of the Executive Committee and shall be responsible for providing advice and counsel to the President and the committee members based on knowledge and experience acquired from previous service in the Association.

The immediate Past-President will plan the Past-Presidents' annual function.

Article IV
Board of Directors

POLICY

The Board of Directors shall consist of:

All Active past Presidents

The Executive Committee

1. The Board of Directors chairperson shall be elected annually from the active past presidents of KADCCA.
2. The Board shall meet at least twice annually or at the call of the President, Board Chair, or on written request of a majority of the Board members.
3. It shall be the duty of the Board to prescribe the Association policies and procedures and review the constitution.
4. The Board chair shall appoint a sub-committee to hear any KADCCA grievances at the annual meeting if needed.
 - a. Membership shall submit grievances in writing to the Board of Directors chairperson by a specific date prescribed prior to the fall conference.
 - b. A time and place shall be available at the annual conference for those wishing to meet with the committee.
 - c. Once the sub-committee has met with aggrieved members a meeting with all board members shall be held to discuss the validity of grievances and take appropriate actions to investigate, arbitrate, provide support or consult, etc., as deemed necessary.
 - d. The committee shall then contact the individual(s) who submitted the grievance advising the decision of the board.
5. The Board shall plan and host New Member Orientation yearly at the fall conference.
6. A report shall be given to the Association at the annual meeting including all activities for the past year and any recommendations to improve the Association. The report shall be filed with the Secretary.

Article VI
Section 1
Executive Committee

POLICY

The Executive Committee shall consist of:

President
President-elect
Secretary
Treasurer
Immediate Past President

1. Shall study and implement the constitution of the association at all times.
2. Implement policies and procedures of the association.
3. Be a participant of all committees with the exception of the nominating committee.
4. Manage the association business and funds.
5. The president-elect, secretary, treasurer and immediate past president shall support the president in all duties of that office.

Article VI
Section 2
Legislative Committee

POLICY

1. This committee shall consist of the chairperson and members as appointed by the President. The chairperson may select a co-chairperson at his/her discretion subject to the approval of the President.
2. Shall coordinate the need for changes in statutes with the President, OJA, and the Advisory Council.
3. Shall solicit any statute changes, corrections, or additions needed prior to and during the legislative session, from the Association members.
4. Shall keep membership informed during the session.
5. A report of the committee's activities shall be given at the annual business meeting and filed with the Secretary.

Article VI
Section 3
Coordinating Committee

POLICY

1. The chairperson shall be the Association President. Other committee members shall be the executive committee and shall include the exhibition coordinator and the chairpersons of the education and social committees and other members as appointed by the president.
2. The committee is to plan and organize the annual conference in conjunction with the Office of Judicial Administration.
3. The committee shall set the registration fee for conferees (members and non-members).
4. The committee shall arrange for necessary conference materials, supplies, and printing.
5. The committee shall compile and prepare conference materials in packets for conferees and speakers. Materials shall include educational materials, committee reports, meeting agenda, biographical information on speakers, exhibitors list, evaluation sheet, site team report, and name tags.
6. The committee shall meet at the facility where the conference will be held at least twice during the planning of the conference.

Article VI
Section 4
Nominating Committee

POLICY

1. The Nominating Committee shall consist of the chairperson and three members appointed by the President.
2. Committee members are not eligible for nomination by the Nominating Committee, but may be nominated from the floor.
3. Any member may nominate themselves or another member for any office except President by submitting a written resume to the nominating committee (president-elect automatically ascends to the Presidency.)
4. Prior to the annual meeting, the Committee shall confirm the willingness of all nominees to serve if elected, and present such nominations to the membership at the annual business meeting.
5. Additional nominations, with the consent of the nominee, may be made from the floor after presentation of nominees and prior to voting. The person making the nomination shall give an oral resume of the nominee's qualifications. Any nominee may withdraw from consideration at any time prior to the election.
6. The committee shall develop a ballot listing each office, nominees and space for nominations from the floor and distribute to the membership at the annual business meeting.
7. Upon closing of nominations, an election for each office shall be held. Voting shall be by written ballot. The nominating committee shall supervise the general conduct of the election, including distribution, collection, counting and verification of ballots.
8. The election results shall be announced by the Nominating Committee chairperson during the annual business meeting. All elected officers shall be installed by the Parliamentarian.

Article VI
Section 5
Personal Conveyance Committee

POLICY

1. The Committee shall consist of one person from each Judicial Department.
Committee members need to stay in contact with the association members within their Judicial Department so illness, retirements or deaths are acknowledged. It is important for each member to know the association cares.
2. Committee members shall report all illnesses, retirements or deaths to the President for publication in the newsletter.
3. Committee members shall be responsible for sending messages for illness, retirements, and death of members or death of immediate family members.
Card for illness.
Card for death of immediate family member.
Flowers for retirement.
Flowers for death of member.
4. Cost of flowers shall not exceed \$75.00. Expenses of this committee shall be paid by the Association.
5. The President shall be responsible for distributing KADCCA cards for all occasions to be utilized by the committee members.
6. A report shall be made at the annual business meeting and a copy filed with the Secretary.

Article VI
Section 6
Historian

POLICY

1. Shall be responsible for compiling the on-going history for the Association.
2. Shall keep copies of all committee reports and presidential summaries.
3. Compile and be responsible for a scrapbook containing the history of the 105 counties and personal information on past-presidents of the Association.
4. Acquire pictures of association activities and events.

PROCEDURES

1. Each President shall assist the historian by submitting a summary of events that occurred during his/her year as president.
2. The secretary shall provide the historian with committee reports.
3. The scrapbook and any pictures taken at Association meetings and events shall be on display at the annual conference.

Article VI
Section 7
Parliamentarian

POLICY

1. Parliamentary procedure at all meetings of the Association or committee meetings shall be governed by current Robert's Rules of Order.
2. Parliamentarian shall be available at business meetings of the Association for consultation with the President.
3. Parliamentarian shall install newly elected officers at annual meeting.

PROCEDURES

1. The Parliamentarian will be seated at the table with the executive committee during all business meetings of the Association and any questions etc. concerning procedure shall be directed to the Parliamentarian who shall advise the President.
2. Current Robert's Rules of Order shall be delivered to the new Parliamentarian immediately following such appointment by the President.

Article VI
Section 8
Education Committee
Grant-InAid Committee

POLICY

1. The committee shall consist of the President-Elect as chairperson and a member from each of the other five judicial departments. Members of this committee shall not be eligible to receive a grant while serving on this committee.

PROCEDURES

1. The committee may recommend to the Coordinating Committee educational topics and speakers based on the needs of the Association.
2. The committee shall provide for an evaluation of each conference with information forwarded to the newly installed President-elect.
3. The committee shall seek funding from the Executive Committee for the Grant-In-Aid Program. Such amount not to exceed \$10,000 per year based on availability of funds.
4. The committee will establish Grant-In-Aid application deadline(s) and notify all members by December 1 along with the prescribed application form.
5. The committee shall administer the Grant-In-Aid program using the following guidelines:
 - a. Provide educational assistance to as many applicants as possible giving first time applicant's first priority.
 - b. Applicant's need for partial or full funding and the overall demand for available funds, the value of the education or training to the applicant, the association and the court system.
 - c. Applicants must have two years experience as Clerk of District Court or Court Administrator.
 - d. The amount per applicant is to be determined by the Education Committee.

The Grant must be used by December 31st of the year it is received and used only for the purpose for which applied.

6. The recipient of a grant will be expected to:
 - a. Provide proof of attendance and payment of expenses paid by the grant.
 - b. Submit a written report to the Education Committee within 30 days on the knowledge gained through the use of the grant. Copies of these reports shall be included in the annual conference packets.

Article VI
Section 9
Social Committee

POLICY

1. The committee shall consist of the chairperson and members as appointed by the President. The chairperson shall be a member of the Coordinating Committee.
2. The committee shall make the selection of the menus for breaks and planned meals, except the past president's function and the legislative breakfast, new member Orientation, and plan refreshments for the hospitality room.
3. The committee shall make the selection of the special social event, traditionally called the "night out," in conjunction with the Coordinating Committee. The committee shall arrange for transportation, if necessary, for this event.
4. The local host may assist the committee in providing information about local attractions and transportation for the "night out."
5. The cost of the breaks not provided by vendors and all planned meals will be included in the registration fee except the past president's function and the legislative breakfast, and new member orientation.
6. The committee shall staff the hospitality room during the hours it is open and see that necessary supplies are in the room.
7. The hospitality room shall not be open while any education program or planned event is in session. Hours of opening will be determined by the committee.
8. Members of the committee shall sign for purchases before and during the conference.

Article VI
Section 10
Exhibition Committee

POLICY

1. The committee shall consist of the Coordinator, appointed by the President, and one member approved by the President.
2. The Coordinator shall be a member of the Coordinating Committee and Site Team.
3. The committee shall make the selection of the exhibition space at the conference site.
4. The committee shall negotiate and contract booth fees and set the exhibition fee.
5. The committee shall contact prospective exhibitors and assign booth space.
6. The committee shall prepare name tags for exhibitors.
7. The committee shall select door prizes within the budget allowance set by the President and conduct the drawing for said prizes.
8. The committee shall prepare and mail evaluation questionnaires to exhibitors following the conference.
9. The committee shall keep an information file to be given to the new Coordinator including (a) exhibitors list, (b) list of booth rental firms, (c) evaluation questionnaire, (d) etc.
10. A report shall be made at the annual business meeting and a copy filed with the Secretary.

KADCCA Exhibitor Guidelines General Rules and Regulations

Kansas Association of District Court Clerks and Administrators, hereafter known as KADCCA, reserves the right to cancel or refuse rental or display space to any person, firm or association whose conduct or display of goods or services is, in the sole judgment of the KADCCA Executive Board, incompatible with the general character and objective of the exhibition. (The KADCCA Executive Board will henceforth be referred to in this document as Board.)

All exhibitors are restricted to firms, companies and associations whose products or services are relevant professionally to the operation of the courts.

Use of the KADCCA logo may only be used with the expressed permission [licensing] of the Board and must conform to any style guidelines adopted by the Board.

Scope

Exhibitor agrees to abide by the KADCCA rules and regulations of the event. These rules and regulations are part of the agreement between the exhibiting firm and the KADCCA [(Year) Annual] Conference. The Board or their designee shall have the authority to interpret and enforce these rules. All matters not covered by these rules and regulations are subject to the decision of the Board. All decisions so made shall be binding on all parties. Exhibiting firms or their representatives failing to comply with the rules and regulations may result in removal from the exhibit area.

Compliance of Exhibiting Firm

Each exhibiting firm agrees to comply with all federal, state and local laws and ordinances applicable to the space leased and also with such rules and regulations as may be deemed necessary by the Board and/or the exposition facility.

Public Policy

Each exhibitor is charged with full knowledge and compliance with all laws and ordinances and regulations pertaining to health, fire prevention and public-safety as related to the exposition facility.

Operation & Conduct

The Board reserves the right to decline, prohibit, deny access or remove any exhibit which in its sole judgment is contrary to the character, objectives and best interests of the exhibition or suitable for its attendee audience. This reservation includes, but is not limited to, any violation of any public policy or these rules and regulations and extends to persons, things, printed matter, products and conduct. The Board reserves the right to refuse applications of any exhibitor for any reason, as well as the right to curtail exhibits or parts of exhibits.

The Board reserves the right to regulate and or restrict exhibits to reasonable noise and lighting levels and to suitable methods of operation and display of materials. If for any reason an exhibitor and/or its contents are deemed objectionable to other exhibitors or to show attendees by the Board, the exhibit shall be subject to removal at the exhibitor's sole expense, and the Board shall not be liable for refund of exhibit space registration and rental fees, except at its sole discretion. This includes people, things, conduct, or poor professional demeanor, which, in the sole judgment of the Board, is detrimental to the event.

The Board reserves the right to exclude from the exposition any exhibiting firm and its representatives or employees who refuse to comply with and/or correct any violation of the exposition rules. In the event it becomes necessary to restrict any installation or activity or to evict any offending exhibiting firm, the Board will not be liable for any refund of exhibit space registration and rental fees or any other expenses incurred by the exhibiting firm.

Dated May 5, 2008

Article VI
Section 11
Site Team

POLICY

1. The Team shall consist of the chairperson, (who is a past President), the secretary, the exhibition coordinator and others as appointed by the President.
2. Consideration in selecting the location for the annual conference should be given to the following:
 - a. The chairperson shall clear the dates available for the conference with the Office of Judicial Administration prior to contacting proposed sites so that Visits are not made to sites not having the needed dates open to accommodate the conference.
 - b. Varying location across the state,
 - c. Availability of space and equipment,
 - d. Charges of individual rooms, meeting rooms, meals, etc.
3. The Team shall visit all proposed sites. The visit shall include:
 - a. Meet with local staff,
 - b. Inspect the facility,
 - c. Fill out the Hotel Site Selection Checklist, and
 - d. Negotiate conference needs.
4. The site chairman shall make a report at the annual meeting about sites visited during the year and their choice as to the location for the conference.
5. Contract with the facility shall be made by the site team chairman and secretary. The secretary will sign the contract.
6. The selection of the site and the approximate date of the annual conference shall be made two years in advance.

Audit Committee Policy

To insure the proper disposition of KADCCA Funds, an Audit Committee will be appointed by the President consisting of the chairperson and two members to examine the financial records of the Treasurer.

Procedure

1. A fiscal year, for the purpose of an annual examination of KADCCA financial records, shall be considered the date which the current treasurer receives a check from his/her predecessor for all unobligated funds.
2. Confirm that IRS form 990-EZ has been filed with the IRS.
3. Review purchase processes to ensure the President approved in writing all expenditures prior to writing checks by comparing dates vouchers signed with the dates on the checks.
4. Confirm all KADCCA funds are deposited in an interest bearing account.
5. Confirm deposits are made in a timely manner and are reconciled against bank statements, ie., reconcile membership dues, conference registration fees, and vendor booths with deposits.
6. Review checks to confirm only the Treasurer or President signed checks.
7. Review any checks outstanding for more than thirty (30) days and determine if due diligence has been made to investigate why a check remains outstanding; and, if necessary, payment stopped.
8. Review expenditures to determine if they are supported by invoices and/or receipts.
9. Review financial records to determine if checks are recorded in numerical order.
10. Review monthly bank statements reconciling them against the checkbook and financial records.
11. Inquire of the President if he/she has received reconciled monthly bank statements from the Treasurer.
12. Prepare a written report for presentation by the Audit Committee chairperson at the annual business meeting.

Criteria Checklist

Site Selection Checklist

HOTEL

NAME: _____

SALES MANAGER'S NAME: _____

PHONE: _____

DATE VISITED: _____

PROJECTED OCCUPANCY DURING CONFERENCE: _____

SLEEPING ROOMS

TOTAL #	_____
SINGLES	_____
DOUBLE	_____
SUITES	_____

Conference Rates Offered on:

Double Occupancy	_____
Single Occupancy	_____
Suites for Hospitality Room	_____
# of days before & after	_____
Rate Guaranteed	_____

Policy on Complimentary Rooms?

Policy on Hospitality Rooms?

Check in & out times

In	_____
Out	_____

Reservation Card Provided? Yes ___ No ___

YES OR NO:

Wake up calls	Yes ___	No ___
Guest Laundry	Yes ___	No ___
Ice/Soda each floor	Yes ___	No ___
Full access by elevator to meeting & sleeping rooms	Yes ___	No ___
Toll free #	Yes ___	No ___

MEETING SPACE

VENDORS 8'X10' booths -- 20-25

Is there appropriate space to accommodate a vendor show of 20-25 booths of 8'x10'?

Yes ___ No ___

Space for reception at same time?

Yes ___ No ___

MEETINGS

A room large enough for a luncheon or banquet for _____ people following a general session?

Yes ___ No ___

Number of "Break Out" rooms available for workshops or small meetings? _____

Are there restrooms close to all of the meeting rooms?

Yes ___ No ___

Extra costs attached to set up for meetings?

Copy Machine Capabilities

Inhouse Yes ___ No ___

Cost _____

Off-premises Yes ___ No ___

Approximately _____ miles

Audio Visual Equipment Available? _____

FOOD AND BEVERAGE

RESTAURANTS

How Many _____

Meals Served _____

Hours Open _____

Cost Range of Meals

Breakfast _____

Lunch _____

Dinner _____

Willing to provide food/beverage service on breaks?

Yes ___ No ___

Comments _____

LOUNGES

How many _____

Hours open _____

NIGHT OUT (comments on local entertainment possibilities and special parties the hotel could set up.)

GRANT-IN-AID PROGRAM

Application for Financial Assistance

The objective of the Grant-In-Aid Program is to provide total or partial funding to members of the KADCCA for educational purposes. Those receiving grants will be expected to provide proof of attendance and payment of expenses. Recipients must also provide a written report to the Education Committee after attendance.

To apply:

Complete the following application and return to _____

Name _____

Mailing Address _____

Position _____

County _____ Judicial District _____ Phone No. _____

Have you ever received funding from the Grant-In-Aid Program? _____

If so, when? _____

Name of educational program (attach copy of program information):

Location _____ Date(s) _____

Registration Fee \$ _____

Expenses (Mileage, lodging and per diem*) + \$ _____

Total Cost \$ _____

Less funding available from other sources - \$ _____

TOTAL REQUESTED FROM GRAINT-IN-AID PROGRAM \$ _____

Please describe briefly how this program will be beneficial to you, the court system and the association. (Use the back of this application if additional space is needed.):

Date

Applicant's Signature

*Travel rates for mileage, lodging and per diem will be paid at the rates prescribed by the Secretary of Administration.