

**Nevada Association for
Court Career Advancement
(NACCA)**

BYLAWS

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ARTICLE I. **Name**

This organization shall be known as the Nevada Association for Court Career Advancement (NACCA).

ARTICLE II. **Purpose**

The ***purpose*** of this organization is to do the following:

- (1) Assist in the improvement of court administration through education for the personal and professional development of all court personnel in the Municipal Courts, Justice Courts, District Courts, Family Courts, Court of Appeals, and any other newly created courts in the State of Nevada.
- (2) To cooperate with other organizations dedicated to the improvement of judicial affairs.
- (3) To promote the art and science of court administration and the uniformity of state-wide methods in order to foster unity within the judicial process.
- (4) To address the increasing complexity of running a court, problems facing rural courts, rapidly changing technology, constant changes in laws and procedures, the need for professional identity and commitment, and the opportunity for creative growth in the area of court administration.

Additionally, this organization seeks to:

- (1) Provide a voice in legislative matters affecting court personnel and the judiciary;
- (2) Provide legislative updates and ethics trainings to court personnel;
- (3) Develop strategies for public information and public policy;
- (4) Identify and maintain professional standards;
- (5) Promote networking among rural and urban court personnel through mentoring programs, member directories, and telephonic or video question-and-answer services.
- (6) Implement a system of orientation, certification, and specialization for all court personnel in the State of Nevada, either by educational conferences, regional trainings, on-line classes, or written resource materials.

(7) Develop effective customer service skills at all levels of court administration.

(8) Create, maintain, and expand a website or social-media resources to assist the membership.

(9) Create, maintain, and update informational materials for the membership.

ARTICLE III. Membership

A. MEMBER CATEGORIES

1. REGULAR MEMBER

The membership of this Association shall be open to the following:

- (a) Court clerks;
- (b) Senior clerks;
- (c) Legal office assistants/specialists 1-2-3;
- (d) Management assistants;
- (e) Courtroom clerks;
- (f) Counter clerks;
- (g) Judicial assistants;
- (h) Court intake officers;
- (i) Filing clerks; and
- (j) Any other person who is actively engaged in the administration or work of the courts,

as long as such person has paid the dues for membership in the Association.

2. RETIRED MEMBER

Any regular member in good standing who has retired from the judicial system and who continues to pay his/her dues is eligible for this class of membership upon the approval of the Executive Board. Retired members may vote and serve on committees, but they may not hold office.

3. HONORARY MEMBER

Honorary membership may be granted to any person who has made significant contributions to the science of court administration or who has rendered distinguished service in the judicial profession or its related fields. Names of proposed honorary members shall be presented to the Executive Board for approval. An honorary member is not required to pay dues.

An honorary member may serve on committees, but he/she may neither vote nor hold office.

B. MEMBERSHIP APPLICATION

All members shall complete a standardized membership application approved by the Executive Board. The Board may, from time to time, amend the application as it deems necessary.

C. MEMBERSHIP RESIGNATION

Any person may resign his/her membership by filing a written letter of resignation with the Executive Board. Membership resignation does not relieve a regular member or a retired member from any dues or conference fees accrued prior to the date of resignation. Additionally, paid dues or conference fees for the current year will not be pro-rated or refunded.

D. MEMBERSHIP TERMINATION

1. Change in status

If a regular member is current in his/her dues, and if that person resigns or separates from the court duties of a particular court, that person's membership remains intact as long as the member's subsequent employment relates to the administration of the courts.

If a regular member retires from court-related service, the member may apply to become a retired member of the Association.

2. Termination by conduct

(a) Regular members

If a regular member is convicted of or pleads guilty to a felony or a crime involving moral turpitude, or if a regular member commits any act which tends to degrade the court system or its employees, the regular member can have his membership terminated upon a majority vote of the Executive Board.

The Executive Board must notify the regular member in writing about the pending decision to terminate the membership.

Within 30 days after the date of the letter, the Executive Board will hold a meeting to consider the allegation(s) against the member. The member must be given a reasonable opportunity to be heard before the Board makes its final decision.

Membership termination does not relieve a regular member from any dues or conference fees accrued prior to the date of termination. Additionally, paid dues or accrued conference fees for the current year will not be pro-rated or refunded.

(b) Retired members

A retired member may, for good cause, have his membership terminated by a majority vote of the Executive Board.

Membership termination does not relieve a retired member from any dues or conference fees accrued prior to the date of termination. Additionally, paid dues or accrued conference fees for the current year will not be pro-rated or refunded.

(c) Honorary members

An honorary member may, for good cause, have his membership terminated by a majority vote of the Executive Board.

Membership termination does not relieve an honorary member from any conference fees accrued prior to the date of termination. Additionally, accrued conference fees for the current year will not be pro-rated or refunded.

ARTICLE IV. Officers

A. Titles

The officers of this Association shall consist of the following:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Treasurer
6. Education Committee Chairperson

These officers shall comprise the Executive Board of the Association.

B. Terms of Office

1. General Rule

Officers shall serve for two-year terms, in accordance with the following schedule:

(a) The President, Secretary, and Treasurer shall be elected in odd-numbered years; and

(b) The First-Vice President, Second-Vice President, and Education Committee Chairperson shall be elected in even-numbered years.

2. Other Provisions

An officer may be re-elected to the same office, or elected to a different office, without limitation.

At the end of each officer's term of office, he/she will be encouraged to assist the Executive Board as the Board deems necessary in order to maintain continuity.

C. Eligibility

Any regular member in good standing may run for any officer position. However, a member may not run for more than one officer position per election.

An officer is expected to attend at least one-half of the Executive Board meetings in each calendar year in order to remain in office. If the officer does not comply with this eligibility requirement, a majority of the remaining members of the Executive Board may declare the officer's position vacant on the grounds of "good cause."

D. Candidates

A slate of officer candidates may be presented to the Membership during a statewide conference or regional trainings.

E. Election

The applicable election for each calendar year shall be conducted by electronic means in December of each year, unless the Board determines that an election should be held during a statewide conference or regional trainings.

When an election is conducted by electronic means:

- (1) The Board will provide the slate of applicable candidates to all members in good standing, using the e-mail address currently on file for each member;
- (2) NACCA members will be given no less than two (2) weeks to review and vote upon the proposed candidates;
- (3) Votes must be forwarded to a designated Board member who is not a candidate in the particular election; and
- (4) The winning candidates will be determined by counting a majority of the number of votes actually cast by the active members in good standing, either personally or by proxy.

A majority of the Board shall resolve any issues relating to the alleged abuse of, or irregularities in, the electoral process.

When an election is conducted at a statewide conference or regional trainings, the votes will be counted by a designated Board member who is not a candidate in the particular election, and the winning candidates will be determined by counting a majority of the votes cast by the active members in good standing, either personally or by proxy.

In order for a vote by proxy to become effective, the person who is authorizing the proxy vote must notify the Board in writing no later than 5 calendar days before voting in the scheduled election commences.

In case of a tie, a majority of the Board members not subject to the applicable election shall choose the winner.

F. Vacancies

A vacancy in office may result from the following causes:

- (1) Death;
- (2) Resignation;
- (3) Incapacity;
- (4) Termination of membership; or
- (5) Other good cause.

(1) Death

If an officer dies during his/her term of office, a majority of the remaining members of the Executive Board shall attempt to choose a successor who will serve the balance of the term.

(2) Resignation

Any officer may resign at any time by submitting his written resignation to the Executive Board.

If an officer resigns during his/her term of office, a majority of the remaining members of the Executive Board shall choose a successor who will serve the balance of the term.

(3) Incapacity

If an officer is alleged to be physically or mentally incapacitated to such an extent that he/she is unable to fulfill the required duties of his/her job, the officer's position can be declared vacant by a majority of the remaining members of the Executive Board.

If an officer's position is declared to be vacant for reasons of incapacity, a majority of the remaining members of the Executive Board shall choose a successor who will serve the balance of the term.

If the officer whose position is declared to be vacant believes that he/she has regained the capacity to serve in his/her position, the officer shall not be eligible to return to his position. Instead, the successor to the office, if any, shall have the right to remain in the position. However, both the officer and the successor can choose to run for re-election at the next ensuing election for the position.

(4) Termination of membership

If an officer's membership is terminated, a majority of the remaining members of the Executive Board shall choose a successor who will serve the balance of the term.

(5) Other Good Cause

If an officer:

(a) Fails to attend at least one-half of the Executive Board's meeting in each calendar year, or

(b) Fails to perform the duties of his/her office;

the officer's position can be declared vacant by a majority of the remaining members of the Executive Board.

The Executive Board must notify the officer in writing about the pending decision to declare his/her office vacant.

Within 30 days after the date of the letter, the Executive Board will hold a special meeting to consider the allegation(s) against the officer. The officer must be given a reasonable opportunity to be heard before the Board makes its final decision.

If an officer's position is declared to be vacant under this subsection, a majority of the remaining members of the Executive Board shall choose a successor, and the successor will serve the balance of the term.

A declaration of vacancy only affects a member's status as an officer; it does not terminate or affect his membership in any other way.

G. Duties

The duties of each officer shall be specified in these Bylaws and such standing rules as shall be adopted by the Executive Board or the Association.

(1) President

(a) Leadership Responsibilities

The President shall:

- (1) Assume leadership of the Association.
- (2) Give freely the time and effort necessary to lead and carry on the work of the Association.
- (3) Have, or quickly acquire, a working knowledge of NACCA By-Laws, objectives, programs, and policies.
- (4) Act as representative of the Association.
- (5) Recognize that the responsibility for administering the Association's affairs is vested in the Executive Board, but the work is assigned to and performed by officers as well as members of standing committees and special committees.
- (6) Recognize that action of the Association and/or Executive Board is binding until amended or rescinded.
- (7) Demonstrate strong personal leadership and strive to develop leadership in others.

(b) Administrative Responsibilities

The President shall:

- (1) Conduct the business of the Association, preside over its meetings of the general membership, and preside over meetings of the Executive Board.
- (2) Give all directives or guidance based upon the Association's By-Laws, objectives, programs, and policies.
- (3) Plan and prepare agendas for Association meetings and Executive Board meetings, including all matters of business and promotion of Association activities; encourage membership participation; and conduct meetings efficiently and fairly.
- (4) Call special meetings of the Association and Executive Board in accordance with these By-Laws.

(5) Give an annual report to the Association, either orally or in writing.

(6) Meet with committee chairpersons throughout the year in order to stimulate ideas, provide assistance, and increase motivation.

(7) Take necessary precautions to assure safekeeping of all pertinent Association records.

(8) Serve as an Ex Officio member of all NACCA committees.

(2) First Vice-President

(a) Responsibilities

(1) Coordinate committee activities assigned as requested by President. Assist the President in any way possible, working in cooperation with the President. The First Vice-President shall perform all duties of the President when the President is absent or temporarily unavailable.

(2) If the President is unable or unwilling to serve as President, the First Vice-President shall act as President until a successor is chosen.

(3) The First Vice-President shall monitor membership requirements and compliance with these Bylaws, and the First Vice-President shall notify the Board of any violations thereof. This subsection does not include scrutiny of any member's financial obligations, since this function is to be performed by the Treasurer.

(4) The First Vice-President shall be responsible for maintaining the association's website and/or social-media resources.

(3) Second Vice-President

(a) Responsibilities

(1) The Second Vice-President shall have the primary responsibility for publishing the Association's newsletter, "The Docket," at least once a year and at such other times as the Board directs. The Docket shall be disseminated electronically in lieu of hard copies.

(2) Selling NACCA merchandise and fund-raising in general.

(3) In the event that the President and First Vice-President are absent or temporarily unavailable, the Second Vice-President shall perform all the duties of the President.

(4) Treasurer

(a) Responsibilities

The treasurer shall:

(1) Perform duties as set forth in Association Bylaws.

(2) Receive, record, and deposit all funds in a bank approved by the Executive Board. Checks drawn upon the funds of the Association shall bear the signature of the Treasurer and/or the President.

(3) Furnish financial reports as required by the Board and the Association.

(4) Prepare statements of income and disbursements for the fiscal year. The fiscal year shall be from July 1 to June 30 of each year.

(5) Arrange for a financial audit to be conducted when the Executive Board determines that such an audit is needed.

(6) Pay bills for authorized expenditures provided in the budget.

(7) Obtain Board approval for payment of bills not covered by the budget.

(8) Send notices of unpaid financial obligations to members. As used in this subsection, "financial obligations" includes, but is not limited to, conference fees and dues.

(9) Provide for the President and Board a regular report of members in good standing and members whose financial obligations have not been paid.

(10) Prepare and file tax reports and other financial documentation required by law and annual filings due to the Secretary of State.

(11) Deliver to his/her successor all monies, vouchers, and financial records of the Association within 30 days after his/her term of office has ended.

(12) Maintain a membership list.

(b) Association dues and finances

(1) The Association is financed through membership dues which are provided for in these Bylaws. The membership dues are intended to pay the cost of the Association's administration.

(2) All dues are to be paid directly to the Treasurer.

No later than July 1st of each year, the Board shall determine the cost of membership dues which shall be collected as a registration fee annually at or before Regional Trainings held in the Fall, unless a majority of the Board determines that the collection of dues is temporarily not warranted based upon budgetary constraints that currently limit the ability of the Association to function effectively.

A member who pays his or her dues to attend a Regional Training shall remain in good standing until the next Regional Training is held.

(3) Fees for regional trainings must, to the extent possible, be announced no later than 30 days in advance. The Board may work collaboratively with the Administrative Office of the Courts and other organizations to plan a Statewide Conference or Regional Trainings. NACCA members will be invited to attend any Statewide Conference, but attendance at the Conference will not be limited to NACCA members. However, only NACCA members in good standing may attend Regional Trainings.

(4) The Association should operate on a budget system. The budget should be prepared by the Executive Board in accordance with these Bylaws. The budget may be revised from time to time, but the revised budget must be presented to the Board for approval.

(5) Board members and active members of the Education Committee are exempt from conference fees and dues. As defined herein, an “active member of the Education Committee” is an individual who:

(a) Attends at least one-half of the scheduled meetings of the Education Committee; and

(b) Coordinates and facilitates at least one class at the Conference or Regional Training where fees or dues are otherwise required.

(6) The Board may offer scholarships for attendance at Statewide Conferences or Regional Trainings.

(7) The Board may collect conference fees, fees for regional trainings, and any other amounts due to the Association in the form of cash, check, money order, or credit card. If the Board elects to accept credit card payments:

(i) The Board may utilize PayPal or another web service; and

(ii) The cost for PayPal or another web service may either be deducted from the fee or amount due to the Association, or the Board may impose a surcharge on the transaction to recover the cost.

(5) Secretary

(a) Responsibilities

The Secretary shall:

(1) Keep the minutes of the meetings of the Association and of the Board;

(2) Be custodian of the permanent records of the Association;

(3) Submit to the Association, upon request, the minutes of its business meetings and the recommendations of the Board; and

(4) Send out notices and carry on such correspondence as does not properly belong to other officers.

(5) Deliver to his/her successor all correspondence, files, records, and minutes of the Association within 30 days after his/her term of office has ended.

(b) General duties

(1) Whenever a committee is appointed, the Secretary must provide to its chairperson (or in the chairperson's absence, to a responsible member of the committee) a list of the committee's members and all documents referred to the committee. The Secretary must ensure that any such documents are returned to the Secretary with the Committee's report, if necessary.

(2) At each business meeting, the Secretary should bring the following:

(i) Minutes of the previous business meeting.

(ii) Minutes of other meetings if those minutes have not been approved.

(iii) The articles, Bylaws, procedures, and other rules of the Association.

(iv) A list of all committees.

(v) The chronological order of business to come before the meeting.

(c) Preparation of minutes

(1) Using an agenda prepared by the President or the person who is temporarily serving as President, the Secretary must take notes for each item on the agenda.

(2) Treasurer's Report. The Treasurer's Report shall be included as an agenda item during all Board Meetings and all Business Meetings of the Association.

(3) Correspondence. Items should be recorded briefly. If important, the correspondence should be made a part of the minutes by attaching the correspondence to the minutes and so indicating in the minutes. Record any action taken with respect to the correspondence.

(4) Committee reports. Give full name of person and committee. Record the facts briefly and, if appropriate, attach full report.

(5) Unfinished business. Motions must be recorded verbatim, and the name of the Movant must be indicated in the minutes. If the Motion is lengthy or not understandable, the Secretary must ask the President to have the Movant repeat or write out the Motion, whichever option is most reasonable.

(6) New business. Follow same procedure as indicated above for "unfinished business."

(7) As soon as possible after a Board meeting or business meeting, the Secretary must give to the President a draft copy of the minutes. After the President has edited the draft copy, the final version of the minutes must be distributed to the Board for its review and approval.

(d) Correspondence Responsibilities

(1) The Secretary is in charge of the general correspondence of the Association. Any correspondence directed to a specific officer or committee must be answered by the officer or committee chairperson who receives the correspondence.

(2) The Secretary is the person who must send out notices of meetings. In addition, the Secretary sends out any correspondence that has been ordered by the Association or established by custom.

6. Education Committee Chairperson

(a) Responsibilities

The Education Committee Chairperson shall lead the Education Committee which is responsible for the following:

- (1) Planning the educational curriculum for any Statewide Conference and Regional Trainings and presenting those recommendations to the Executive Board;
- (2) Arranging for the attendance, compensation, and/or pre-training of speakers for any Statewide Conference and Regional Trainings.
- (3) Managing, and arranging for additions to, the Association's library of educational resources.
- (4) Coordinating local training at courts throughout the state, if such training can be accommodated within the Association's budget.
- (5) Performing other educational duties that may be required by the Executive Board.

ARTICLE V. **Executive Board**

A. Members

The Officers of the Association shall comprise the Executive Board.

B. Responsibilities

The Board shall:

- (1) Have administrative control over the affairs, funds, and property of the Association, except that of modifying any action taken by the Association.
- (2) Authorize payments from Association funds.
- (3) Act upon invitations to membership, resignations, terminations, and disciplinary matters.
- (4) Receive such committee reports as may be necessary between business meetings of the Association.

(5) Submit policy recommendations or Bylaws amendments to the Association as necessary.

(6) Perform such other duties as the Association or the Bylaws may require.

C. Philosophical Note

Members of the Board should not be expected to do all the thinking for the Association. It is the Board's responsibility to maintain close contact with the membership of the Association. The Association may decide whether the actions taken by the Board should be kept confidential.

ARTICLE VI. Regional Trainings

A. Timing

The Board shall, to the extent possible, plan for Regional Trainings to be conducted in the Fall of each year. Dues will be collected at or before the Regional Trainings, and paid membership will entitle the NACCA member to attend the corresponding Regional Trainings at no additional cost.

For the purpose of voting on By-Laws changes, a majority of members voting at the Regional Trainings shall be sufficient.

B. Special Meetings

Special meetings may be called by the President or Executive Board. Thirty days written notice to the membership shall be given prior to the special meeting, unless the President or Executive Board concludes that extraordinary circumstances justify a shorter notice period, in which case notice may be given by telephone, facsimile, or other similar means of communication such as electronic mail.

A majority of members present at the Special Meeting shall be sufficient to authorize actions that need to be taken as a result of the Special Meeting.

C. Meetings of the Executive Board

The Executive Board shall meet a minimum of FOUR (4) times a year.

During Executive Board meetings, a majority of the Board shall constitute a quorum. Board Members may appear at Executive Board meetings via teleconference or videoconferencing technology.

Any action required by law or by these Bylaws to be taken at a meeting of the Board, or any action permitted to be taken at a meeting of the Board, may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by a majority of the Board and recorded by the Secretary in the Association's minutes.

D. National Meetings

If, in the opinion of the Executive Board, NACCA should be represented at a national meeting of another organization, a majority of the Executive Board may name delegates and alternates to attend the national meeting, if such attendance can be accommodated within NACCA's budget.

ARTICLE VII. Committees

The Executive Board is empowered to create, combine, or dissolve committees in order to carry on the work of the Association. However, the Education Committee must remain as a standing committee of the Association.

The Board may change committee responsibilities as the need may arise.

A majority of the Board shall choose committee chairpersons to oversee committees, but officers are not eligible to be committee chairpersons. This provision does not apply to the Education Committee Chairperson.

All committees shall report to the Executive Board regularly. Reports to the Board in person shall be at the discretion of the President.

Committee chairpersons can be removed from their position at will by a majority vote of the Executive Board. This provision does not apply to the Education Committee Chairperson.

All committees should, to the extent possible, consist of at least four volunteer members in addition to the committee chairperson. Moreover, committee membership should, to the extent possible, include:

- (1) At least one representative from a Municipal Court, one representative from a Justice Court, and one representative from a District Court; and
- (2) Representatives from both urban and rural courts.

Members may serve on as many committees as they desire.

If a majority of the Board determines that a committee is desirable for selling NACCA merchandise, conducting fundraising activities, preparing a membership drive, amending the Bylaws, conducting elections, or presenting awards, the Board may provide for such committee(s) in accordance with the principles stated in this Article.

ARTICLE VIII. **General Authority**

(1) This Association shall have the power to own, accept, acquire, and dispose of personal property, and to obtain, invest, and retain funds in advancing the objectives of the Association.

(2) The Executive Board may contract for professional services.

ARTICLE IX. **Effective Date**

These amended Bylaws shall become effective on January 1, 2018, if approved by a majority of members in good standing pursuant to Article X.

ARTICLE X. **Amendments**

A. General Rule

After these Bylaws become effective, they can only be amended during a Statewide Conference or Regional Trainings and only by a majority vote of the members in good standing who are voting in person or through a proxy.

Proposed amendments to these Bylaws may be submitted to the Board at any time and may be offered from the floor at a Statewide Conference or Regional Trainings.

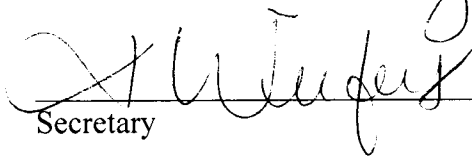
B. Exception

The Board may determine that one or more proposed changes to the Bylaws should be voted upon by electronic means. Once the Board has reviewed and approved the proposed change(s), the Board will provide written notification of the proposed change(s) to all members in good standing, using the e-mail address currently on file for each member. The members will be given no less than two (2) weeks to review and vote upon the proposed change(s). If the Board does not receive a member's response within the time period set by the Board, that member's vote will be counted as "in favor" of the proposed change(s). The Bylaws will be deemed amended if a majority of the members in good standing either vote for, or are deemed "in favor" of, the proposed change(s).

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify that I am the acting Secretary of the Nevada Association for Court Career Advancement (NACCA), and the foregoing BYLAWS, comprising 24 pages, constitute the Amended BYLAWS of said organization as duly adopted on January 1, 2018.

IN WITNESS WHEREOF, I have hereto signed my name as representative of said organization this 8 of February, 2018.


Secretary