

MICHIGAN PROBATE AND JUVENILE REGISTERS' ASSOCIATION

BYLAWS

ARTICLE I

Name

The name of this professional organization shall be MICHIGAN PROBATE AND JUVENILE REGISTERS' ASSOCIATION.

ARTICLE II

Purpose

Section 1 The purpose of the Association is:

(a) To create a permanent professional organization composed of any person employed by or retired from the Probate Court, Family Division of Circuit Court, or Trial Court in the State of Michigan.

(b) To promote the role of the Register as a professional to the legal profession, the State Court Administrative Office, Judges of Probate, Legislators, and general public.

(c) To enhance the education, training and dissemination of information as it pertains to the Probate Court, Family Division of Circuit Court, or Trial Court

(d) To cooperate with the State Court Administrative Office in promoting uniformity among the courts.

ARTICLE III

Membership

Section 1 The membership shall consist of any person employed by or retired from the Probate Court, Family Division of Circuit Court, or Trial Courts as established by the State Court Administrative Office. Qualification for membership in good standing is determined by the payment of dues on an annual basis as set by the organization.

ARTICLE IV

Officers and Duties of Officers

Section 1 Officers of the organization shall consist of the following: president, vice president, secretary, and treasurer.

Section 2 A term of office shall be for one (1) year beginning and ending at the close of the annual business meeting.

Section 3 Any nominee for office shall have been an active participant of the Planning Committee or a former officer.

Section 4 The president shall preside at all regular and executive board meetings and perform all duties usually incumbent upon the chairperson of deliberative bodies. The president shall appoint committees and special committees from time to time at his or her discretion.

Section 5 The vice president shall perform the duties of president in the absence of the latter, and in the event of the death, removal, or disability of the president, the vice president shall succeed to the office of president and shall serve the remainder of the term. At the end of the president's term, the vice president shall succeed to the office of president.

Section 6 The treasurer shall receive all monies for dues and contributions; disburse such monies of the Association upon the order of the president and prepare an annual written report in detail of the receipts and disbursements of the association for distribution at the annual meeting.

Section 7 The secretary shall take minutes of all business meetings of the association and prepare a written transcript of the minutes to be presented at the annual meeting.

Section 8 If there is a vacancy in the office of vice president, secretary, or treasurer, the Executive Board shall fill the vacancy as soon as possible after such vacancy occurs.

ARTICLE V

Executive Board

Section 1 The executive board shall consist of the officers of the association together with the immediate past president, a probate member at large and a juvenile member at large appointed by the president.

Section 2 The executive board shall meet prior to the holding of the annual meeting concerning business to be brought before the membership.

Section 3 The executive board will meet at other times whenever the president of the association deems it necessary.

Section 4 The executive board shall take action on any business voted upon at the annual meeting.

ARTICLE VI

Committees

Section 1 The following committees may be established with the chairperson appointed by the president as needed:

- (a) Educational Planning Committee
- (b) Conference Planning Committee
- (c) Legislative Rules Committee
- (d) Forms
- (e) Other

ARTICLE VII

Meetings

Section 1 The regular meeting of the membership shall be held at the annual conference. Notice of the annual meeting shall be sent to the membership at least thirty (30) days prior to the meeting by ordinary mail or electronically.

Section 2 The order of business at the annual meetings of the members shall be as follows:

- (a) Reports of officers and committees
- (b) Nomination and election of officers
- (c) Transaction of other business properly brought before the meeting.
- (d) Adjournment

In the absence of any objection, the presiding officer may vary the order of business at his or her discretion.

Section 3 All motions brought before the membership for action shall be decided upon by a vote of the majority of the membership present.

Section 4 The principal place of business shall be with the acting president of the association.

Section 5 Other places for the transaction of business shall be at such places as designated by the president or committee chairpersons from time to time.

ARTICLE VIII

Nominations and Elections

Section 1 Nominations

- (a) The immediate past president shall be responsible for the collection of nominations from active members.
- (b) Duties include:
 - i. Prepare the notice, instructions and forms for nominations and intentions to run for office regarding the offices of Vice President, Secretary, and Treasurer with a letter to be mailed or emailed to all members 90 days prior to the annual conference. . The nominations must be returned within 30 days of the mailing. The notice shall indicate that nominations may be made by any member or by the person intending to run.
 - ii. Contact and receive acceptances/declinations from all nominees.
- (c) Prepare a slate of officers for inclusion with the annual conference materials.
- (d) Prepare blank ballots in the event they will be required at the annual business meeting.
- (e) If there are no nominations from the members, the members of the Executive Board shall make the nominations.

Section 2 Elections

- (a) The president shall preside during the elections, call for nominations from the floor, and declare the results of the elections.
- (b) If there is only one nominee for any office, and after calling for nominations from the floor, and hearing none, the office may be elected by a voice vote.
- (c) Any nomination from the floor requires the consent of the nominee.
- (d) If there is more than one nominee for any office the president shall appoint two tellers that have not been nominated for office. The immediate past

president shall act as the chairperson of tellers. The tellers shall supervise the elections and count the ballots.

- (e) The chairperson of tellers shall immediately report the results of the elections in writing to the president.
- (f) A majority shall elect. If no candidate receives a majority of the votes cast, the candidate receiving the fewest number of votes on each ballot shall be excluded in further balloting. In the event of a tie, the active members shall immediately proceed to vote by ballot to dissolve such tie. Should a third ballot fail to break the tie, the winner shall be determined by lot.

ARTICLE IX

Amendments

Section 1 Notice of any amendments shall be mailed or emailed to the members at least thirty (30) days in advance of the annual business meeting.

Section 2 The bylaws may be amended by a two-thirds majority vote of the regular membership present at the annual business meeting.

ARTICLE X

Parliamentary Procedure

The rules of parliamentary procedure shall be set forth except to the extent otherwise provided by law, or these bylaws, all meetings of the members, the executive board or any committee shall be conducted and governed in all respects by the rules of parliamentary procedure from time to time set forth in the most recent edition of Robert's Rules of Order.

(Amended June 16, 1994; June 14, 1995; June 18, 1997; June 12, 2002; June 18, 2008, June 13, 2012, June 2017; October 14, 2021)