**National Association for Court Management**

**International Association for Court Administration**

**Court Association Formation Template Summary Version**

**Prepared by the National Association for Court Management**

**International Committee**

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| 1. **Group Formation**
2. Purpose and Goal.
3. Legal Authority.
4. Parliamentary Procedures.
5. Code of Ethics.
 | 1. **Group Operations and Financial Practices**
2. Clerical Support.
3. Membership Dues/Fees.
4. Organization Financial Management.
5. Establish Mailing Address/Location.
6. Establish Web Presence and/or Online Access
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| 1. **Group Structure**
2. Group Leadership.
3. Group Membership.
4. Committees.
 | 1. **Group and Organizational Activities**
2. Group Products.
3. Outreach/Marketing.
4. Access Channels.
5. Technology Support.
6. Meetings.
7. Educational Programming.
8. Organizational Maintenance.
9. Organizational Expansion.
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**Glossary (Preliminary or Representative Sample)**

* Mission, vision – (definition)
* Articles of incorporation, by-laws – (definition)
* Parliamentary procedures – (definition)