**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 |
| 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. |

**Glossary (Preliminary or Representative Sample)**

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