

**Court Association Formation Template Summary Version**  
**Prepared by the National Association for Court Management**  
**International Committee**  
**Draft – 7/8/2019**

<p><b>I. Group Formation</b></p> <ul style="list-style-type: none"> <li>A. Purpose and Goal.</li> <li>B. Legal Authority.</li> <li>C. Parliamentary Procedures.</li> <li>D. Code of Conduct.</li> </ul>	<p><b>III. Group Operations and Financial Practices</b></p> <ul style="list-style-type: none"> <li>A. Clerical Support.</li> <li>B. Membership Dues/Fees.</li> <li>C. Organization Financial Management.</li> <li>D. Establish Mailing Address/Location.</li> <li>E. Establish Web or Internet Access.</li> </ul>
<p><b>II. Group Structure</b></p> <ul style="list-style-type: none"> <li>A. Group Leadership.</li> <li>B. Group Membership.</li> <li>C. Committees.</li> </ul>	<p><b>IV. Group and Organizational Activities</b></p> <ul style="list-style-type: none"> <li>A. Group Products.</li> <li>B. Outreach/Marketing.</li> <li>C. Access Channels.</li> <li>D. Website/Technology Support.</li> <li>E. Meetings.</li> <li>F. Educational Programming.</li> <li>G. Organizational Maintenance.</li> <li>H. Organizational Expansion.</li> </ul>

**Glossary (Preliminary or Representative Sample)**

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