

BY-LAWS
OF
COUNTY CLERKS ASSOCIATION
OF ARIZONA

ARTICLE I - NAME

The Organization shall be known as the County Clerks Association of Arizona.

ARTICLE II - OBJECTIVES

The primary purpose for which this organization is formed is to sponsor activities and objectives which would be of primary assistance to Boards of Supervisors and the general public which can be brought about through the coordination and development of pertinent information on specific areas of County government.

Further, the Committee shall study and make recommendations concerning changes in legislation, working in close harmony with the Legislative Liaison of the County Supervisors Association of Arizona.

In addition, the ultimate purpose of the Association would be to enhance the professional development of Clerks, in order that they can be of additional assistance to Boards of Supervisors.

ARTICLE III - MEMBERSHIP

The membership of this Association shall be comprised of the County Clerks of the Board of Supervisors in all Arizona Counties, and shall consist of two classifications.

- A. Voting members which shall be comprised of Clerks of the Board of Supervisors or designee; *one vote per county* ✓
- B. Non-Voting members which shall be comprised of notwithstanding, Deputy or Assistant Clerks of the Board of Supervisors, unless acting as designee.
- C. Only voting members excluding designees, shall hold the office of President, Vice-President, ~~and~~ Secretary ~~and~~ Treasurer.

ARTICLE IV - OFFICERS

Section 1. Number

The officers of this Association shall consist of a President, Vice-President, ~~and Secretary~~ Treasurer.

Section 2. Election and Term of Office

The officers of this Association, shall be elected at the annual meeting of a majority vote of the members present. Each officer shall hold office for a term of one year, or until his successor shall have been duly elected.

Section 3. Vacancy

A vacancy shall be filled by the Executive Committee.

Section 4. Duties

A. PRESIDENT

The President shall preside at all meetings and shall be the executive officer of this Association and shall have the general supervision of all ^{business} of the Association. The President shall sign, with ~~the Secretary-Treasurer~~, all instruments which the Association has authorized to be executed. *except*

B. VICE-PRESIDENT

The Vice-President shall act in the absence of the President and shall be responsible for such other duties as assigned by the President.

C. SECRETARY-TREASURER

The Secretary-Treasurer shall:

1. Be responsible for recording or to have recorded minutes of this Association;
2. Give notice of all meetings ~~in accordance with the provisions of these By Laws;~~
3. *Have* Have charge and custody of, and be responsible for, all records and funds of this Association;

4. Receive and give receipts for monies due and payable for this Association and deposit all such monies in the name of this Association;
5. In general, perform all duties incident to the Office of ~~Secretary-Treasurer~~, and such other duties which may be assigned by the President of the Association.
Treas. H. H. H.
6. The Books shall be open to the full Committee. ~~Secretary-Treasurer~~ shall submit the books to the full committee upon request.
Treas.

ARTICLE V - ASSESSMENT

A \$25.00 assessment shall be paid yearly by each County ^{member} member.

* ARTICLE VI - COMMITTEE

The Executive Committee shall be composed of 3 members (President, Vice-President and ~~Secretary~~ Treasurer).

The function of the Executive Committee is to fill officer vacancies; to compile and present a budget to the membership at the annual meeting, and to transact such business of this Association as may require their attention between the meetings. Business transacted by said Committee shall be submitted for consideration and approval by this Association at their next official meeting.

ARTICLE VII - MEETINGS

1. The Association shall have ^{monthly} ~~quarterly~~ meetings, (i.e. February, May, August, November), to be held the first ^{annual published schedule} ~~third~~ Friday of the designated months. ^{as approved.} ~~on a date as designated~~
2. The annual meetings for the election of the Association Officers, shall be held in the month of November.
3. A special meeting may be called by the President or a majority of the voting membership.

3rd
Friday
11:30am

4. All official business, with the exception of the Executive Committee of this Association, shall be conducted in a ~~public meeting place~~ by a majority of the members present.
5. Quarterly meetings shall be held in ~~each County~~ unless otherwise notified by the President. *Maricopa County/Phoenix*

This constitutes the By-Laws of the County Clerks Association of Arizona as amended, approved and adopted on this the 18th day of October, 1991.

Chgo approved 3-12-93