

**BY-LAWS of the  
ARIZONA COUNTY CLERKS ASSOCIATION**

**Arizona County Clerks are appointed County Officers pursuant to Article 12 of the Arizona Constitution and Arizona Revised Statutes §11-241.**

**ARTICLE I – MISSION**

Preserve the public trust through improved access to public records, adherence to statutory functions as stated in Arizona law and protection of the integrity of the public meeting process.

**ARTICLE II – NAME**

The Organization shall be known as the Arizona County Clerks Association (ACCA)

**ARTICLE III – OBJECTIVES AND GOALS**

The objectives and goals of the organization are to:

- A. Enhance the professional development of the Clerks of the Boards of Supervisors and the Clerks' staff.
- B. Conduct systematic and periodic review of recently enacted legislation affecting Boards of Supervisors and Clerks of the Boards of Supervisors for the purposes of ensuring compliance with statutory requirements and the developing effective methods for achieving compliance.
- C. Develop and advocate for legislation beneficial to the Boards of Supervisors and Clerks operations in promoting service to the public.
- D. Keep the membership informed of legislation being proposed which may affect Boards of Supervisors and Clerk of Board responsibilities and duties.
- E. Coordinate with the County Supervisors Association's Legislative Planning Committee to develop an official position as an Association regarding proposed legislation.
- F. Uphold the Arizona County Clerks Association Code of Ethics.

## **ARTICLE IV – MEMBERSHIP**

- A. The membership of this Association shall be comprised of the County Clerks of the Boards of Supervisors and duly appointed Deputy Clerks of the Boards of Supervisors in all Arizona Counties if dues are current. On voting matters, each county shall have only one vote. Voting by email is authorized.
- B. Clerks Emeritus:  
Honorary Clerks Emeritus shall:
  - a) Have served as Clerk of Board or Deputy Clerk for no less than 5 years;
  - b) Have attended at least two (2) previous Clerks Conferences;
  - c) Be non-voting members for which membership dues are waived.
  - d) Be responsible for any expenses related to attendance at Clerks conferences.

## **ARTICLE V – OFFICERS**

### **Section 1, Number**

There shall be three officers of the organization; a President, a Vice-President/Secretary, and a Treasurer. The President must be a Clerk of the Board of Supervisors.

### **Section 2, Election and Term of Office**

The officers of the Association shall be elected in the second half of even-numbered years, to take office on January 1<sup>st</sup> of the following year, by a majority vote of the membership counties. Each officer shall hold office for a term of two consecutive years or until the successor(s) shall have been duly elected or appointed according to Article V, Section 3.

Any officer may be removed by a majority vote of the membership counties.

### **Section 3, Vacancy**

A vacancy shall be filled by the Executive Committee.

### **Section 4, Duties**

**A. President**

The President or designee shall:

- a) be the executive officer of the Association;
- b) preside at all meetings;
- c) have the general supervision of all business of the Association;
- d) coordinate meetings, set the agenda, and give appropriate meeting notice;
- e) sign all documents which the Association has authorized;
- f) poll the membership regarding attendance at meetings and call for proxies as necessary.

**B. Vice-President/Secretary**

The Vice-President/Secretary shall

- a) act in the absence of the President;
- b) perform all duties incident to the Office of the Secretary;
- c) be responsible for such other duties as assigned by the President of the Association;
- d) be responsible for keeping minutes of this Association and submitting the minutes to the President for distribution.

**C. Treasurer**

The Treasurer shall:

- a) Insure the treasury books are open to the full Association membership.
- b) have charge, custody of, and be responsible for, all financial records and funds of this Association;
- c) receive, deposit and account for all dues, assessments, donations or earnings of the association;
- d) pay all bills of the association as approved by the executive committee;
- e) perform all duties incident to the Office of Treasurer;
- f) be responsible for such other duties as may be assigned by the President of the Association.

**ARTICLE VI – DUES**

Each County that wishes to be a member of the Association shall pay dues of \$200.00 annually. Dues are payable in January of each year.

**ARTICLE VII – EXECUTIVE COMMITTEE**

- A. The Executive Committee shall be composed of three (3) members: the President, the Vice-President/Secretary, and the Treasurer.
- B. The function of the Executive Committee is to fill officer vacancies, and to transact such business of this Association as may require its

attention between the meetings. Business transacted by the Executive Committee shall be submitted for consideration and approval by this Association at its next official meeting.

#### **ARTICLE VIII – LEGISLATIVE COMMITTEE**

- A. The ACCA may, from time to time, activate by a majority vote of the member counties a legislative committee within the following guidelines:
- B. The Legislative Committee shall be composed of three (3) members elected by the membership.
- C. The responsibility of the Legislative Committee shall be to
  - a) prepare legislation for consideration by the membership;
  - b) alert the membership of legislation which affects Boards of Supervisors and Clerks of Boards of Supervisors;
  - c) coordinate with the County Supervisors Association's Legislative Planning Committee regarding the Association's official position on legislation;
  - d) draft position letters and distribute such letters to the membership prior to transmittal to the legislature.
- D. The Legislative Committee shall develop guidelines for its conduct for approval by the membership.

#### **ARTICLE VIX – MEETINGS**

- A. The Association shall meet semi-annually.
- B. A special meeting may be call by the President or by a majority of the membership Counties.
- C. All official business of the Association, with the exception of the Executive Committee and the Legislative Committee (if convened), shall be decided by a majority of the membership counties, either in person, by email, or by proxy.
- D. Invitations may be extended to Clerks Emeritus as defined under Article IV-Membership (B).

These VIX Articles constitute the by-laws of the Arizona County Clerks Association as amended.