

BY-LAWS OF THE ARIZONA COUNTY CLERK'S ASSOCIATION

ARTICLE I -- NAME

The Organization shall be known as the Arizona County Clerk's Association (ACCA).

ARTICLE II -- OBJECTIVES

The objectives of the organization shall be to:

Enhance the professional development of Clerks of the Board of Supervisors.

Review recently enacted legislation concerning Boards of Supervisors and Clerks of the Boards of Supervisors for the purpose of ensuring compliance with statutory requirements, and to develop effective methods for achieving compliance.

Develop legislative goals concerning COB responsibilities.

Strive to inform the membership of legislation being proposed which may effect COB responsibilities and duties.

ARTICLE III -- MEMBERSHIP

The membership of this Association shall be comprised of the county Clerks of the Board of Supervisors and duly appointed Deputy Clerks of the Board of Supervisors in all Arizona Counties. On voting matters, each county shall have only one vote. Mail votes may be taken when deemed necessary.

ARTICLE IV -- OFFICERS

Section 1. Number

There shall be three officers of this organization, namely, a President (who must be a Clerk of the Board of Supervisors), a Vice-President/Secretary, and a Treasurer.

Section 2. Election and Term of Office

The officers of this Association, shall be elected at the first meeting of the year in even numbered years, by a majority voted of the counties represented. Each officer shall hold office for a term of two consecutive years or until their successor shall have been duly elected.

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

Section 3. Vacancy

A vacancy shall be filled by the Executive Committee.

Section 4. Duties

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 or Treasurer shall sign, all instruments which the Association has authorized to be executed.

Vice-President/Secretary

The Vice-President/Secretary shall act in the absence of the President, perform all duties incident to the Office of the Secretary and shall be responsible for such other duties as assigned by the President.

Be responsible for keeping minutes of this Association.

Give notice of all meetings.

Treasurer

The Treasurer shall have charge and custody of, and be responsible for, all financial records and funds of this Association.

Receive and give receipts for moneys due and/or payable for this Association and deposit all such receipts in the name of this Association.

In general, perform all duties incident to the Office of Treasurer, and other duties which may be assigned by the President of the Association.

The Books shall be open to the full Association. The Treasurer shall submit the books to the full Association upon request.

ARTICLE VI -- EXECUTIVE COMMITTEE

The Executive Committee shall be composed of 3 members: the President, the Vice-President/Secretary, and the Treasurer.

The function of the Executive Committee is to fill officer vacancies, 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

The Association shall meet in accordance with a published schedule decided upon at the Summer (1st meeting of the year) meeting.

A special meeting may be called by the President or a majority of the counties.

All official business, with the exception of the Executive committee of this Association shall be conducted by a majority of the counties present.

These VII Articles constitute the By-Laws of the Arizona County Clerk's Association as amended, approved and adopted on this **7th** day of **June, 1996**.