

**BY-LAWS  
OF THE  
ARIZONA COUNTY CLERKS ASSOCIATION  
(ACCA)**

**ARTICLE I – NAME**

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

**ARTICLE II – OBJECTIVES AND GOALS**

The objectives and goals of the organization are:

- A. Enhancement of the professional development of the Clerks of the Board of Supervisors.
- B. 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 development of effective methods for achieving compliance.
- C. Assist with development and promotion of legislation beneficial to the Board of Supervisors and Clerk's operations and service to the public.
- D. Keeping the membership informed of legislation being proposed which may affect BOS and COB 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.

**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 whose dues are current. On voting matters, each county shall have only one vote. Voting by email is authorized.

**ARTICLE IV – 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 at the first meeting of the year in an even numbered year to take office January 1<sup>st</sup>, by a majority vote of the counties present. Each officer shall hold office for a term of two consecutive years or until

their successor shall have been duly elected or appointed according to Article IV, 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

- a) shall be the executive officer of the Association;
- b) shall preside at all meetings;
- c) shall have the general supervision of all business of the Association;
- d) shall coordinate meetings, set the agenda, and give appropriate meeting notice;
- e) shall sign all documents which the Association has authorized;
- f) or designee shall 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 treasury books shall be open to the full Association membership.

The Treasurer shall

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

### **ARTICLE V – DUES**

Each county who wishes to be a member of the Association shall pay dues of \$100.00 annually. Dues are payable in January of each year.

### **ARTICLE VI – 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 their attention between the

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

#### **ARTICLE VII – LEGISLATIVE COMMITTEE**

- A. 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 to legislation which affects Boards of Supervisors and Clerks of the Board 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 VIII – MEETINGS**

- A. The Association shall meet in accordance with a published schedule decided upon at the first meeting of the year.
- 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.

These VIII Articles constitute the by-laws of the Arizona County Clerk's Association as amended, approved and adopted on this 10th day of February, 2006.