

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

ARTICLE I – NAME

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

ARTICLE II – OBJECTIVES AND GOALS

The objectives and goals of the organization shall be to:

- A. Enhance the professional development of the Clerks of the Board of Supervisors.
- B. 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.
- C. Develop legislative goals and legislation concerning BOS and COB responsibilities.
- D. Keep the membership informed of legislation being proposed which may effect 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. 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. Each officer shall represent a different county.

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 vote 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 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 this 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) or Treasurer shall sign all instruments which the Association has authorized to be executed;
- 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.

The Treasurer shall

- a) have charge, custody of, and be responsible for, all financial records and funds of this Association;
- b) receive and give receipts for moneys due and/or payable for this Association;
- c) deposit all such receipts in the name of this Association;
- d) submit the books to the full Association upon request;
- e) in general, 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 V – DUES

Each county who wishes to be a member of this Association shall pay dues of \$75.00 annually. Such 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 said Committee shall be submitted for consideration and approval by this Association at their next official meeting.

ARTICLE VII – LEGISLATIVE COMMITTEE

- A. The Legislative Committee shall be composed of three (3) members elected by the membership.
- B. 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.

- C. 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 this Association, with the exception of the Executive committee and the Legislative Committee, shall be decided by a majority of the membership counties, either in person, by mail, or by proxy.

These VIII Articles constitute the by-laws of the Arizona County Clerk's Association as amended, approved and adopted on this 6th day of February, 1999.