



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 four officers of the organization; a President, a Vice- President, Secretary, and a Treasurer. With the immediately past-president serving as a member for 2 years.

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 1st 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 ACCA Membership.

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

The Vice-President shall

- a) act in the absence of the President;
- b) responsible for the website and addition of resource material
- c) be responsible for such other duties as assigned by the President of the Association.
- d) shall record and keep certification and continuing education hours

C. Secretary

The Secretary shall

- a) perform all duties incident to the Office of the Secretary;
- b) responsible for Minutes, Bylaws, and Agendas
- c) be responsible for keeping minutes of this Association and submitting the minutes to the President for distribution.

D. 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 board;
- 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.

Section 5, Board Member Requirement

A Board member will be required to be a Clerk or the Deputy Clerk Acting as a Clerk, the Board Member must be an active ACCA Member and have attended at least one (1) ACCA Conference (training session and business meeting the prior year).

ARTICLE VI – DUES

Each County that wishes to be a member of the Association shall pay dues of \$200.00 annually. Dues are due by July 15th of each year.

ARTICLE VII – EXECUTIVE BOARD

- A. The Executive Board shall be composed of five (5) members: the President, the Vice-President, the Secretary, the Treasurer and the immediately past President.
- B. The function of the Executive Board is to transact such business of this Association as may require its attention between the meetings. Business transacted by the Executive Board shall be submitted for consideration and approval by this Association at its next official meeting.

ARTICLE VIII – LEGISLATIVE COMMITTEE

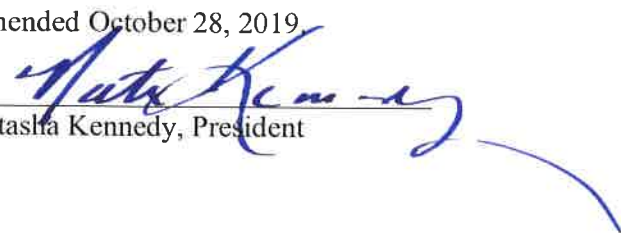
- A. The ACCA may, from time to time, activate by a majority vote of the member counties a legislative committee within the following guidelines:
- B. The Legislative Committee shall be composed of three (3) members elected by the membership.
- C. The responsibility of the Legislative Committee shall 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 IX – MEETINGS

- A. The Association shall not exceed the amount of \$4,000 for annual conference; and to host one Clerk's meeting in conjunction with AACo and CSA meetings and to have the Board approve expenditures including retirement gifts, with a member coordinating a gift on volunteer basis with approval by membership.
- B. A special meeting may be called by the President or by a majority of the membership Counties.
- C. All official business of the Association, with the exception of the Executive Board 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).
- E. Minutes shall include notes first day of conference – from meet and greet all the way through when the membership is gathered; with minutes at actual meeting. Minutes of conference shall include attendance; brief statement of current events from the Clerks and summary regular minutes on the other items; enough information to know we voted and amend bylaws to reflect these changes.

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

Amended October 28, 2019.


Natasha Kennedy, President

Other Essential Items Approved by the ACCA Membership:

Certified Professional County Clerk Program

Conference Registration Fee: Fee for the membership of \$100 - \$150 as needed.

Exhibitors and Sponsorship: Allow vendors to attend the Arizona County Clerks Association Conferences. The hosting county would locate a meeting room and determine preliminary costs for clerks only and clerks with vendor participation, to share with the Board, the Board would then share the numbers with the membership and the hosting County would put the event together. The Board will make the final decision to include vendors after the Board shared the information with the membership.

Continuing Education: 1 (ONE) TO 2 (TWO) PAGE REPORT ON A TOPIC RELATING TO CLERK'S RESPONSIBILITIES TO THE RESOURCE PAGE ON THE ACCA WEBSITE OR THE OPTION TO ATTEND 1 (ONE) ARIZONA COUNTY CLERKS ASSOCIATION CONFERENCE PER YEAR TO MAINTAIN PROFESSIONAL COUNTY CLERK CERTIFICATION STATUS;

ACCA Logo



Meeting Minutes: Include names of those in attendance in person/video/telephonic; create a brief statement of current events from each county; create summary minutes that include enough information on each agenda item to show why a decision was made. Include who made the motion, second and what the vote was. "Unanimous" if all voted or list the aye, nay and no votes individually, by name, if not unanimous.