



*Arkansas City Clerks, Records & Treasurers Association*

## Constitution

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### ARTICLE I: Name

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#### Section 1:

The organization shall be known as the Arkansas City Clerks, Records & Treasurers Association and hereinafter will be referred to as the Association.

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### ARTICLE II: Purpose & Objectives

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#### Section 1:

The purpose of this organization shall be to improve the administration of local government through officials and/or persons vested with the powers and duties commonly known as City Clerks, Records and Treasurers. All such officials or persons referred to will hereinafter be called City Clerks, Records and Treasurers. The objectives include, but are not limited to the following: to perpetuate and develop the organization as a body within the Arkansas Municipal League, for the cooperation of City Clerks, Records and Treasurers of Arkansas cities and towns, to promote the application of the best methods of conducting the affairs of the Offices of City Clerks, Records and Treasurers, to promote and support legislation for the benefit of the Municipalities in harmony with the advocates of the Arkansas Municipal League, to provide a better knowledge of the needs of the Municipalities to the public generally, to safeguard the autonomy of the Municipality in its relation to the education of its citizenship and the existence toward continuity of a citizenship free from dictatorial powers of a person or persons.



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## ARTICLE III: Membership

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### Section 1: Membership Classes:

Those persons, as previously defined, in the State of Arkansas are eligible for membership in the association. Membership of the City Clerks, Records & Treasurers Association shall have four classes: active, retired, honorary and associate and shall be composed entirely of Municipalities having paid up membership dues in the Arkansas Municipal League.

**A. Active Members:** Active members are defined as those City Clerks, Records and Treasurers and their deputies whose annual dues have been paid prior to the annual meeting. A deputy is defined as working in the Clerk's office whose core duties include a majority of the core duties listed below as certified by the clerk or recorder.

1. Secretariat to the elected body.
2. Meetings of that body and any subordinate committee, boards or commissions.
3. Preparation of agendas, minutes and official documents of such bodies.
4. Maintenance and preservation of bylaws, ordinances, or other legal instruments of the elected body.
5. Custody of the municipal seal and the execution of official documents.
6. Management of records and archives of the elected body.
7. Administration of oaths of office and document certification.
8. Administration of elections, as applicable.

**B. Retired Members:** Members who retire from office may continue their membership as nonvoting members.



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**C. Honorary Members:** Members who have held Active Memberships in the Association for a period of not less than eight (8) years prior to termination of the Office Recommendations for Honorary Membership shall be submitted to any member of the Executive Committee for approval and shall be presented at the next annual meeting of the Association. Approval of such Honorary Membership shall be by majority approval of those voting members present. Members who have dishonored the office shall not be allowed to be honorary members.

**D. Associate Members – Nonvoting:** Associate membership shall be open to individuals employed by local government unit or other body as defined below, and those individuals who can demonstrate a commitment to the purpose and objectives of the association. Associate membership shall include the following list of positions:

1. Other employees of local government units
2. Election Administrators
3. Individuals in transit between municipal jobs
4. Others not eligible for voting member status

**Section 2: Membership Transfers:**

When a City Clerk, Recorder or Treasurer of a Municipality becomes disassociated from the office, which qualifies the person for membership, the active membership shall be transferred to the member's successor. However, the disassociated member may continue as a retired or honorary member as set out under Article III.

If such a member holds an appointed or elected office in the Association, that person shall cease to hold such an office when assuming the status of a retired or honorary member.



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**Section 3: Voting Rights:**

Except as otherwise provided in this Constitution, the right to vote shall be limited to active members only, each municipality having one vote; and unless otherwise stated a majority of those members voting on any issue shall be sufficient to carry the vote.

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**ARTICLE IV: Officers & Terms**

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**Section 1: Qualifications**

Officer nominees must be current ACCRTA members who have served actively on at least one committee and held an Institute Workshop meeting.

**Section 2: Offices – Listed**

The officers of the Association shall be President, immediate Past President, Vice President, who shall automatically succeed to the Office of President, Secretary and Treasurer. Officers shall be elected by the membership at the annual meeting of the Association. Officers shall serve on the Executive Committee.

**Section 3: Executive Committee – Defined**

The Executive Committee shall consist of the officers of the Association, four (4) District Directors, and past presidents, with active or deputy membership in the association.



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#### **Section 4: Quorum – Defined**

A voting Quorum of the Executive Committee shall consist of a majority of the four (4) Officers and four (4) District Directors of the Association.

#### **Section 5: Vacancies**

In the event a vacancy occurs in office, the Executive Committee shall appoint a former officer to fill the un-expired term.

#### **Section 6: Financial Liability**

No Officer or committee member shall be authorized to create any financial liability for the Association, unless it is approved in nature and amount by the Executive Committee.

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### **ARTICLE V: Meetings**

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#### **Section 1: Annual Meeting**

The annual meeting of the Association shall be held in conjunction with the Arkansas Municipal League (AML) Summer Conference. The Program of the annual meeting shall be arranged by the Executive Committee.

#### **Section 2: Executive Committee Meetings:**

Executive Committee meetings shall be held at the discretion of the President of the Association.



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### **Section 3: Special Meetings of the Executive Committee:**

Special meetings shall be held at the discretion of the President of the Association. A quorum shall consist of a majority of the elected officers and four District Directors. Meetings may be held as necessary to conduct the affairs of the Association. Telephone voting will be allowed for special meetings only if a quorum is not present.

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## **ARTICLE VI: Amendments to the Constitution**

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### **Section 1: Notification**

Proposed amendments to the Constitution shall be in writing, setting forth the particular change or changes proposed and shall be filed with the President at least 60 days prior to the annual meeting. The membership shall have access to a copy of any and all proposed amendments at least 30 days prior to annual meeting. When filed during an annual meeting, amendments may be voted on during that particular session if it is the pleasure of a two thirds majority of active members in attendance.

### **Section 2: Voting**

Proposed amendments to the Constitution may be voted on only during an annual meeting and shall require a two-thirds majority of the active members in attendance.

### **Section 3: Effective Date**

Except as otherwise provided, each adopted amendment to the Constitution shall become effective immediately upon adoption.



*Arkansas City Clerks, Records & Treasurers Association*

ADOPTED THIS 4<sup>th</sup> day of November, 2014.

*Sondra E. Smith*

**Sondra E. Smith**  
**2013/2014 President**

*Jane Wilms* 11-22-14

**Jane Wilms**  
**2013/2014 Secretary**

**(Seal)**



*Arkansas City Clerks, Records & Treasurers Association*

## **By-Laws**

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### **ARTICLE I: Powers & Duties of Officers – General**

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#### **Section 1: President**

- A. To perpetuate and develop the association as a body in association with the Arkansas Municipal League.
- B. To serve on the Executive Committee of the Arkansas Municipal League at the will of the Arkansas Municipal League President.
- C. To promote the application of the best methods of conducting the affairs of the offices of City Clerks, Records and Treasurers.
- D. To promote and support legislation for the benefit of the Municipalities in harmony with the advocates of the Arkansas Municipal League.
- E. To provide a better knowledge of the needs of the Municipalities to the public generally; to safeguard the autonomy of the Municipality in its relation to the education of its citizenship and the existence toward continuity of a citizenship free from dictatorial powers of a person or persons.
- F. To appoint various committees that might be relevant to topics or events that would apply to the Arkansas City Clerks, Records & Treasurers Association. Each committee appointed shall have a chairman who will report the findings of the committee back to the full membership of the association.





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- G.** To appoint either a three or five member Nominating Committee who will recommend officers to the full membership of the association. Persons selected by the committee should be contacted prior to the annual meeting to ascertain their willingness to serve in all four positions of the Arkansas City Clerks, Records & Treasurers Association.
1. The slate of proposed officers shall be submitted to the full membership at the annual meeting of the association.
  2. Members of the Nominating Committee should be composed of past presidents or other past officers of the association or a member who has shown outstanding leadership in the association.
- H.** Calendar of events (Based on a fiscal year, July 1 –June 30):
1. **Organizational meeting of Executive Committee (switching of materials, boxes, etc.) to be held as soon as possible after the annual business meeting and elections.**
    - a. Prepare budget for year.
    - b. Appoint various committees deemed necessary for the coming year.
- Audit Committee  
Clerk of the Year Committee  
Education Review Committee  
Fundraising Committee  
Handbook Committee  
Legislative Committee  
Mentor Committee  
Newsletter Committee  
Nominations/Elections Committee  
Scholarship Committee  
Website Committee



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**2. May - International Institute of Municipal Clerks**

**a. Presidential Requirements:**

- (1) Shall attend IIMC annual conference.
  - (a) Amount of travel expense to be contributed by the association will be determined by the association's budget.
  - (b) Additional expense will be left to the individual or respective city.
  - (c) To represent Arkansas City Clerks, Records and Treasurers at the specified events scheduled by the International Institute of Municipal Clerks (i.e., Presidents' meeting).
  - (d) Attend Regional meeting during annual IIMC conference.

**3. June - Summer Annual Arkansas Municipal League Conference**

**a. ACCRTA Annual Business Meeting**

- (1) Agenda for ACCRTA meeting
- (2) Speakers, panelists, et

**4. September – Clerks Institute at the University of Arkansas**

- a. Banquet Program (Speakers, Awards, etc.)
- b. To work closely with the Institute Director for the weeklong event

**5. November/December**

- a. Shall attend Winter Arkansas Municipal League Conference.
- b. Shall attend IIMC Regional meeting

**I: Specific Duties:**

1. Attend Institute Workshop meetings if possible.
2. Immediate Past President to serve on Education Committee and Nomination Committee.



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3. Be a member of IIMC.
4. Be a current paid member of ACCRTA.
5. Prepare an IIMC Annual Report and IIMC Regional Report.

**Section 2: Vice President:**

- A. To work closely with the president and other officers.
- B. To assume the duties of the president in the absence of the president.
- C. Assist all committee chairs and serve as ex-officio member of each committee.
- D. Accept and score Clerk of the Year Award applications, per guidelines.
- E. To work with the President and the Institute Director on the preparation for annual Institute.

**Section 3: Treasurer:**

- A. To be the custodian of the financial records of the Arkansas City Clerks, Records & Treasurers Association. Records shall be passed down to the new incoming treasurer each year.
- B. To report to the membership and Executive Committee at each respective meeting the financial status of the Arkansas City Clerks, Records & Treasurers Association.
- C. To mail membership dues statements no later than August 1<sup>st</sup> of each year.
- D. To maintain and distribute the membership pins associated with the Arkansas City Clerks, Records & Treasurers Association to each new member.
- E. Invest funds in safe security.



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- F. Maintain an accurate and updated listing of all association members.
- G. Mail membership cards to all respective members upon receipt of dues.
- H. To assist the President when called on for various other duties.
- I. To either purchase as budgeted or obtain door prizes for the annual meeting.
- J. To purchase outgoing President a gavel on a plaque and a gift of appreciation as budgeted.
- K. To purchase a gift and a plaque for the Clerk of the Year as budgeted.
- L. To purchase a gift for the District Director having the largest attendance at their meeting as budgeted.
- M. Complete IRS forms yearly.

**Section 4: Secretary:**

- A. To attend all Business or Executive Committee meetings pertaining to the Arkansas City Clerks, Records & Treasurers Association and to accurately prepare minutes of the meetings and an annual summary of motions.
- B. To record in permanent record books the business transactions of the Arkansas City Clerks, Records & Treasurers Association. Records, including all written reports and handouts submitted at the June meeting. The minute books shall be passed down to the new incoming secretary each year.
- C. To assist the President when called on for various other duties.



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**Section 5: District Directors:**

The President of the organization shall appoint four (4) District Directors who shall serve for a period of two years. There shall be one (1) District Director from each geographic district. The District Directors shall serve as members of the Executive Committee.

- A. Membership Development
- B. District Directors should encourage members in their District to attend Institute Workshops.
- C. To assist the Institute Workshop Host in their District with meetings.
- D. Review and be familiar with the Institute Workshop Guide.
- E. Represent Association in their District.
- F. Serve as a mentor to members in their District.
- G. Review certification requirements with members within their District.

**Section 6: General**

- A. All officers should attend the IIMC annual conference and will be allotted \$500.00 to attend. Documentation of expenses shall be submitted to ACCRTA within two (2) weeks of returning from the conference.
- B. If for any reason an officer receives funds in advance to attend the IIMC annual conference and is unable to attend, the funds received from ACCRTA will be reimbursed.



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- C. Exceptions will be subject to approval of the Executive Committee.
- D. It shall be the duty of each committee chairman and District Director appointed to make a full written report at the Executive Committee meetings and at the annual meeting of the Association.
- E. Any property of the Association shall be returned to the Association at the end of the officers term or upon leaving office of the Association.
- F. The Nominating Committee shall appoint the IIMC Regional Director from Arkansas.

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**ARTICLE II: Meetings**

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**Section 1:**

The President of the Association shall be required to call two (2) meetings of the Executive Committee. One shall be held **as soon as possible, after the annual June business meeting, in a central location** and the other shall be held at the discretion of the President. Additional meetings may be called as needed at the discretion of the President.

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**ARTICLE III: Annual Dues**

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**Section 1:**

Annual dues for membership in the Association shall cover one (1) full fiscal year. Said dues are established at the annual meeting (July 1--June 30) by the majority of the voting members present. There shall be no dues for Retired and Honorary Members.



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**Section 2:**

Dues shall be per Municipality and shall cover the elected or appointed City Clerk, Recorder or Treasurer. Dues for Deputies from the same Municipality shall be established at the annual meeting by majority of voting members present.

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**ARTICLE IV: Parliamentary Law**

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**Section 1:**

Whenever in the affairs of the Association, parliamentary rules or procedure are involved, the current edition of Robert's Rules of Order newly revised shall apply.

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**ARTICLE V: Amendments to the By-Laws**

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**Section 1: Notification**

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**Section 2: Voting**

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**Section 3: Effective Date**

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**ARTICLE VI: Records Retention and Destruction**

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- A. Minutes, agendas, budgets, financial records and IRS records shall be archived.
- B. The Executive Committee may approve the destruction of unnecessary records not listed above.

ADOPTED THIS 4<sup>th</sup> day of November, 2014.

Sondra E. Smith

Sondra E. Smith  
2013/2014 President

Jane Wilms 11-22-14  
Jane Wilms

2013/2014 Secretary

(Seal)