



# **AGENDA**

## **ARKANSAS CITY CLERKS, RECORDERS & TREASURERS ASSOCIATION**

***Annual Business Meeting***  
**June 13<sup>th</sup> – 1:30 p.m.**  
**Arkansas Ballroom in the Marriott  
Little Rock, Arkansas**

### **CALL TO ORDER**

### **APPROVE MINUTES OF THE JUNE 14, 2017 ANNUAL BUSINESS MEETING**

#### **Amendments to Constitution & By Laws**

Treasurer's Report

District Work Shop Reports

District 1 – Tina Timmons – Maumelle April 26-27, 2018

District 3 – Phyllis Thomas – Van Buren Oct 5-6, 2017

District 4 – Donna Stewart - Smackover Aug 24-25, 2017

District 4 – Heather Soyors – Texarkana March 15-16, 2018

- a. Recognize workshop host with most in attendance.

International Institute of Municipal Clerks (IIMC) District Director Report

Committee Reports

Audit Committee – Diane Whitbey

Clerk of the Year – Andrea Williams – Presented at the Friday Luncheon

Education Review Committee – Diane Whitbey

Fundraising Committee – Becky Walker

Legislative Committee – Denise Johnston

Mentor Committee – Linda Simpson

Nominations & Elections – Diane Whitbey

Scholarship – Mitri Greenhill

Website – Sondra Smith

Membership Development – Angela Nicholson

Facebook – Sharla Derry

Oaths of Office for newly elected officers

Other Business

**ADJOURN**

**Arkansas City Clerks, Records & Treasurers Association  
Annual Business Meeting  
June 14, 2017 1:30 p.m.  
Little Rock Marriott – Arkansas Ballroom  
3 Statehouse Plaza  
Little Rock, Arkansas**

The members of the Arkansas City Clerks, Records and Treasurers Association met in special session on Wednesday, June 15, 2016, at the Little Rock Marriott – Conway Room, 3 Statehouse Plaza, Little Rock, Arkansas with President Barbara Blackard, Clarksville, presiding.

President Barbara Blackard called the meeting to order and welcomed everyone. President Blackard stated the Executive Committee met this morning and voted to contribute \$10,000.00 for the bid on the 2022 IIMC International Conference.

Diane Whitbey, City Clerk/ Treasurer, North Little Rock made the motion to approve the minutes from the Annual Business Meeting, June 15, 2016 as written; seconded by Linda Simpson, City Clerk, Lake City. All in favor. Motion carried.

**ITEM #1**

**TREASURER'S REPORT**

Denise Johnston, City Clerk, Batesville gave the Treasurer's report. Ms. Johnston stated the beginning balance was \$14,255.47, revenues were \$14,398.10 and expenses were \$20,600.94. Leaving an available balance in the checking account of \$8,052.63. These totals include \$10,000 that was transferred to certificate of deposit #237065. Grand total of funds available, including two certificates of deposit, is \$59,296.74.

**ITEM #2**

**DISTRICT DIRECTORS REPORTS**

District 1 Director Angela Nicholson, City Clerk, Sherwood, was not present.

District 2 Director Erma Colburn, City Clerk, Dumas, was not present.

District 3 Director Phyllis Thomas, City Clerk, Van Buren stated that she will host a district meeting October 5-6, 2017. She stated that her city's fall festival will be held at this time as well.

District 4 Director Donna Stewart, City Clerk, Camden, stated that she will host a district meeting in conjunction with the City of Smackover on August 24-25, 2017.

President Barbara Blackard stated that the award for or having the most in attendance at a workshop goes to Angela Nicholson.

### **ITEM #3**

#### **INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC) DISTRICT DIRECTOR REPORT**

International Institute of Municipal Clerks Regional 4 Director, Diane Whitbey encouraged all clerks to become members of IIMC. She stated the next regional meeting will be held December 6-8, 2017 in Fort Smith.

Clerk Whitbey told the members that the City of Little Rock is bidding on the 2022 International Convention. If selected Little Rock would host 600-700 clerks from around the world.

### **ITEM #4**

#### **COMMITTEE REPORTS**

- A.) Audit Committee Report (Jarrold McKaughan, Chair) – Finance Director McKaughan stated that the committee met at 1 p.m. this afternoon and reviewed the treasurer's reports and documents. She stated everything was in order and very well organized.
- B.) Clerk of the Year Committee (Andrea Williams, Chair) – Clerk Williams stated that there were three nominations for Clerk of the Year, Kathy Collins, City Clerk, Russellville; Sonya Evald, City Clerk; Ozark; and Treva James, City Clerk, Greens Ferry. She stated the award would be presented at the awards luncheon on Friday.
- C.) Education Review Committee (Sherri Gard, Chair) – Clerk Gard stated that Kim Jones with the University of Arkansas is working on preparing classes for the district meetings, as well as the Municipal Clerks Institute in Fayetteville in September. Clerk Gard recognized City Clerk Becky Walker of Mansfield for earning her Certified Municipal Clerk Certification.
- D.) Fundraising Committee (Becky Walker, Chair) – Clerk Walker stated that \$135 was raised on the 50/50 tickets today. She stated that the committee held the silent auction at the winter conference and raffled off two guns. The fundraising committee has raised \$ 3979.00, exceeding their goal of \$3500.00.
- E.) Legislative Committee (Denise Johnston, Chair) – Clerk Gard spoke on behalf of the legislative committee stating that legislation has been passed and as of July 31, 2017 City Clerk's may now administer the Oath of Office.
- F.) Mentor Committee (Linda Simpson, Chair) – Clerk Simpson stated that she has not had any requests for mentors but feels that we are all mentors and should help each other as needed.
- G.) Nominations and Elections Committee (Diane Whitbey, Chair) – Clerk Whitbey stated that the committee recommends the following for office: Barbara Blackard, president; Sonya Eveld, vice-president; Andrea Williams, treasurer; and Denise Johnston, secretary. Motion made by Mitri Greenhill, City Clerk, Stuttgart to accept the nominations as presented; seconded by Sharla Derry, City Clerk, Greenwood. All in favor. Motion carries.

- H.) Scholarship Committee (Donna Stewart, Chair) – Clerk Stewart stated that the scholarship winners are Belinda Beasley of Lincoln, Katie Boyd of Huntsville, Mandi Harcrow of East Camden, Debbie Weichinger of Cherokee Village, Marlene Fulkroad of Stephens and Alicia Hawkins of Star City
- I.) Website Committee (Sondra Smith, Chair) – Clerk Derry state the website is going great and the committee is open to suggestions.
- J.) Membership Development Committee (Angela Nicholson, Chair) – Clerk Nicholson was not present.
- K.) Facebook Committee (Sharla Derry, Chair) – Clerk Derry recognized the committee members and went over the items that have been posted on the ACCRTA Facebook page this year.
- L.) Clerk Directory Committee (Diane Whitby, Chair) – Clerk Whitbey stated that she needed pictures of the clerks for the directory and suggested that a digital copy on Facebook or the website might be a better option than a printed directory.

#### **ITEM #7**

#### **OATHS OF OFFICE FOR NEWLY ELECTED OFFICERS**

President Barbara Blackard administered the oath of office to the new officers.

#### **ANNOUNCEMENTS**

Fundraising chair, Becky Walker, asked President Barbara Blackard to draw a ticket for the 50/50 give a way. Becky Walkers ticket was chosen and she won \$67.50. Also, Rebecca Barton, Recorder/Treasurer, Lakeview, won a cookbook donated by Linda Simpson.

#### **ADJOURN**

There being no further business to come before the committee, Sharla Derry moved the meeting be adjourned; seconded by Diane Whitbey. All in favor. Meeting adjourned at 2:05 p.m.

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Barbara Blackard, President

ATTEST:

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Sonya Evald, Secretary



*Arkansas City Clerks, Recorders & 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, Recorders & 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, Recorders and Treasurers. All such officials or persons referred to will hereinafter be called City Clerks, Recorders and Treasurers. The objectives include, but are not limited to the following: to perpetuate and develop the organization as a body within the International Institute of Municipal Clerks and the Arkansas Municipal League, for the cooperation of City Clerks, Recorders 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, Recorders and Treasurers, to promote and support legislation for the benefit of the Municipalities in harmony with the advocates of the International Institute of Municipal Clerks and 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, Recorders & 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, Recorders 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 IIMC and ACCRTA members who have served actively on at least one committee, held an Institute Workshop meeting, or served as District Director.

**Section 2: Offices – Listed**

The officers of the Association shall be President, immediate Past President, and 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, ~~Institute Workshop host~~, and past presidents, with active or deputy membership in the association.

**Section 4: Quorum – Defined**

A Quorum of the Executive Committee shall consist of a majority of the Officers and District Directors of the Association.





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**Section 5: Vacancies**

In the event a vacancy occurs in office, the Executive Committee shall appoint a former member of the Executive Committee 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.

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

Special meetings shall be held at the discretion of the President of the Association. 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.

ADOPTED THIS 13<sup>th</sup> day of June, 2018.

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**Barbara Blackard**  
2017/2018 President

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**Denise Johnston**  
2017/2018 Secretary



(Seal)



*Arkansas City Clerks, Recorders & 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, Recorders and Treasurers.
- D. To promote and support legislation for the benefit of the Municipalities in harmony with the advocates of the International Institute of Municipal Clerks and 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, Recorders & 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, Recorders & 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, etc.

**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. Attend Winter Arkansas Municipal League Conference, if possible.

b. Attend IIMC Regional meeting, if possible.



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**I: Specific Duties:**

1. Attend Institute Workshop meetings if possible.
2. Immediate Past President to serve on Education Committee and Nomination Committee.
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 31<sup>st</sup> of each year.



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- D. To order the membership pins associated with the Arkansas City Clerks, Records & Treasurers Association for each new member.
- E. Invest funds in safe security.
- F. Maintain an accurate and updated listing of all association members.
- G. To assist the President when called on for various other duties.
- H. To purchase outgoing President a gavel on a plaque and a gift of appreciation as budgeted.
- I. To purchase a gift and a plaque for the Clerk of the Year as budgeted.
- J. To purchase a gift for the District Director having the largest attendance at their meeting as budgeted.
- K. 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 archives the business transactions of the Arkansas City Clerks, Records & Treasurers Association. Records, including all written reports and



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handouts submitted at the June meeting. The minutes shall be passed down to the new incoming secretary each year.

- C. To assist the President when called on for various other duties.

**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**





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- 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.
- 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 officer's 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.

**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**

Proposed amendments to the By-Laws 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.



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**Section 2: Voting**

Proposed amendments to the By-Laws 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 By-Laws shall become effective immediately upon adoption.

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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 13th day of June, 2018.

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**Barbara Blackard**  
2017/2018 President

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**Denise Johnston**  
2017/2018 Secretary



(Seal)