



Arkansas City Clerks, Records & Treasurer's Association

Constitution

ARTICLE I: Name

Section 1:

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

ARTICLE II: Purpose & Objectives

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 Treasurer's. All such officials or persons referred to will hereinafter be called City Clerks, Records and Treasurer's. 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 Treasurer's 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 Treasurer's, 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

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 & Treasurer's 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 Treasurer's 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.

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



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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.

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

Section 1: Qualifications

Officer nominees must be current ACCRTA members who have served actively on at least one committee and held a District Meeting.

Section 2: Offices – Listed

The officers of the Association shall be President, immediate Past President, First 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 Board of 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.

Section 4: District Directors

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

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.



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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.

ARTICLE V: Meetings

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 Board.

Section 2: Special Meetings

Special Meetings shall be held at the discretion of the President of the Association. A quorum shall consist of at least three (3) elected officers and two (2) members of the committee. Meetings may be held as necessary to conduct the affairs of the Association.

ARTICLE VI: Amendments to the Constitution

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 2/3 majority of active members in attendance.



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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 _____ day of _____, _____.

Johnny Brigham
2012/2013 President

Mitri Greenhill
2012/2013 Secretary

(Seal)



Arkansas City Clerks, Records & Treasurer's Association

By-Laws

ARTICLE I: Powers & Duties of Officers – General

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 board 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 Treasurer's.
- 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 & Treasurer's 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 committee who will take into consideration 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 the Arkansas City Clerks, Records & Treasurer's 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 Board (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 Treasurer's at the specified events scheduled by the International Institute of Municipal Clerks (i.e., Presidents' Meeting).

(d) Attend Regional Meeting during Annual Conference.

3. June - Summer Annual Arkansas Municipal League Conference

a. ACCRTA Annual Business Meeting

(1) Agenda for ACCRTA Meeting

(2) Speakers, panelists, etc.

(3) Announce District Directors and meeting sites by April 1 and where meeting will be held.

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 all District 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. Hand down the brief case.

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 & Treasurer's Association. Records shall be passed down to the new incoming treasurer each year. No records shall be destroyed without the approval of the Executive Board.
- B. To report to the membership and board at each respective meeting the financial status of the Arkansas City Clerks, Records & Treasurer's Association.
- C. To mail membership dues statements no later than August 1st of each year.
- D. To maintain and distribute the membership pins associated with the Arkansas City Clerks, Records & Treasurer's 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 out going 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.

Section 4: Secretary:

- A. To attend all meetings pertaining to the Arkansas City Clerks, Records & Treasurer's Association and to accurately keep a transcript of the various business transactions.
- B. To record in permanent record books the business transactions of the Arkansas City Clerks, Records & Treasurer's Association. Records, including all written reports and handouts submitted at the June meeting along with the annual scrapbook shall be passed down to the new incoming secretary each year. No records shall be destroyed without the approval of the Executive Board.
- C. To assist the President when called on for various other duties.



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Section 5: 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 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 Board.
- 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.

ARTICLE II: Meetings

Section 1:

The President of the Association shall be required to call two (2) meetings of the Executive Board. 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.

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.

ARTICLE IV: Parliamentary Law

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.

ARTICLE V: Amendments to the By-Laws

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 2/3 majority of active members in attendance.



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2012/2013 President

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