

# GEORGIA COUNTY CLERKS ASSOCIATION, INC.

## BY-LAWS

### ARTICLE I: PURPOSE

The Georgia County Clerks Association is organized for the purpose of creating a coordinated interest among County Clerks with Board of Commissioners in county affairs, and to promote the welfare of county government. It shall also be the purpose of the Association to better acquaint the general public with difficulties faced in efforts to provide government services at the local level. Likewise, it shall be the purpose of the Association to seek the cooperation of every county and state official, as well as the citizens of Georgia, in efforts to provide methods that will enable them to meet the new challenges and demands placed on county governments. A specific purpose of the Association is to actively support the Municipal and County Clerk Certification Program jointly sponsored by the Association County Commissioners of Georgia, Georgia County Clerks Association, Georgia Municipal Association, Georgia Municipal Clerks and Finance Officers Association, and the Carl Vinson Institute of Government, University of Georgia.

### ARTICLE II: MEMBERSHIP

**Section 2.1** - Membership of the Georgia County Clerks Association shall consist of County Clerks and other professionals that carry out the role of the County Clerk in her/his absence.

**Section 2.2** - Honorary membership shall be granted only by recommendation of the Membership Committee and approved by majority vote of the members. Honorary members shall be exempt from payment of dues. Honorary members shall have no voting rights in the membership.

**Section 2.3** - The Georgia County Clerks Association welcomes other professionals for membership; however, leadership roles are reserved for those who serve in the official capacity of County Clerk or Deputy Clerk.

### ARTICLE III: OFFICERS

**Section 3.1** - The Association Officers shall consist of President, Vice-President, Secretary, and Treasurer, as a minimum. Other officers may be added if the need arises by majority vote of the members.

#### PRESIDENT

- a. Shall be empowered to act as Chairman of all meetings held during tenure of office;
- b. Shall be authorized to act on behalf of the Association, as spokesman or otherwise, when there is not time of importance to call a meeting of the Executive Committee at any time or, in cases of extreme emergencies, a special meeting of the membership to act on matters of importance;
- c. Shall have the authority to appoint committees with the exception of the Nominating Committee, which members shall be nominated from the floor and voted on by the membership.
- d. The President shall attend the International Institute of Municipal Clerks Annual Meeting along with the Vice-President with those expenses, not paid by the President's county, paid by the Association.

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### VICE -PRESIDENT

- a. Shall be authorized to act in all instances and with equal power as the president, when this officer is not present at meetings or is otherwise unable to attend to official duties;
- b. Shall serve as a member of the Executive Committee;
- c. Shall serve as Chairman, on an "as-needed basis," of the Education Committee;
- d. Shall serve as Chairman of the membership Committee;
- e. Shall make reports to the membership in business sessions of committee meetings;
- f. Shall attend the International Institute of Municipal Clerks Annual Meeting along with the President with those expenses, not paid by the Vice-President's county, paid by the Association. If the Vice-President is unable to attend the IIMC Annual Meeting, the next officer(s) in line will be eligible to attend or if unable, then a member at large will be offered the opportunity to attend.

### SECRETARY

- a. Shall serve as Secretary, record the minutes and keep the agenda of all meetings of the Association;
- b. Shall give a reading of the minutes from all past meetings of the membership or the Executive Committee which have not been approved by the membership;
- c. Shall be empowered to act on all correspondence of the Association, except in those cases requiring special attention of the President or a Committee Chairman;
- d. Shall notify members two weeks in advance of all meetings;
- e. Shall prepare and mail to the membership correspondence from the president and Chairman of committees.
- f. Shall serve as a member and Secretary of the Executive Committee.
- g. Out-going Secretary shall deliver to the in-coming Secretary all related materials to said officer no later than June 1.

### TREASURER

- a. Shall serve as Treasurer of the Georgia County Clerks Association;
- b. Shall be the keeper of all Association funds and shall be empowered to draw on these funds by checks signed by himself/herself for such purchases as stationery, printing, and other necessary items. Any other distributions of funds to be made only on authority by the Executive Committee or the Association membership;
- c. Shall be authorized to collect and keep account of all membership dues or funds otherwise received;
- d. Shall give an annual statement on the position of the Association treasury;
- e. Shall serve on the Executive Committee.
- f. Treasurer and the Membership Committee shall collectively maintain and update the County Clerks Director on an annual basis.
- g. The out-going Treasurer shall deliver to the in-coming Treasurer all related material to said officer no later than June 1.
- h. A minimum amount of ten thousand dollars (\$10,000.00) shall be retained in an interest bearing checking account and the balance of funds shall be placed in a Certificate of Deposit or any other type account with the highest interest bearing proceeds at that time.

**Section 3.2** - Officers shall be elected at the February business meeting of the Association at the Carl Vinson Institute of Government in Athens, or other designated location, each year to begin

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their terms in April of the same year to coincide with the officer year of the Association County Commissioners of Georgia. Officers shall serve for one year from April to April until their successors are elected and installed. Installation of officers will be held at the County Clerks' meeting in April of each year. The official oath to be used at the installation of officers is shown in Attachment "A" of these By-Laws.

**Section 3.3** -- The President may not succeed himself/herself but will be eligible for any other elected or appointed office. The Vice-President will normally rotate to the office of President if confirmed by the membership. Other officers may succeed themselves for as many terms as the members may desire.

### **ARTICLE IV: EXECUTIVE COMMITTEE**

**Section 4.1** - The Executive Committee shall be composed of the President, Vice-President, Secretary, Treasurer, Immediate Past president (to serve as Chairman) and three (3) members appointed by the President from the state at large.

**Section 4.2** - This committee shall be empowered to serve with the same authority as the membership on matters which are beyond the authority of the President and occurring when the membership is not in session. All matters passed on by this committee must be agreed upon by a two-thirds majority of those present.

**Section 4.3** The Committee shall be responsible for completing arrangements for the annual meeting, selecting matters to be placed on the agenda, securing speakers, inviting guests, and passing on matters that might be brought to their attention for immediate action.

**Section 4.4** The Committee is subject to called meetings by the President of the Association and Chairman of the Committee

**Section 4.5** All business sessions of the Executive Committee shall be held at a place designated by the president or Chairman of the Committee. The presiding officer of the Executive Committee shall be a Chairman, supplemented by a Vice-Chairman and Secretary.

### **ARTICLE V: GENERAL COMMITTEES**

**Section 5.1** - The President of the Association shall designate members of the Education Committee, Membership Committee, and Recognition/Awards Committee within two weeks following his/her election, and shall appoint any further Committees at his/her pleasure.

**Section 5.2** - Standing committees of the Georgia County Clerks Association shall be designated as follows:

#### **EDUCATION COMMITTEE**

- a. Shall be composed of a Chairman and five members.

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- b. The Vice-President of the Association shall serve as Chairman and the five members will be appointed by the President to three-year terms on an as-needed basis effective April, 2008.
- c. This Committee shall represent the Association on joint GMC/FOA and GCCA Certification Committees to plan certification programs for fall and winter sessions of the City and County Clerks Certification Program; to continually review the educational needs of city and county clerks and provide programs to meet these needs; to insure that the certification programs conform to curriculum standards of the International Institute of Municipal Clerks; and, to recommend personnel qualified for certification. Also, will plan and arrange for mandated orientation that is required for newly appointed clerks.

### MEMBERSHIP COMMITTEE

- a. Shall be composed of a Chairman and four members.
- b. The Vice-President of the Association shall serve as Chairman and the four members will be appointed by the President;
- c. Shall be empowered to act on all matters concerning membership; pass on all requests for membership; and, shall seek to maintain one hundred percent membership among County Clerks, Assistant Clerks, and Deputy Clerks in the state.
- d. The Membership Committee and the Treasurer shall collectively maintain and update the County Clerks Directory on an annual basis.

### RECOGNITION/AWARDS COMMITTEE

- a. This committee shall consist of five members and shall include: Previous "Clerk of the Year" Chairperson, previous "Clerk of the Year" recipient, and three certified members of the Association appointed by the President.
- b. This committee shall follow the guidelines established which read "Clerk of the Year," awarded by the Georgia County Clerks Association, and shall be responsible for the purchase of an appropriate plaque. The "Clerk of the Year" nomination guideline form is hereby made a part of these By-Laws by reference thereto as "Attachment B."
  - i. Nomination forms shall be sent to the Chair of the Board of Commissioners of each County as well as the County Administrator/Manager of each County.
  - ii. A Clerk is only eligible to receive the award once.
- c. This Committee shall be responsible for the purchase of a commemorative brick to be placed at the Georgia Center Path of lifelong Learning at University of Georgia for retiring County Clerks that are members of the Association, in recognition of their service to the Association.
- d. This Committee shall notify the appropriate county Board of Commissioners of each new officer in their appointment to the Association.

### NOMINATING COMMITTEE

- a. This Committee of five (5) members shall be nominated from the floor and voted on by the membership.
- b. Persons serving on the Nominating Committee will serve for two years and members may not be reappointed until a two-year period has elapsed between terms.

### BENEVOLENT SCHOLARSHIP COMMITTEE

- a. Committee members are to be appointed by the newly elected president.

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- b. The Committee will be made up as follows: Four (4) members who have served on the Board of Directors as an Officer of the Association; and, one (1) member to be appointed from the general membership.
- c. Term: One year, but can be reappointed to serve three consecutive terms.

**Section 5.3** - Meetings of the Committees shall be held prior to the first session of the Annual Association Meeting and reports shall be made by the Chairman of each Committee at the general business session. Committees shall be subject to call by their Chairman on matters of extreme importance touching directly on their authority. Site of these meetings shall be designated by the Chairman.

### **ARTICLE VI: MEETINGS**

**Section 6.1** - An annual institute of the Georgia County Clerks Association shall be held at a place and a date selected by the Association in the last annual institute or if the institute so desires, this matter can be passed to the Executive Committee.

**Section 6.2** - Any other sessions of the entire membership shall be termed "special meetings" and shall be called only by authority of the Executive Committee, who, having met in executive session, feels that the matters are of extreme importance and should be passed upon immediately to the general membership.

**Section 6.3** - The President shall act as presiding officer at all meetings, and in his/her absence, the Vice-President shall serve in such capacity. If the named officers are absent from the business session, a Chairman shall be chosen by the membership to conduct the business session.

### **ARTICLE VII: DUES**

**Section 7.1** - Membership dues in the amount of \$15.00 per year shall be assessed upon all members of the Association. Receipts from such assessments shall be turned over to the Treasurer and placed in deposit in any state bank selected by that officer. These funds shall apply to purchase stationery, postage, printing, and other necessary items. The Treasurer shall have authority to draw checks for routine expenses. Effective January 2014, the Association dues will increase from \$15.00 to \$25.00 per member and shall be due on January 1 of each year.

**Section 7.2** - No person shall be a duly authorized member of the Georgia County Clerks Association until dues have been paid and membership card granted.

**Section 7.3** - The membership shall have the authority to raise or lower the amount of dues at their discretion, and such action must be taken at a regular annual meeting of the Association.

### **ARTICLE VIII: BENEVOLENT SCHOLARSHIP**

**Section 8.1 - Purpose** It is the policy and desire of the Georgia County Clerks Association that every County Clerk and Finance Officer receive training and subsequent certification through the "Clerks and Finance Officer Certification Program" sponsored by the Carl Vinson Institute of

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Government. As members of the Georgia County Clerks Association, we are aware there are Clerks and Finance Officers who are unable to attend this training due to government budget constraints. Therefore, it is the purpose of this policy to: a) Provide training for those clerks through the "Benevolent Scholarship Fund"; b) Set criteria for qualifying for said funds; and c) Establish duties of the Scholarship Committee.

**Section 8.2 - Provisions** The Georgia County Clerks Association will provide three scholarships for registration fees to attend the Clerks Certification Program. (The scholarships cannot be used for lodging expenses.) Pending the availability of funds, the three scholarships shall be awarded annually in accordance with the approved criteria for qualified applicants. Funding for attending the annual Institute shall not be provided. A minimum balance of one thousand dollars (\$1,000.00) shall be maintained in the Scholarship Fund.

**Section 8.3 - Criteria** Clerks desiring of attaining certification shall meet the following criteria to be eligible to receive a scholarship for the Clerks Certification Program.

- a. Be a full-time county employee and a member of the Georgia County Clerks Association.
- b. Complete the required application
- c. Attach supporting documentation indicating the need for assistance
- d. Submit a letter from his/her Chairman, County Manager (if applicable), or Board expressing support of the local governing authority for him/her to attend said training programs, and affirming that funding is not available for such training through the local government.

### **ARTICLE IX: VACANCIES IN OFFICE**

**Section 9.1** - In the event the office of President is vacated during the term of office by the present officer, the Vice-President shall assume the office of President and perform the duties as specifically stated in the By-Laws until the membership of the Association elects a new Vice-President.

**Section 9.2** - If there appears to be a vacancy in the office of Secretary or Treasurer, the remaining officers will assume the duties of the vacated office until the membership elects a new officer.

**Section 9.3** - In the event an office is vacated by an officer, the President will notify the Secretary and the Secretary in turn will notify all members of the Association by letter of the vacancy. In the next business session of the Association, nominations will be taken from the Nominating Committee and from the floor to fill the vacated office.

### **ARTICLE X: GENERAL**

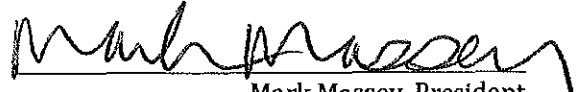
**Section 10.1** - Surplus funds at the end of a fiscal year, which will run from one annual meeting to another, may be applied as the membership sees fit, or may be carried over by the treasury as a surplus.

**Section 10.2** - All statements for the publication made on behalf of the Association are limited to the President and Chairman of the Executive Committee or any person acting as such.

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Section 10.3 - These By-Laws can be amended or changed only by authorization of the membership of the Georgia County Clerks Association by a majority in regular session.

Amended April 29, 2013

  
Mark Massey, President  
Georgia County Clerks Association, Inc.

Revisions 10/09/13-kh