

BY-LAWS

ASSOCIATION COUNTY CLERKS OF GEORGIA

ASSOCIATION PURPOSE

The Association County Clerks of Georgia 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 of County Commissioners of Georgia, Association County Clerks of Georgia, Georgia Municipal Association, Georgia Municipal Clerks and Finance Officers Association, and the Carl Vinson Institute of Government, University of Georgia.

MEMBERSHIP

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

The Association's 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. 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 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 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. The official oath to be used at the installation of officers is shown in Attachment "A" of these By-Laws.

PRESIDENT: Shall be empowered to act as Chairman of all meetings held during tenure of office; shall be authorized to act on behalf of the Association, as spokesman or otherwise, when there is not time or 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; 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. The President shall serve as a member of the Executive Committee. 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.

VICE- PRESIDENT: 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; shall serve as a member of the Executive Committee; shall serve as Chairman, on an "as-needed basis," of the Education Committee; shall serve as Chairman of the Membership Committee; shall make reports to the membership in business sessions of committee meetings; and, 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: Shall serve as Secretary, record the minutes and keep the agenda of all meetings of the Association; 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; 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; shall notify members two weeks in advance of all meetings; shall prepare and mail to the membership correspondence from the President and Chairman of committees. The secretary shall serve as a member and secretary of the Executive Committee. The out-going Secretary shall deliver to the in-coming Secretary all related materials to said officer no later than June 1.

TREASURER: Shall serve as Treasurer of the Association County Clerks of Georgia; 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; shall be authorized to collect and keep account of all membership dues or funds otherwise received; shall give an annual statement on the position of the Association treasury; and, shall serve on the Executive Committee. The Treasurer and the Membership Committee shall collectively maintain and update the County Clerks Directory on an annual basis. The out-going Treasurer shall deliver to the in-coming Treasurer all related materials to said officer no later than June 1. 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.

EXECUTIVE COMMITTEE

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. 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.

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. The committee is also subject to called meetings by the President of the Association and Chairman of the Committee.

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.

GENERAL COMMITTEES

Standing committees of the Association County Clerks of Georgia shall be designated as follows:

EDUCATION COMMITTEE: Shall be composed of a Chairman and five members. 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. This committee shall represent the Association on joint GMC/FOA ACCG 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: Shall be composed of a Chairman and four members. The Vice-President of the Association shall serve as Chairman and the four members will be appointed by the President; 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. The Membership Committee and the Treasurer shall collectively maintain and update the County Clerks Directory on an annual basis.

RECOGNITION/AWARDS COMMITTEE: 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. This committee shall follow the guidelines established which read "Clerk of the Year," awarded by the Association County Clerks of Georgia, 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." 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. A clerk is only eligible to receive the award once. This committee shall also 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. This committee shall also notify the appropriate county Board of Commissioners of each new officer of their appointment to the Association.

The President of the Association shall designate members of the above committees within two weeks following his/her election, and shall appoint any further committees at his/her pleasure.

NOMINATING COMMITTEE: This committee of five (5) members shall be nominated from the floor and voted on by the membership. 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.

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.

BENEVOLENT SCHOLARSHIP COMMITTEE: Committee members are to be appointed by the newly elected President. 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. Term: One year, but can be reappointed to serve three consecutive terms.

MEETINGS

An annual institute of the Association County Clerks of Georgia 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.

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, feel that the matters are of extreme importance and should be passed upon immediately to the general membership.

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.

DUES

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.

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

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.

BENEVOLENT SCHOLARSHIP

PURPOSE: It is the policy and desire of the Association County Clerks of Georgia 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 Government. As members of the Association County Clerks of Georgia, 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:

- Provide training for those clerks through the “Benevolent Scholarship Fund”
- Set the criteria for qualifying for said funds
- Establish duties of the Scholarship Committee

PROVISIONS: The Association County Clerks of Georgia will provide for registration costs and lodging for the recipient to attend the Clerks’ Certification Program. Pending the availability of funds, one (1) full scholarship and two (2) partial scholarships shall be awarded annually in accordance with approved criteria for qualified applicants. Partial scholarships shall be for registration only. 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.

CRITERIA: Clerks desirous of attaining certification shall meet the following criteria to be eligible to receive a scholarship for the Clerks Certification Program:

1. Be a full-time county employee and a member of the Association County Clerks of Georgia.
2. Complete the required application.
3. Attach supporting documentation indicating the need for assistance.
4. 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.

VACANCIES IN OFFICE

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. Also, 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.

In the event an office is vacated by an officer, the President shall 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.

GENERAL

Surplus funds at the end of a fiscal year, which shall 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.

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

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

Amended April 23, 2007.

Brenda Stalvey, Secretary
Association County Clerks of Georgia

“Attachment A”

OFFICIAL OATH

I, _____, do solemnly swear that I will faithfully perform the duties of _____ to the best of my ability and skill and on all questions and matters which may come before me, and I will represent myself in a manner that will be most

conducive to the best interest and prosperity of the Association
County Clerks of Georgia.

SO HELP ME GOD.

(Signed by Officer)

Sworn to and subscribed
before me, this ____ day of
April, _____.

(Installing Officer)

(Title of Installing Officer)

Attachment "B"

ASSOCIATION COUNTY CLERKS OF GEORGIA

Date

**To: County Commission Chair, Boards of Commissioners, County
Administrators and County Managers**

**From: Association County Clerks of Georgia in Association with
Association County Commissioners of Georgia**

Re: "County Clerk of the Year" Nominations

Each year the Association County Clerks of Georgia selects a Clerk to honor as “Clerk of the Year” for outstanding performance and professionalism in government. A presentation of this prestigious award is held in conjunction with the Association County Commissioners of Georgia Annual Conference in April.

There are many admirable Clerks in our great State who are worthy of this award. Is your Clerk one of them? *Please* take time to consider your Clerk as a nominee. If you are fortunate enough to have someone deserving of this recognition, complete the nomination form enclosed with this letter and return it to:

Name of Current “Clerk of the Year”
Clerk of the Year Nomination Committee
Current Clerk’s County Address, etc.
Phone Number and E-mail Address

We ask that the nomination form be completed and returned no later than (date given for sufficient time to complete, return, and review by the committee). We would also ask that this nomination be *kept as secret as possible* so it can be a surprise to the recipient.

Everyone likes a “pat on the back” for a job well done. What better way than to nominate your Clerk? It is an honor just to be nominated for this award, aside from the honor some deserving Clerk will receive when actually selected as the “Clerk of the Year.” The selection process is very important and one that is taken quite seriously by members of the Committee appointed to select the “Clerk of the Year.”

Please act now and submit your nomination. Thank you for your consideration.

ASSOCIATION COUNTY CLERKS OF GEORGIA

“Clerk of the Year”

Nomination Form

This form is for the persons aware of an outstanding County Clerk or Deputy County Clerk. The nominee(s) may be nominated by a fellow Clerk/Deputy Clerk, Commission Chairman, County Commissioner, County

Administrator, County Manager, or Co-worker. This prestigious award will be presented to a Clerk that has met the criteria for selection. The information below must be completed in its entirety, in addition to a brief narrative describing why you feel this individual is worthy of recognition and consideration of this award.

Nominee's Name: _____ **Title:** _____

County: _____ **Telephone:** _____

Mailing Address: _____

Nominator: _____ **Telephone:** _____

Nominator's Address: _____

Describe why you feel this individual is worthy of being considered and recognized for the "Clerk of the Year" award. You may add additional pages if needed.

The following information should be obtained from personnel files, personal knowledge, and/or the nominee *in a discreet manner*:

Training Seminars related to their job performance:

Institution Name:	Dates Attended:	Course of Study:

Number of years serving as County Clerk: _____

Number of years serving the County: _____

Is the nominee a member of the Association County Clerks of Georgia?

Yes No

Is the nominee a Certified Clerk? Yes No

Working on Certification? Yes No

Any positions held in the Association? Yes No

If yes, the offices held and committees served:

Has the nominee attended Annual Clerk Institutes? Yes No

Important: Please provide any additional information you feel would be beneficial for the committee to base their selection on. You may add additional pages.
