

**CONSTITUTION AND BY-LAWS
MISSOURI ASSOCIATION OF COUNTY CLERKS AND ELECTION AUTHORITIES**

CONSTITUTION

ARTICLE I – NAME

SECTION 1: The name of this organization shall be known as the Missouri Association of County Clerks and Election Authorities.

ARTICLE II – PURPOSE

SECTION 1: The Missouri Association of County Clerks and Election Authorities, a statewide organization, is dedicated to maintaining and improving the quality of county government; to afford opportunity to the members; to educate County Clerks and Election Authorities in all aspects of the law and procedures pertaining to their duties and to protect the interest of the collective membership; to study and discuss questions and laws relating to this office; to thoroughly investigate any legislation that in any way affects the office of the County Clerk/Election Authority.

ARTICLE III – MEMBERSHIP

SECTION 1: Membership in this Association shall be for anyone duly elected, appointed and commissioned as County Clerk and/or Election Authority of any County and the City of St. Louis in the State of Missouri, upon payment of the established dues.

ARTICLE IV – OFFICERS AND EXECUTIVE BOARD

SECTION 1: The officers of the Association shall be the President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary and Treasurer.

SECTION 2: The method of choosing the officers, their term of office and duties shall be such as provided by the by-laws with the exception of the CERF board member, which shall be provided by SB 579, effective August 28, 1994 and governed by Chapter 50 RSMo, and the election policy adopted by the members.

SECTION 3: The Executive Board shall be comprised of the current officers, one (1) member At-Large appointed by the President, one (1) member of the Urban Election Boards appointed by the President and three (3) eligible Past Presidents to be appointed by the current President.

SECTION 4: All Executive Board members must be current with the established dues to serve.

SECTION 5: The Executive Board shall be authorized to make decisions regarding expenditures of Association funds. Seven (7) members of the Executive Board shall constitute a quorum for transactions of business.

SECTION 6: The Executive Board shall be authorized to meet electronically for the purpose of conducting business of the board.

ARTICLE V – BY-LAWS

SECTION 1: The Association shall enact By-Laws for the government, support and management, and shall therein provide for admission for members and their qualifications; the collection of fees; the election, term of office and duties of officers; and such other things as may be for the best interest of the Association. These By-Laws may be amended at the Annual County Clerks and Election Authorities Conference. Said proposal shall receive first reading at the opening session and voted upon at the closing session by the entire membership.

SECTION 2: On any matter for which an election is held, each County Clerk/Election Authority shall be entitled to one vote and each Urban Election Board shall be entitled to one vote, after all established dues have been paid.

ARTICLE VI – COMMITTEES

SECTION 1: The permanent standing committees of this Association shall be Legislative, Auditing, Nominating, By-Laws, Resolutions, Conference and any other committee deemed necessary by the President to carry out all the affairs of this Association. The President shall designate the chairman and members of each committee.

BY-LAWS

ARTICLE I – MEMBERSHIP

SECTION 1: Before any person shall be enrolled as a member of this Association, he or she shall have paid the Association membership dues and met the requirements for his or her office as stated by the Missouri Revised Statutes.

ARTICLE II – MEETING

SECTION 1: The Association shall meet annually. The President shall select the location of the meeting.

ARTICLE III – QUORUM

SECTION 1: A quorum may be declared at any meeting of this body where a majority of members, in good standing, are present.

ARTICLE IV – PARLIAMENTARY PROCEDURE

SECTION 1: Parliamentary procedures for all meetings and standing committees shall be governed by “Robert’s Rules of Order,” Revised, except in such instances as these may be in conflict with the By-Laws of the Association.

ARTICLE V – OFFICERS AND EXECUTIVE BOARD

SECTION 1: The Presidential officers of this Association shall be elected by secret ballot, if a contested election occurs, for a term of one (1) year, with succession to the Presidency in yearly incremental terms. Election by the body of a candidate to the 3rd Vice-Presidential position shall in fact be an election for ascension to the Presidency. No person shall serve more than five (5) years in the Presidential succession from 3rd Vice-President to Immediate Past President. Terms are to begin on the last day of the annual meeting of the Association in regular session.

A. PRESIDENT

SECTION 1: The President shall preside at the Association’s Annual Conference and perform all the duties usually performed by a presiding officer.

SECTION 2: The President shall, on the first day of the Association’s Annual Conference, call for the reports of the Nominating Committee, By-laws Committee, Resolution Committee, Auditing Committee and any other committees the President deems necessary.

SECTION 3: The President shall appoint the chairperson and members of each committee as outlined in Article VI of the Constitution.

SECTION 4: The President shall sign contracts or agreements on behalf of the Association, with the exception of those contracts related to acquiring facilities and services related to the conduct and planning of future conferences.

SECTION 5: The President, in the event of the death, in-eligibility, resignation or refusal to serve for any reason, shall be succeeded in office by the 1st Vice-President, who shall serve as President of this Association for the remainder of the unexpired term of the President’s office.

SECTION 6: The President shall, upon completion of his or her term, immediately assume the position of Immediate Past President and shall serve in that capacity for one (1) year.

B: 1ST VICE-PRESIDENT, 2ND VICE-PRESIDENT, 3RD VICE-PRESIDENT

SECTION 1: The 1st Vice-President shall perform the duties of the President in his or her absence and shall preside when called upon to do so by the President. The 2nd and 3rd Vice-Presidents will follow the same procedures.

SECTION 2: If, for any reason, the 1st Vice-President is unable to fulfill his or her duties as President, the Immediate Past President, 2nd Vice-President and 3rd Vice-President will decide who will fulfill those duties. The Conference Committee shall be responsible for the completion of any and all details for that officer's scheduled conference.

SECTION 2: The Non-Presidential officers of this Association shall be elected by secret ballot, if a contested election occurs, for a term of one (1) year. Terms are to begin on the last day of the annual meeting of the Association in regular session.

A: SECRETARY

SECTION 1: The Secretary shall keep the minutes of the Association and record the same in a book to be kept for that purpose. The Secretary shall be responsible for preparing the Certificate of Training given to each eligible County Clerk/Election Authority attending the Annual Conference. The Secretary shall add his or her name to the checking account or other accounts as set up by the Treasurer. The Secretary shall receive copies of the monthly bank statements and other documentation as deemed important by the Treasurer for review.

B: TREASURER

SECTION 1: The Treasurer shall collect all dues and training fees and keep a book with the member's fees as paid. The Treasurer shall be custodian of all funds of the Association and shall pay out the same when authorized in the manner herein provided. He or she shall keep record of all sums received and disbursed and said funds are to be deposited in a FDIC Insured Financial Institution and be placed in an interest bearing account. The Treasurer, along with the Secretary, shall be on the bank account, but only one signature is required on checks. The Treasurer shall send the Secretary and Audit Committee Members copies of the monthly bank statements and other documentation as requested by the Executive Board and Auditing Committee.

SECTION 3: The County Employees Retirement Fund (CERF) Representative of this Association shall be elected by secret ballot, if a contested election occurs, for a term established by the CERF Board commencing with the CERF fiscal year.

A: CERF REPRESENTATIVE

SECTION 1: The CERF Representative shall be elected at the Annual Conference and will serve the term established by the CERF Board. The CERF Representative shall be a sitting clerk. The nominating committee shall present a name for consideration of this position and the committee should consider the term of office of the CERF Representative when making the nomination.

SECTION 2: The Urban Board members shall not cast a vote for the office of CERF Representative.

SECTION 5: Nothing in the foregoing sections shall require a contested election for any office of this organization.

ARTICLE IV – CONFERENCE COMMITTEE

SECTION 1: The Conference Committee shall be responsible for working with the President to plan the annual conference. It shall be the responsibility of the incoming President to determine the location of the conference. The conference committee shall be composed of the 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary and Treasurer. The three immediate past Presidents shall also be members of the committee, as well as any additional members as determined by the committee.

SECTION 2: It will be the responsibility of the committee to assist the 1st Vice-President, 2nd Vice-President and 3rd Vice-President with all aspects of the conference which would include reviewing any contracts for venue, room rates, programs, guest speakers, equipment needs and any other responsibilities for planning the conference. The Conference Committee shall review final contracts and be prepared to allocate funds for upcoming conferences out of current fund balances; and the 1st Vice-President, 2nd Vice-President and 3rd Vice-President shall be authorized to sign contracts for their upcoming conference after review and approval of the Conference Committee.

SECTION 3: Within 60 days after conference, the Treasurer shall provide a full accounting of all expenses associated with the conference to the Conference Committee. Details shall assist the upcoming presidents in preparing a cost effective, informative conference for the Association.

SECTION 4: In the event the 1st Vice-President is unable to assume his or her office as President, it will be the responsibility of the Conference Committee to complete any and all details of the conference.