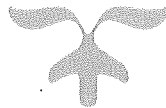


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# CONSTITUTION & BY-LAWS OF RECORDERS ASSOCIATION OF NEVADA

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Amended November 7, 2024



# CONSTITUTION & BY-LAWS OF RECORDERS ASSOCIATION OF NEVADA

## **ARTICLE I – NAME**

The name of this Association shall be Recorders Association of Nevada.

## **ARTICLE II – PURPOSE**

The purpose of the Association is to promote and maintain a strong connection amongst the Recorders in Nevada. This will be achieved by sharing best practices with our peers in the areas of customer service, public access to information, records management, historical archives preservation, and the application of Nevada Revised Statutes and other rules and regulations. By fostering this communication, the Recorders can share it with their staff and their community and provide a high level of consistency across the state.

## **ARTICLE III – MEMBERSHIP AND PRIVILEGES**

The membership of this Association shall consist of Regular members and Honorary members.

1. Regular members are dues paying Nevada Recorders and their office personnel. Voting rights are established upon full payment of membership dues, and each county shall retain one vote by the Recorder or designee.
2. Honorary members are non-dues paying individuals who have contributed to the advancement of the recording process. They are recommended by Regular members and must receive a majority vote at the annual meeting to establish membership. These individuals are not granted a vote.

## **ARTICLE IV – OFFICERS**

The officers of the Association shall be President, Vice President, Secretary, Treasurer, and one Director. These officers shall make up the Board of Directors. Both the President and Vice President shall be elected officials.

## **ARTICLE V – DUTIES OF OFFICERS**

PRESIDENT shall:

1. Be chairman of the Board of Directors – shall preside over all the meetings.
2. Designate committees and members to carry out functions.
3. Appoint members to vacant roles.
4. Have the authority to call special meetings.
5. Be the official spokesperson for the Association who approves correspondence, expressions of policy and determinations.

VICE-PRESIDENT shall:

1. Act in the absence of the President.
2. Assume the office of President if it becomes vacant.
3. Perform duties as assigned by the President or Board of Directors.

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SECRETARY shall:

1. Be responsible for all records, excluding financial records.
2. Keep minutes of all meetings of the Association.
3. Prepare the draft minutes in written form, submit a copy to the President for approval, and store in a secure manner.
4. Upon approval of the draft minutes, by the President, send Regular members a copy of the draft minutes within 30 days.
5. Upon completion of all meetings, send, within 30 days, any approved minutes that were approved at the meeting.
6. Notify all members of the date/place/time of the annual meeting.
7. Notify all regular members of any proposed by-laws changes.
8. Maintain a roster of the membership with current contact information.
9. Notify all members of dues and fees at least 30 days before the annual meeting.

TREASURER shall:

1. Be responsible for all financial records of the Association.
2. Collect all monies due to the Association and deposit said funds in an account at a financial institution in the name of the Recorders Association of Nevada.
3. Use funds to pay Association obligations.
4. Keep the Board of Directors informed of the financial status of the Association.
5. Maintain financial records and provide a report to all members at the annual meeting.
6. At the request of the Board of Directors have the records available for inspection.
7. Be responsible for collection of the fees and dues.

DIRECTOR shall:

1. Act as a liaison for the Secretary or Treasurer should either position be absent from a meeting.
2. Assist with duties deemed necessary by the Board of Directors.

## **ARTICLE VI – ELECTIONS**

The President shall appoint an Election Committee consisting of the three regular members, at least 3 months prior to the Annual meeting. Additional names may be placed in nomination from the floor at the annual business meeting. Only regular members are eligible to hold office. Elections are by majority vote of regular members present, conducted at the annual Recorders meeting.

The President and Vice President shall be elected bi-annually on odd years for a two-year term. The Secretary, Treasurer and Director shall be elected bi-annually on even years for a two-year term. Elections are to be held at the end of the annual Recorders meeting, during County Fiscal Officers Association (CFOA) conferences. Vacancies that occur mid-term shall be appointed by the President. The appointee shall serve until the next election. The governing body of this Association shall be the Board of Directors, who shall have the power to administer its affairs between meetings.

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## **ARTICLE VII – COMMITTEES**

1. The President shall appoint Committees as deemed necessary, by the Board of Directors.
2. Standing Committees pertinent to the Association shall be:
  - a. LEGISLATIVE – Shall follow and report legislative activity.
  - b. ELECTION – Responsible for nominations for annual elections.
  - c. BEST PRACTICES – Creates guidelines for common practices to maintain consistency across the counties.
  - d. SCHOLARSHIP – Evaluates scholarship applications and recommends a recipient.
  - e. WEBMASTER – Responsible for updating the RAN website annually, or as deemed necessary.

## **ARTICLE VIII – CONFERENCES AND MEETINGS**

Annual meetings shall be held at the CFOA conference. The location of the Spring meeting shall be identified during the annual meeting.

Special meetings may be called by the President or by a majority of the members of the Board of Directors.

## **ARTICLE IX – ELECTRONIC VOTING**

Should business need to be conducted at times other than the regular meetings, electronic voting methods may be utilized. These voting methods will require a majority vote.

## **ARTICLE X – MEMBERSHIP DUES**

Dues must be paid in advance of the annual conference. The Association dues shall align with CFOA's dues. Should there be an increase, a majority vote of the regular members is required during the annual meeting.

## **ARTICLE XI – FISCAL YEAR**

July 1 to June 30.

## **ARTICLE XII – QUORUM**

A quorum of the Board of Directors shall consist of not less than three members for the purpose of conducting official business. A quorum at the annual conference shall consist of regular members in good standing.

## **ARTICLE XIII – AMENDMENTS**

These By-Laws may be amended by a majority vote of the regular members at the annual meeting, at a special meeting called by the President, or by an approved ballot. Notice of proposed amendments shall be given in writing to all members at least 30 days prior to specified voting date, amendments to become ratified, and effective immediately.

Kalie Work, President

Dru McPherson, Vice President