

CONSTITUTION & BY-LAWS OF RECORDERS ASSOCIATION OF NEVADA

AMENDED SEPTEMBER 14, 2017



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OF
RECORDERS ASSOCIATION OF NEVADA
Amended September 14, 2017

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

1. The membership of this ASSOCIATION shall consist of Regular members and Honorary members.
 - a. Regular members- Nevada County Recorders and their office personnel. Voting rights- with dues and registration paid in full. One vote per county by Recorder or designee.
 - b. Honorary members, non-dues paying individuals who have contributed to the advancement of the recording process, recommended by regular members with 2/3 vote at the annual meeting.

ARTICLE IV- OFFICERS

The officers of the ASSOCIATION shall be PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, and two DIRECTORS. These officers shall make up the Board of Directors. The PRESIDENT, VICE PRESIDENT and one DIRECTOR shall be elected bi-annually for a two-year term. Elections are to be held at the end of the Annual Recorders meeting, during CFOA Conferences. Vacancies that occur mid-year, shall be filled by the President, Appointee shall serve until the next annual election. The governing body of this Association shall be the Board of Directors who shall have the power to administer its affairs between meetings.

ARTICLE V- DUTIES OF OFFICERS

PRESIDENT-

1. Chairman of the Board of Directors- shall preside over all the meetings.
2. With Board of Directors designate Committees, and persons to carry out functions.
3. Make all appointments.
4. Have power to call special meetings.
5. Be the official spokesman for the Association, approve correspondence, expressions of policy and determinations.

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VICE-PRESIDENT-

1. Act in the absence of the President, or the Presidents inability to act.
2. Assume the office of President if the office of President becomes vacant.
3. Perform duties as assigned by the President or Board of Directors.

SECRETARY-

1. Be responsible for all records other than financial.
2. Keep all minutes of all meetings, regular or special of the Association or Board of Directors.
3. Prepare the minutes in written form, email a copy to the President for approval, and store in a secure manner.
4. Upon approval of the draft minutes, by the PRESIDENT, email REGULAR members a copy of the draft minutes within 30 days.
5. Upon completion of all meetings, email, within 30 days, any approved set of minutes that were voted upon 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-law changes.
8. Maintain a roster of the membership with current addresses.

TREASURER-

1. Be responsible for all Financial records of the Association.
2. Collect all monies due to the Association and deposit said funds in a financial institution in the name of the Recorders Association of Nevada.
3. Use said funds to pay Association obligations.
4. Keep the Board of Directors informed on 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. Notify all members of dues and fees at least 30 days before the annual meeting.
8. Be responsible for collection of the fees and dues.

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.

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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 to be LEGISLATIVE, ELECTION and WEBMASTER.

ARTICLE VIII – CONFERENCE and MEETINGS

Annual meetings shall be held at the CFOA Conference and the location of the following years meetings shall be noted and submitted for approval.

Special meetings may be called by the President or by a majority of the member of the Board of Directors. The Board of Directors shall meet at the annual meeting or as such times as deemed necessary by the President or a majority of the Board of Directors.

ARTICLE IX – DUES and FEES

The association dues and registration fees shall be set by the Board of Directors, for each membership type, and approved by the majority vote of the regular Association members. Dues and fees must be paid in advance of the annual conference.

ARTICLE X – FISCAL YEAR

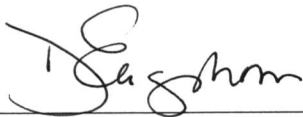
July 1, to June 30.

ARTICLE XI – QUORUM

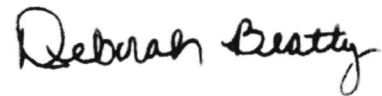
A quorum of the Board of Directors shall consist of not less than three members for the purpose of transacting official business. A quorum at the annual conference shall consist of regular members in good standing.

ARTICLE XII – AMENDMENTS

These By-Laws may be amended by a 2/3 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.



Debbie Engstrom, President



Deborah Beatty-Vice President

**Approved amendment of the ARTICLE II – PURPOSE on the September 14th, 2017 meeting.