

# **Association of County Administrators of Alabama Constitution & Bylaws**

## **CONSTITUTION**

### **ARTICLE I**

#### **NAME**

Section 1. The name of this organization is The Association of County Administrators of Alabama.

### **ARTICLE II**

#### **PURPOSES**

Section 2. The purposes of this Association are:

- (a) To create, stimulate and maintain interest in county government.
- (b) To promote the theory and practice of the principles of good government and citizenship.
- (c) To unite the members/representatives of the Association in the bonds of friendship, good fellowship and mutual understanding.
- (d) To provide a forum for the full and free discussion of all matters of public interest in the operation of county government.
- (e) To encourage efficiency and promote professional standards in the work of each member/representative.
- (f) To provide at each meeting a learning experience for each member/representative in order to develop more efficiency in the operation of the member/representative's office; to foster good fellowship; and to work together for the advantage of all of the counties of Alabama.
- (g) To further the education of the member representatives through continuing education programs in cooperation with the Association of County Commissions of Alabama (ACCA), the National Association of Counties (NACo) and institutions of higher education.

### **ARTICLE III**

#### **MEMBERSHIP**

Section 1. The membership of this Association shall consist of the office of the county commission Administrator in the various counties, which shall be represented by County Commission Administrators; Assistant Administrators; and any other persons, by whatever title designated, who perform the duties of Administrators or Assistant Administrators to the various governing bodies of the State of Alabama.

Section 2. Honorary membership in the Association shall be composed of persons who have served in the capacities as outlined in Section 1 of this Article, who have served for a sufficient number of years to retire

and receive a pension or retirement allowance, or such others as may be designated honorary members by an affirmative vote of at least two-thirds of the number of members present at any regular or special meetings.

Section 3. Annual dues in an amount established by the Board of Directors will be assessed each county.

Section 4. All dues shall be payable by November 30 of each year. Any county not paying its dues by this date shall forfeit membership until payment is made. Each county that pays its annual dues is entitled to one vote.

#### **ARTICLE IV** **OFFICERS**

Section 1. The officers of this Association shall be President, First Vice-President, Second Vice-President, Immediate Past President, and such other officers as may be designated by the Board of Directors.

Section 2. All officers shall be elected at the annual conference of the Association of County Administrators of Alabama. All officers shall be elected by majority vote of the member counties present and voting. The officers shall hold office until the next annual meeting or until their successors are elected. In the event of a vacancy in the office of President, the Board of Directors shall have the power to fill such vacancy for the unexpired term.

Section 3. Each officer of this Association shall be an active member/representative in good standing.

Section 4. Each officer shall serve without compensation and shall not be entitled to receive any emolument, directly or indirectly, from this Association, except for actual expenses.

Section 5. No officer or Director of this Association may be removed from office except by two-thirds vote of the Board of Directors of this Association.

Section 6. Unless approved by majority of the membership, no officer of this Association can hold an office until he/she has been a member of the Association for three (3) years.

Section 7. The Executive Committee of this Association shall consist of the President, First Vice-President, Second Vice-President, and Immediate Past President.

#### **ARTICLE V** **BOARD OF DIRECTORS**

Section 1. The affairs of the Association shall be conducted by the Board of Directors. The Board shall consist of the President, First Vice-President, Second Vice-President, Immediate Past President, one (1) member/representative elected from each district and each past president of the Association who is still serving in an office eligible for membership in the Association. The Immediate Past President shall be the most recent person to hold the office of president and who is a member in good standing of the Association. The districts of the Association shall be the same as those defined in the by-laws of the Association of County Commissions of Alabama, Inc. All Board members elected to represent districts shall serve for a period of one (1) year, beginning at the annual conference. The election of officers and

Board members shall be by majority vote of the counties which are present and voting at the annual conference. However, any Board member elected to represent a district may be re-elected to as many one (1) year terms as the members may desire. The President shall serve as Chairman of the Board. Vacancies of the Board shall be filled by appointment of the President.

Section 2. A meeting of the Board of Directors shall be held three times per year at a time and place announced by the President. All such meetings shall be held at the headquarters building of the ACCA unless otherwise announced.

Section 3. Special meetings of the Board of Directors may be called by the President at his/her discretion, or shall be called upon written request of five (5) Board members at such time and place as may be determined. Ten (10) days written notice of special meetings of the Board of Directors shall be given to each board member.

Section 4. A majority of the ten elected Board members and four officers shall constitute a quorum for the transaction of business.

## **ARTICLE VI**

### **CONVENTIONS**

Section 1. The annual conference of this Association shall be held each year at a time and place determined by the Board of Directors. Special meetings may be held at such time and upon notice as the President may prescribe.

## **ARTICLE VII**

### **DUTIES OF THE ASSOCIATION**

Section 1. The duties of this Association shall be as follows:

- (a) To hold an annual educational conference at a date determined by the Board of Directors.
- (b) To collect from each active member county annual dues
- (c) To encourage regular attendance at Association functions.
- (d) To hold a business session in the interim period between annual educational conferences.

## **ARTICLE VIII**

### **AMENDMENTS**

Section 1. This constitution may be amended at a regular business meeting of this Association by a two-thirds affirmative vote of the member counties present and voting.

Section 2. Any proposed amendments are to be submitted in writing to all active members at least ten (10) days prior to the date of a meeting of this Association.

## **BYLAWS**

### **ARTICLE I**

#### **ELECTIONS**

Section 1. The nominating committee shall be composed of three (3) members, which shall be the three most recent past presidents of the Association who are members in good standing of the Association. The most recent past president shall be the chairman of the committee. The nominating committee shall give its report at the annual conference business meeting during which the election shall take place.

Section 2. Said nominating committee shall propose one (1) nominee for each of the positions of President, First Vice-President, and Second Vice-President. Additional nominations may be made from the floor of the convention for the nomination of all officers.

Section 3. Members of the Board of Directors from each of the districts of this Association shall be elected by district caucus. Nominations shall be submitted not later than 30 days before the annual conference. Nominations from the floor may be made only in those districts where a nomination form was not returned timely.

Section 4. The election shall be held either by printed ballot or voice vote and a majority vote shall be necessary to elect.

Section 5. Each member county in good standing in the Association is entitled to one (1) vote.

## **ARTICLE II**

### **DUTIES OF OFFICERS**

Section 1. **PRESIDENT.** The President shall preside at all conferences, conventions, and business sessions of this Association and at all meetings of its Board of Directors, and as Chief Executive shall supervise the work and activities of the Association and perform such other duties as usually pertain to that office.

Section 2. **FIRST VICE PRESIDENT.** In the event of the absence or inability of the President to perform his/her duties, the First Vice President shall perform the duties of, and have the same authority as, the President.

Section 3. **SECOND VICE PRESIDENT.** The duty of the Second Vice President shall be to be present at and to record the minutes of each meeting of the Association, to request the payment of dues and to report annually to the nominating committee a record of the attendance at all meetings of the Board of Directors. Other duties of the Second Vice President may be designated by the Board of Directors as it may see fit.

## **ARTICLE III**

### **COMMITTEES**

Section 1. The President shall appoint, following his/her election, standing committees as follows:

- (a) Education Committee.
- (b) Roster Publication and Distribution Committee.
- (c) Finance Committee.

Section 2. From time-to-time, the President shall appoint such special committees as may be necessary in his/her judgment, or in the judgment of the Board of Directors.

Section 3. The President shall designate the chairman of each committee appointed by him/her, and shall have the power to fill all vacancies in any committee appointed by him/her.

Section 4. The officers and past presidents of the Association who are serving on the Board of Directors as provided in the Constitution shall compose the Association's Legislative Committee. The committee shall be chaired by the President. The committee shall meet upon call of the chair and shall make recommendations to the Association of County Commissions of Alabama, Inc. concerning legislation that has an impact on the financial or administrative activities of the county governing bodies. The committee shall also review legislation and represent the Association before the Legislature.

**ARTICLE IV**  
AUDIT OF ACCOUNTS

Section 1. The Board of Directors shall provide for the audit of the books and accounts as it deems necessary from time-to-time in their discretion.

Section 2. The fiscal year of this Association shall coincide with the tax year as designated by the Internal Revenue Service.

**ARTICLE V**  
AMENDMENTS

Section 1. These by-laws may be amended at any business meeting of this Association by a two-thirds affirmative vote of the member counties present and voting.

Section 2. Any proposed amendments to these by-laws are to be submitted in writing to all active members of the Association at least ten (10) days prior to the date of a meeting of this Association.