**BYLAWS**

**WASHINGTON ASSOCIATION OF**

**COUNTY COMMISSIONERS/COUNCIL CLERKS**

**(WACCCs)**

**ADOPTED JUNE 30, 1994**

**AMENDED JUNE 20, 1996**

**AMENDED JUNE 25, 1997**

**AMENDED JUNE 19, 2001**

**AMENDED JUNE 23, 2004**

**AMENDED SEPTEMBER 28, 2006**

**AMENDED NOVEMBER 14, 2007**

**AMENDED NOVEMBER, 2008**

**AMENDED MAY 2, 2014**

**AMENDED APRIL 28, 2017**

**AMENDED MAY 3, 2018**

**AMENDED MAY 2, 2019**

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**ARTICLE I**

**NAME AND PURPOSE**

Section 1. The name of the Association shall be “Washington Association of County Commissioners/Council Clerks”, also known as WACCCs.

Section 2. The purpose of this Association is to promote interaction among the Clerks of Boards of County Commissioners and Councils; to create a source of contact for Clerks to gather information, and meet for the purpose of furthering education and professionalism, to better serve County Government and the constituencies of Washington State.

**ARTICLE II**

**MEMBERSHIP**

Section 1. The Membership of WACCCs shall be open to Clerks of Boards and Councils of the Counties of Washington State, Deputy Clerks, Administrative Assistants, and any county employee who serves in a similar capacity and would benefit from Membership.

Section 2. Each person seeking Membership in WACCCs must execute any required paperwork, and pay dues as required in the Rules of Policy and Procedure.

Section 3. The President and Secretary shall keep a current Membership list. Trustees shall assist in updating the membership roster each year.

**ARTICLE III**

**FISCAL YEAR**

 Section 1. The fiscal year of this Association shall end on the 30th day of April each year.

**ARTICLE IV**

**AFFILIATION**

Section 1. In accordance with formal action taken by the Membership of the Washington State Association of Counties (WSAC), this Association shall be formally affiliated with WSAC, and shall acknowledge and abide by the requirements of such affiliation.

Section 2. If at any time the Association shall deem it appropriate and beneficial to terminate such Affiliation, such termination shall only occur by approval of a majority of the active Members of the Association who are present at a regularly-called or special meeting of the Association. The Secretary shall so notify WSAC, in writing, thirty (30) days prior to termination of the Affiliation.

Section 3. If Affiliation with any other organization is deemed to be beneficial by the Association, any such new Affiliation shall only occur by an amendment to the Bylaws at a regularly-called or special meeting of the Association, and by so notifying WSAC, in writing, thirty (30) days prior to any further Affiliation.

**ARTICLE V**

**MEETINGS**

Section 1. Annual meetings of the Association and the Board shall be held on the first Thursday and Friday of May, or closest date per majority vote by the Association.

Section 2. Special meetings of the Board shall be called, as necessary, by action of a majority of the Board. Special meetings of the Association may be called upon the written request of at least fifty-one percent (51%) of the current Membership**.** A written request for a special meeting shall be emailed, to each Member of the Board, setting forth the purpose for which the meeting is to be called, and where it is to be held.

Section 3. Notice of each annual or special meeting shall be emailed, to each member at least thirty (30) days prior to the meeting.

Section 4. At a minimum, the Order of Business of Annual Meetings shall be:

1. Call to Order.
2. Roll Call.
3. Approval of the Agenda.
4. Approval of Minutes of Prior Association and BoardMeetings.
5. Reports of Officers/Board Members.
6. Committee Reports.
7. Financial Report.
8. Unfinished Business.
9. New Business.
10. Election of Officers. (if appropriate)
11. Adjournment.

Section 5. Quorum: A majority of the Members present shall constitute a quorum for the purpose of voting at a regular or duly-called special meeting.

Section 6. Voting: At all meetings of the Association, each member in attendance shall have one vote. Votes may be cast by ballot, secret ballot, or any other balloting method approved by the Association and so indicated on the Agenda.

Section 7. Voting by mail, electronic means, or proxy shall occur only when a policy to do so is established by the Board, and approved by the Association.

Section 8. Recordings and Minutes of Meetings: Minutes of all regular and special meetings of the Board or Association shall be promptly written and distributed to all Board Members. Audio recordings of any meeting may be made at the discretion of the Board. Minutes of all regular and special meetings of the Board or Association shall be distributed at the next annual Association meeting for review, amendment and approval by the membership. All written minutesof meetings shall be kept in perpetuity; audio recordings, if any, may be discarded after approval of the written minutes.

**ARTICLE VI**

**OFFICERS/BOARD OF DIRECTORS/ELECTIONS**

Section 1. The Board of Directors of the Association shall be the Officers of the Association, as elected by the Membership. Officers shall be:

1. President
2. First Vice President
3. Second Vice President
4. Secretary
5. Treasurer
6. Two Trustees/East Side of the Cascade Mountains
7. Two Trustees/West Side of the Cascade Mountains
8. Immediate Past President, Ex Officio (Non-voting)

Election of Officers shall be held annually at the WACCCs Conference. The President, First Vice President and Treasurer shall serve two-year terms. The Office of President shall be filled by the automatic progression of the First Vice President. The Office of First Vice President shall be held alternatively (if possible) by a Member from the East Side of the Cascades and the West Side of the Cascades, to allow for alternation of the Office of President.

Section 2. Vacancies, other than for President and First Vice President, occurring on the Board of Directors (Officers) shall be filled for the unexpired term by a majority vote of the remaining Board Members. Vacancies shall be announced, via email, by the Board of Directors to all Members in order to solicit interested parties to apply for the vacancies. PROVIDED that, a vacancy in the office of the President shall be filled automatically by the First Vice~~-~~President who shall serve the remainder of the President’s term. Additionally, the Second Vice-President shall become First Vice-President with automatic progression to the office of President. Any officer who fills an unexpired term is eligible to serve another full term.

Section 3. Duties of the Officers/Board of Directors:

A. The President of the Association shall serve as the Chair of all meetings of the Association and the Board, and act in an official capacity representing the Association. The President, or designee, shall act as Legislative Liaison.

1. In the absence of the President, the First or Second Vice President shall perform the duties of the President.
2. With the exception of the financial records, the Secretary shall be responsible for the official records of the business of the Association and the Board.

D. The Treasurer shall be responsible for the banking and financial affairs of the Association. The Treasurer shall maintain the official bank account and all financial records. The President and First Vice President shall be authorized signators on all banking documents. The Treasurer shall provide a list of collected conference fees to the Board of Directors prior to the Annual WACCC meeting, and then audit the members that attended the Annual WACCC meeting to ensure payments are collected.

E. The Trustees shall serve as Members of the Board.

F. The immediate Past President shall serve as a non-voting, ex officio, member of the Board.

**ARTICLE VII**

**EXPENSES and REVENUES**

Section 1. The expenses of this Association shall be paid from its bank account by the Treasurer. Allowable expenses include costs associated with planning and hosting the Annual Association meetings, including, but not limited to: room rental, supplies, and presentors. Any expenditure in excess of $100 shall require the written consent of the Treasurer and one other Board Member.

Section 2. Members of the Board of Directors may be reimbursed for reasonable expenses related to Association business, other than the WACCC’s Annual Meeting. Allowed expenses shall be registration fees, lodging, meals, airfare and/or mileage for use of personal cars. The Treasurer is hereby authorized to reimburse approved expenses as outlined in this Section and Section 7 of the Rules of Policy and Procedure, or as otherwise directed by the Board.

PROVIDED HOWEVER, that the expenses of the President, associated with registration fees, lodging, meals, airfare and/or mileage for use of a personal car, for attendance at the Annual WACCC Conference, shall be an allowable reimbursement to be paid out of the general fund designated for allowable Association expenses.

Section 3. All revenue generated from any WACCC’s registration fees associated with the WACCC’s Annual Meeting shall be deposited into the Association’s bank account.

Any paid conference registration fee my be refunded up to one year, or applied to the members next year’s registration fee. After one year, the registration fee will remain in the general fund and not reimbursed.

Further, the funds from registration fees shall be designated for scholarships and other Association expenses as described in Sections 1 and 2 above. During each Annual WACCC meeting the association will determine the amount of scholarship award for the following year’s meeting, and will take into consideration location. In the event that following the awarding of scholarships in any given year there remains a balance of designated scholarship funds, the remaining balance shall be redesignated into the general fund. .

Further, in the event that a scholarship is awarded and reimbursement for said scholarship has not been applied for within 120 days of award, the scholarship funds shall be redesignated into the general fund to be used for allowable Association expenses and/or future scholarship(s) at the discretion and direction of the Board.

Section 4. WSAC donations will be used for educational training during the Annual WACCC Conference, any remaining funds will be held in the general fund.

Section 5. Any revenues received from any other source shall be deposited into the Association’s bank account. These funds may be used for any Association expense as described in Sections 1 and 2 above, at the discretion and direction of the Board, UNLESS the contributor of the funds specifies that they are to be used for a specific purpose.

Section 6. Upon receipt of notification of an NSF check, the Treasurer will wait thirty (30) days and subsequently send a certifed letter with return receipt requested, to the involved party, requesting payment of check. If there is no response after 90 days, the check may be written off.

**ARTICLE VIII**

**RULES OF POLICY AND PROCEDURE**

Section 1. The Association shall adopt Rules of Policy and Procedure governing the time, place and conduct of the meetings and business of the Association.

**ARTICLE IX**

**STANDING COMMITTEES**

Section 1. The Association may create Standing Committees to assist in the conduct of Association business. The process for creating of such Committees, the appointment of Members to the Committees, and the requirements of these Committees shall be set forth in the Association's "Rules of Policy and Procedure" (see Article VIII).

**ARTICLE X**

**AMENDMENTS TO BYLAWS**

Section 1. These Bylaws, as adopted on June 30, 1994, may be amended at a regular or duly-called special meeting of the Association by an affirmative vote of a majority of the Members of the Association present at the meeting as outlined in Rules of Procedure, Section 9 (B).

**ARTICLE XI**

**ASSOCIATION LOGO**

Section 1. The Official Logo of the Association shall be the "tree" as portrayed in this Article. Original artwork shall be kept by the Secretary.



WASHINGTON ASSOCIATION

 OF COUNTY COMMISSIONERS/

 COUNCIL CLERKS