

THE BYLAWS OF THE MISSISSIPPI ASSOCIATION OF CHANCERY CLERKS

Article I: NAME: The organization shall be known as the Mississippi Association of Chancery Clerks, hereinafter referred to as the association.

Article II: OBJECTIVES:

1. Provide opportunity for members to exchange ideas on the administration of their respective offices.
2. Offer ways and means for members to better serve the public.
3. Encourage the passage of laws pertaining to the administration and duties of all members.
4. Exemplify the ideals of public service as an influence in business and civic life. Cultivate friendships among its members, work toward creating better public understanding of the chancery clerk's office and participate in formulating and helping to advance legislation necessary for the common good of all Mississippi counties.

Article III: ANNUAL MEETING: The annual meeting shall be the Mississippi Association of Chancery Clerk's Convention held during the summer.

Article IV: MEMBERSHIP:

Section 1 - Active Members:

1. Any elected or appointed person acting as the chancery clerk in the State of Mississippi shall be admitted to active membership upon payment of annual dues.
2. The privilege of voting and holding an elective office in this association shall be limited to active association members.
3. Dues may be changed by a majority vote of the active members present at any session in which a business meeting is called and a quorum is present.

Section 2 - Honorary Members: Any person who, in the opinion of the association, has rendered distinguished service for the betterment of county administrative practices shall be eligible for honorary membership. Nomination of individuals for honorary membership may be made at any meeting of the association. The association shall elect the individuals to honorary membership. Honorary members shall be entitled to all the privileges of the association except they shall be ineligible to hold office or to vote in the association.

Section 3 - Alumni Members: Any person who has been an active member and is no longer holding the elected office of chancery clerk may be admitted to alumni membership upon application and payment of annual dues. Alumni members shall be entitled to all the privileges of the association except they shall be ineligible to hold office or vote in the association.

Article V: OFFICERS, DIRECTORS AND ELECTIONS:

Section 1 - Officers:

1. The officers of the association shall be a president, a vice-president and a secretary-treasurer.
2. The offices of president and vice-president shall be filled by succession at the election of the secretary-treasurer, i.e. with the currently serving secretary-treasurer succeeding to the office of vice-president and the vice-president succeeding to the office of president. The slate of all three officers shall be submitted to the association for a vote at the annual meeting of the association.
3. The officers of the association shall be selected from and represent each of the three transportation commissioner's districts with the five counties of Attala, Winston, Choctaw, Oktibbeha and Lowndes being removed from the northern district and added to the central district to make an equitable distribution of the number of counties in each district. The following format shall be used in selecting the officers of the association: the first year the president shall be from a county in the northern transportation district; the vice-president shall be from a county in the southern district; and the secretary-treasurer shall be from a county in the central district. Thereafter, the offices shall rotate annually, with the election of a new secretary-treasurer from the district of the outgoing president.

Section 2 - Terms of Office: The officers shall hold their offices from the time of election until the next annual meeting or until their successors are elected.

Section 3 - Vacancies in Office: If a vacancy shall occur in any office, the board of directors shall appoint a chancery clerk to fill the office vacated. The association shall, at its next business meeting, ratify said appointment or call an election to elect a successor to said vacated office.

Section 4 - Board of Directors:

1. The board of directors shall be composed of one chancery clerk from each of the ten planning and development districts and the three officers of the association.
2. The board of directors shall be elected at the annual meeting of the association and be elected by those chancery clerks from their respective planning and development districts.
3. The duties of each member of the board of directors shall be to work toward stimulating interest in the association.
4. The board of directors shall serve as a review board for items to be presented to the association i.e. changes to the bylaws and the legislative agenda.
5. Any decisions of the board of directors shall be brought before the association at the next meeting of the association.
6. Any decisions made in emergency situations shall be brought before the association for ratification at the next meeting of the association.
7. The president of the association shall serve as chair of the board of directors.

Section 5 - Nomination of Officers: The president shall appoint the-nominating committee. The nominating committee shall be composed of four members of

which two shall be past presidents. The committee shall contact each nominee for his/her consent to allow his/her name to appear on the slate.

Section 6 - Duties of Officers:

1. The president shall preside at all meetings of the association and appoint all committees not otherwise provided for in these bylaws. He/she shall be an ex officio member of all committees. Subject to the consent of the board of directors, he/she shall fill all vacancies occurring on the board of directors during the year.
2. The vice-president shall serve in the absence of the president. He/she will perform such other duties as may be requested by the president.
3. The secretary-treasurer shall keep the minutes of all meetings of the association. He/she shall pay all expenditures of the association upon approval by the president and keep the elected officers and the association aware of the financial status of the association at each meeting held by the association. The secretary-treasurer shall be bonded in an amount sufficient to cover the association's funds on deposit. Said bond shall be approved by the president of the association.

Section 7 - Executive Director: Amendment to the bylaws adopted February 12, 2008, establishing the position of Executive Director:

1. The Executive Director shall assist the officers and directors in carrying out such duties as prescribed by the association.
2. The Executive Director shall be selected by the officers and board of directors to be approved by a majority vote of active members attending any business meeting at which a quorum is present.

Article VI: COMMITTEES:

Section 1 - Board of Directors: The board of directors shall be chosen as provided in Article V, Section 4.

Section 2 - Nominating Committee: The nominating committee shall be chosen as provided in Article V, Section 5.

Section 3 - Legislative Committee: The legislative committee shall be appointed by the president to serve one year and shall consist of at least three chancery clerks from each transportation district and any other members deemed necessary by the president.

Section 4 - Education Committee: The education committee shall be appointed by the president to serve one year and shall consist of a minimum of three chancery clerks. The education committee shall work in concert with the Center for Governmental Technology at Mississippi State University and the Mississippi Judicial College of the University of Mississippi to ensure that educational programs are presented to the association on a regular basis.

Section 5 - Conference and Convention Committee: The conference and convention committee shall be appointed by the president and shall consist of at least three chancery clerks. The conference and convention committee shall determine the dates of the convention and select one or more chancery clerks to host said convention.

Section 6 - Bylaws Committee: The bylaws committee shall be appointed by the president and shall consist of at least five chancery clerks.

Section 7 - Oversight Committee: The oversight committee shall meet with any chancery clerk who is experiencing difficulties and problems in the management of his or her office and assist in the solving of said problems. The oversight committee shall consist of six chancery clerks and be appointed by the president. The chancery clerk having difficulty shall recommend three of the chancery clerks on this committee to assist him/her in remedying the problems that may be facing said clerk.

Article VII: AMENDMENTS:

1. The bylaws may be amended by a majority vote of active members attending any business meeting at which a quorum is present
2. The parliamentary authority will be Robert's Rules of Order Newly Revised.