

# COUNTY FISCAL OFFICERS ASSOCIATION BYLAWS

Amended May 14, 2009

## ARTICLE I – NAME

The name of this organization shall be “County Fiscal Officers Association of Nevada.”

## ARTICLE II – PURPOSE

The purpose of the Association shall be to improve methods of county and Carson City governments; to extend the movement for adequate procedures of accounting, budgeting and financial reporting by county and Carson City governments; and to bring about the enlistment and training of qualified public officials and employees. The Association may also be concerned with legislation, affecting county and Carson City governments and the personnel of county and Carson City government officials.

## ARTICLE III – MEMBERSHIPS

1. Active member: Any elected or acting Assessor, Auditor, Comptroller, County Clerk, Recorder, Registrar of Voters, Treasurer and their county deputies in any county in the State of Nevada shall be eligible for active membership. Active members shall be required to pay dues.
2. Honorary member: Any a member of this organization who was an active member in good standing at the time he or she left office shall be eligible for honorary membership. Honorary members shall not be required to pay dues.
3. Associate member: Any state employee whose function is directly associated with the County Fiscal Officers Association shall be eligible for associate membership. Associate members shall be required to pay dues.
4. Sponsor member: Any organization that sponsors County Fiscal Officers Association functions shall be eligible for sponsor membership. Sponsor members shall not be required to pay dues.

## ARTICLE IV – OFFICERS

1. The officers of C.F.O.A. shall consist of a President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, and Treasurer.
2. The President, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents shall be elected at the Annual Conference and must have been active members for at least four (4) years.
3. The Secretary and the Treasurer shall be elected at the Annual conference to a three (3) - year term (beginning at the Annual Conference in 1998) and must have been active members for at least four (4) years.
4. Executive Committee: The Executive Committee shall consist of the Immediate Past President, the President, the 1<sup>st</sup> Vice-President, the 2<sup>nd</sup> Vice-President, the Secretary, and the Treasurer.
5. Vacancies: A vacancy in the office of President occurring mid-term shall be filled by the 1<sup>st</sup> Vice-President and the 2<sup>nd</sup> Vice-President will move up to 1<sup>st</sup> Vice-President. The position of 2<sup>nd</sup> Vice-President will remain vacant until the next Annual Conference. In the case of two (2) of the three (3) offices being vacant at the same time, the Executive Committee shall appoint a past President to fill one (1) or both positions until the next Annual Conference. A vacancy mid-term in the positions of Secretary or Treasurer will be filled by appointment by the Executive Committee until the next Annual Conference when a new Secretary or Treasurer will be elected to complete the unexpired term.

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6. Each year at the Annual Conference, the Board of Directors shall consist of all Past Presidents, the Executive Committee, one member of the Standing Committees appointed by the President, and one (1) member of each County to be elected from a list of names submitted by the Counties. Terms of the County representatives on the Board of Directors are to be staggered so there are five (5) to six (6) terms up each year.

## ARTICLE V – MEETINGS

There shall be an annual meeting of the Association, date and place of meeting to be chosen by the group, and at which time election of officers shall be held.

A special meeting may be called by the President or on a petition of the majority of members of the Executive Committee. The Board of Directors shall meet at the call of the President and at each annual meeting. The Executive Committee shall be authorized to appropriate those funds necessary to defray the expenses of the Executive Committee or any special committee member requested to attend an official function.

The annual meeting shall be held from the first call to order through adjournment within a 48-hour period.

## ARTICLE VI – NOMINATIONS

1. The following shall be standing committees consisting of at least three (3) members each who shall be appointed by the incoming President and names immediately following election of officers at the annual business meeting:
  - a. Bylaws/Policies & Procedures
  - b. Resolutions
  - c. Site Selection
  - d. Webmaster
2. There shall also be a **Legislative Committee** made up of one (1) Recorder, one (1) Clerk, one (1) Treasurer, and one (1) Comptroller. All shall be co-chairpersons.
3. In addition to the four (4) committees listed above, there shall be a **Nominating Committee** consisting of three (3) Past Presidents, one (1) of which will be the Immediate Past President. Their appointment shall be made in the same manner as the other committee appointments.
4. The final committee shall be an **Audit Committee** made up of three (3) members with staggering 3-year terms. The committee shall consist of one (1) Auditor or Comptroller, one (1) Treasurer, and one (1) other member. No member of the Executive Board can serve on this committee. This Committee shall be responsible for auditing both the conference expenses/receipts and the Association accounts on an annual basis for the preceding January 1 thru December 31 year. Appointments to this Committee shall be made in the same manner as other committees.
5. The President shall designate the Chairman of each committee.
6. The President shall designate the Historian(s) immediately following election of officers at the annual business meeting.
7. Nomination/Elections: Upon report of the Nominating Committee at the annual business meeting, opportunity shall be given for nominations from the floor for all offices open for

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election. If more than one (1) person is nominated for any particular office, then voting shall be by secret ballot.

## **ARTICLE VII – FINANCES**

Dues shall be Twenty-Five Dollars (\$25.00) annually for each active member and each associate member; dues must be paid in advance. Dues shall be for the calendar year January 1 to December 31.

The money thus obtained shall be used to defray expenses of the organization and shall be paid by the Treasurer with the final approval of the President.

## **ARTICLE VIII – GRAND PRIZE DRAWING**

A grand prize drawing will be held at the annual conference. The Executive Committee will determine what the grand prize will be. The recipient must be present, must be an active member, and shall only receive the grand prize once.

## **ARTICLE IX – AMENDMENTS**

Amendments to the Constitution and Bylaws may be made at the annual meeting by a 2/3 vote of the members present.

## **ARTICLE X – PARLIAMENTARY AUTHORITY**

Meetings will be conducted in accordance with Roberts Rules of Order.

## **ARTICLE XI – ORDER OF BUSINESS**

The Order of Business at each annual convention of this Association shall be in accordance with a program adopted at the beginning of the convention and shall include:

1. Call to Order
2. Roll Call of Officers and Members
3. Reading of minutes of previous meeting
4. Correspondence
5. Bills
6. Reports of Standing Committees
  - a. Treasurer
  - b. Legislation
  - c. Any other standing committees
7. Special Committees
8. Old Business
9. New Business
10. Closing