

**OXFORD COUNTY CLERK'S ASSOCIATION  
COMMITTEE BY-LAWS  
ADOPTED 4-29-2015**

**A. DUTIES, RESPONSIBILITIES AND OBLIGATIONS**

**President's Role**

1. Chairman of the Oxford County Clerk's Association
2. Official spokesman and representative
3. Responsible for Association correspondence
4. Responsible for Association agendas

**Vice President**

1. Shall assume the duties of the President in case of a vacancy

**Treasurer**

1. Receives and disburses all funds of the Association.
2. Maintains an accurate account of all financial transactions
3. Has authority to withdraw funds on deposit by his/her signature
4. Shall give a treasurer's report at each meeting

**Secretary**

1. Shall record the minutes of the Association's meetings and have those minutes ready for the President to send with the Association agenda for the next scheduled meeting. (Typically the 1<sup>st</sup> of the month).

**Regular Members of the Association**

1. Must be members in good standing with current dues paid
2. Must be Clerks, Deputy Clerks, Assistant Clerks or retired clerks, deputies or assistants (within or outside of Oxford County)

**Association Meetings**

1. Shall meet the months of February, April, August and November each year, with the Annual Meeting to be held in April.
2. The April meeting each year will be held as a dinner meeting at a location to be determined at the prior meeting. Each April the Officers for the following year will be elected. At the prior meeting, the Association will determine where the regular meetings are to be held for the next meeting.

**OXFORD COUNTY CLERK'S ASSOCIATION CONSTITUTION  
ADOPTED  
4-29-2015**

**ARTICLE I: NAME**

The name of this organization shall be the OXFORD COUNTY CLERK'S ASSOCIATION

**ARTICLE II: PURPOSE**

This Association shall be dedicated to the purposes of increasing proficiency of Municipal Clerks, to strengthen the quality of local government through professionalism and to promote recognition of the importance of the office of the Municipal Clerk.

This Association shall also be a bonding tool for clerks to meet, discuss and learn from their fellow constituents, as well as representatives from State agencies.

**ARTICLE III: AFFILIATION**

This Association shall be and hereby is affiliated with the Maine Town and City Clerk's Association.

**ARTICLE IV: MEMBERSHIP**

Membership shall consist of any town, city or plantation clerk, deputy or assistant clerk, who currently holds or has held an elected or appointed position in or outside of Oxford County.

**ARTICLE V: DUES**

The annual dues of the Association shall be set by majority vote of the Association. Total amount of dues shall be payable on or before the April Association meeting each year. If any changes are to be made in the dues, it will be decided at the February meeting.

**ARTICLE VI: OFFICERS**

The officers of the Association shall be the President, Vice President, Treasurer and Secretary. These Officers shall be elected to one-year terms at the Association's April meeting each year.

All officers shall be elected at the April meeting, but vacancies occurring before the April meeting shall be filled by the Regular members of the Association until the next April meeting, except in the case of a vacancy in the Presidency, then the Vice President shall become the President and shall serve until the end of the term.

## **ARTICLE VII: DUTIES AND FUNCTIONS OF OFFICERS**

The President shall be the executive officer of the Association and shall be its official spokesman and representative.

The Vice-President shall assume the duties of President in the event of a vacancy in the latter office.

The Treasurer shall receive and deposit all funds of the Association. The Treasurer will maintain the Association's bank account and provide a financial report at each regular meeting.

The Secretary shall record the minutes of the Association's meetings and have those minutes ready for the President to send with the Association agenda for the next scheduled meeting. (Typically the 1<sup>st</sup> of the month)

## **ARTICLE VIII: GOVERNMENT**

The Officers of the Association shall have the control and management of the Association and shall hold and manage all property of the Association.

The Officers of the Association shall consist of the President, Vice President, Treasurer and Secretary. These officers shall be elected to one-year terms at the Annual April meeting.

In the event that an Officer is not able to attend a regular meeting, he/she must be sure that the President has advanced notice.

## **ARTICLE IX: ASSOCIATION MEETINGS**

The Association shall meet during the months of February, April, August and November each year.

The April meeting each year will be held as a dinner meeting at a location to be determined at the February meeting. Each April the Officers for the following year will be elected. At the prior meeting, the Association will determine where the next regular meeting will be held.

## **ARTICLE X: RULES OF ORDER**

The meetings will be held informally; however, minutes will be kept and votes taken.

## **ARTICLE XI: AMENDMENTS**

The by-laws may be amended by a two-thirds vote of the Association members at any Association meeting, provided notice of the proposed action is given in advance.