

**CONSTITUTION & BY-LAWS
THE COUNTY REVENUE OFFICERS
ASSOCIATION OF ALABAMA**

**ARTICLE I
NAME**

Section I. The name of this organization is The County Revenue Officers Association of Alabama.

**ARTICLE II
PURPOSES**

Section I: The purposes of this Association are:

- (a) To promote the proficiency and professionalism of county revenue officers
- (b) To create, stimulate and maintain interest in county government.
- (c) To promote the theory and practice of the principles of good government and citizenship.
- (d) To unite the members/representatives of the Association in the bonds of friendship, good fellowship and mutual understanding.
- (e) To provide a forum for the full and free discussion of all matters of public interest in the collection and enforcement of county revenue.
- (f) To encourage efficiency and promote professional standards in the work of each member
- (g) 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.
- (h) To further the education of the member representatives through continuing education programs in cooperation with the Association of County Commissions of Alabama, the National Association of Counties and institutions of higher education.

ARTICLE III MEMBERSHIP AND VOTING

Section 1. The membership of this Association shall consist of the following membership groups:

(a) Regular members -- Individuals who are employees in an office responsible for any portion of the collection and enforcement of taxes at the county-level, to include but not limited to, employees in the county tax collection office, revenue officers, license inspectors, employees in the office of license inspector and other county officials who perform duties directly related to the collection of county revenues.

(b) Associate members: Individuals, companies or corporations who are involved in the collection of taxes on the local level or who support the purposes and goals of the Association; individuals who hold elected office; individuals who are employed by the State of Alabama; and the faculty and staff of any institution of higher education. Associate members shall enjoy all the rights and privileges of membership in the Association but shall not hold office and shall not vote on Association matters.

(c) Honorary members: The membership and board of directors may, from time to time, grant honorary membership to persons, companies or corporations that have so supported the goals of the Association that such designation should be granted. The granting of such honorary membership shall not entitle the person, company or corporation the right to vote on any association matters or to hold Association office.

Section 2. Annual dues in the amount set by the board of directors and ratified by the membership and shall be payable on November 1 of each year. Any person not paying its dues by the due date shall forfeit membership until payment is made.

Section 3. Regular members shall be entitled to vote on the following matters of the Association: the election of officers and members of the board of directors; the ratification of the annual dues of the Association; and the amendment of the Association by-laws. All other matters of the Association shall be voted on by county with each casting one vote in the manner determined by a majority vote of the Regular members employed by the respective county who are present.

ARTICLE IV OFFICERS

Section 1. The officers of this Association shall be President, Vice-President, Secretary/Treasurer, Directors, Immediate Past President.

Section 2. The officers shall be elected each year at the annual convention of the Association of County Commissions of Alabama and shall serve a term of one year or until their successors are elected. In the event of a vacancy in any office, 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 a Regular member in good standing. Provided, however, in no instance shall more than one Regular member from any particular county hold the any of the offices of president, vice-president or secretary/treasurer at any time.

Section 4. Each officer shall serve without compensation from this Association, except for actual expenses approved by the Board of Directors.

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. The Executive Committee of this Association shall consist of the President, Vice-President, Secretary/Treasurer 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, Vice-President, Secretary/Treasurer, Immediate Past President, and one (1) member representative from each district. The districts of the Association shall be the districts defined in the bylaws of the Association of County Commissions of Alabama. All Board members appointed to represent districts shall serve for a period of one (1) year, beginning at the annual convention of the Association of County Commissions of Alabama. However, any board member may be eligible to be reelected to subsequent terms.

Section 2. Meetings of the Board of Directors shall be held at a time and place announced by the duly-elected president.

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) Directors 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 Board of Directors shall constitute a quorum for the purpose of conducting business.

ARTICLE VI CONFERENCES

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 place as determined by the Board of Directors.

ARTICLE VII
DUTIES OF THE ASSOCIATION

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

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

Section 2. There shall be published and distributed annually a roster of the regular, associate and honorary members of this Association.

ARTICLE VIII
AMENDMENTS

Section 1. The by-laws may be amended at a regular business meetings of this Association by a two-thirds affirmative vote of the Regular members present and voting. -

Section 2. Any proposed amendments are to be submitted in writing to all Regular members at least ten (10) days prior to the date of the meeting at which such amendment shall be considered for action.

ARTICLE IX
ELECTION OF OFFICERS

Section 1. The President shall annually appoint a nominating committee of three (3) members, none of whom shall be officers of this Association, and no two of whom shall be from the same district; and shall instruct the nominating committee to give its report at the convention meeting during which the election shall take place.

Section 2. Said nominating committee shall propose one nominee for each office of this Association. Additional nominations may be made from the floor of the convention for the nomination of all officers.

Section 3. The election shall be held either by printed ballot or voice vote and a majority vote shall be necessary to elect.

Section 4. Only Regular members shall vote on such election according to the provisions and limitations as set out in these by-laws.

ARTICLE X DUTIES OF OFFICERS

Section 1. **PRESIDENT.** The President shall preside at all conferences, conventions, and business sessions of this Association and at all meeting 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. **VICE PRESIDENT.** In the event of the absence or inability of the President to perform his/her duties, the Vice President shall perform the duties of, and have the same authority as, the President.

Section 3. **SECRETARY/TREASURER.** The duty of the Secretary/Treasurer shall be to be present at each meeting and to record the minutes of each meeting of the Association and to receive dues and dispense funds as may be designated by the Board of Directors. Other duties of the Secretary/Treasurer may be designated by the Board of Directors as it may see fit.

ARTICLE XI COMMITTEES

Section 1. From time-to-time, the President shall appoint such special committees as may be necessary in his judgement, or in the judgement of the Board of Directors.

Section 2. 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.

ARTICLE XII AUDIT OF ASSOCIATION FUNDS

Section 1. The Board of Directors shall provide for the audit of the and accounts of the Secretary/Treasurer from time-to-time in its discretion.

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

Adopted, August 19,1997

Betty Peterson
President

Janice Stewart
Secretary/Treasurer