

# By-Laws of the County Officials Association of Tennessee

Effective November 22, 2019\*

## ARTICLE I

Name and Tax Status

### Section 1.

The name of the organization shall be the County Officials Association of Tennessee, hereinafter referred to as COAT. COAT shall operate as a 501c6 non-profit association.

## ARTICLE II

Location and Fiscal Year

### Section 1.

The physical location of COAT shall be Nashville, Tennessee.

### Section 2.

The fiscal year of COAT shall be a calendar year.

## ARTICLE III

Purpose

### Section 1.

The purpose of COAT shall be to promote more efficient county government throughout the 95 counties of the State of Tennessee.

## ARTICLE IV

Membership

### Section 1.

Membership shall be open to all State Court Clerks, County Clerks, Registers of Deeds, and Trustees from across the State of Tennessee. COAT does encourage each member to be in good standing with their Affiliate Associations.

### Section 2.

Each member listed in Article IV, Section 1, shall pay to COAT dues or special assessments for affiliates as approved by the Board of Directors. The State Court Clerks Association of Tennessee, because its membership is approximately twice the number of the membership of the other Affiliate Associations, will be assessed twice the amount of the other Associations if special assessments are made to COAT.

## **ARTICLE V**

### Meetings

#### **Section 1.**

COAT is required to have one annual meeting. This meeting shall be held at the annual COAT conference or at any other time in the State designated by the Board President. Written or electronic notice of the meetings shall be given to each member by the Board President or his/her designee.

#### **Section 2.**

Fifty (50) members shall constitute a quorum. The acts of a majority of a quorum shall be binding on all members of COAT.

#### **Section 3.**

If a quorum is not present at the date and time designated, the meeting shall be adjourned. A second meeting shall be called before the current fiscal year end. Those present at the second called meeting shall be declared to constitute a quorum for the transaction of business.

#### **Section 4.**

Each member of COAT shall have one (1) vote. No votes may be cast by proxy and each member must be present to cast a vote.

#### **Section 5.**

The order of business shall be as follows: Approval of minutes, financial report, report of committees, unfinished business, new business, and adjournment.

#### **Section 6.**

All COAT business meetings shall be conducted in accordance with Robert's Rule of Order. The current edition of Robert's Rule of Order shall govern in all cases.

## **ARTICLE VI**

### Board of Directors

#### **Section 1.**

The members of the Association shall elect a President, and a President-Elect who shall be a member of the Association next in line for President. Said President-Elect shall have served as the President of the Association rotating to the Presidency in some year prior to election as the President-Elect. There shall also be a First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, and Secretary. Each Vice-President shall be the president of their Affiliate Association. The First Vice-President shall be from the same affiliate organization as President of COAT. The position of COAT President shall be rotated among the four affiliate organizations.

The Board of Directors shall not exceed 23 voting members, and at no time shall any member of the Board be allowed more than one vote on the Board. All votes by the Board of Directors shall be an open and public vote.

A quorum for the Board of Directors shall be defined as 15 voting members, which constitutes 2/3 the total number of voting Board members.

All members of the Board of Directors shall attend all meetings of COAT, including regular Board Meetings, the Annual Business Meeting, and any other special meetings as called by the President, unless otherwise excused.

A Board member may be removed from the Board of Directors for willful failure to attend three or more Board Meetings. In the event of willful failure to attend, the Secretary shall inform the Board of Directors of such absenteeism. The Board of Directors may take action for removal.

The appointment or election of a successor for a removed Board Member shall be in the same manner in which the office was originally filled.

Vacancies on the Board of Directors, with the exception of the President, shall be filled in the following manner:

1. The president of the Affiliate Association in which there is a vacancy shall recommend a successor.
2. The Affiliate Association's recommendation shall be presented to the Board of Directors for approval at the next board meeting.

## **Section 2.**

### ***Executive Director***

The position of Executive Director of COAT shall be appointed by the Board of Directors. The President of COAT and the President of each Affiliate Association shall recommend to the Board, a nominee for the position of Executive Director. The President, along with the Personnel Committee, shall develop an employment contract for the Executive Director, setting forth the duties of the position, the term of appointment, the amount of compensation, as well as any other relative matters. The contract shall also have a provision for the discharge of the Executive Director by a majority vote of the Board of Directors at a called meeting. The contract shall be approved in advance by the Board of Directors and shall be signed by the Executive Director and the President.

The Executive Director of COAT shall execute a bond in the amount of \$500,000 or such amount set by the Board of Directors and shall submit verification of such bond to the Board of Directors. The premium for said bond shall be paid by COAT treasury.

The duties of the Executive Director shall include, but not limited to the following:

- Maintain all financial records of COAT and coordinate the submission of those records to the named accountant for COAT and Chairperson of the Finance Committee
- Serve as legislative liaison for all affiliate memberships
- Coordinate date/time/location of Annual Conference
- Sign all checks or contracts on behalf of COAT. In the absence of the Executive Director, the President is authorized to sign checks on behalf of COAT.

### ***President***

The duties of the President shall include, but are not limited to, the following:

- Attend and preside over all Board of Directors meetings
- Attend and preside over the Annual Business Meeting
- Authorized to sign checks on behalf of COAT during the absence of the Executive Director
- Appoint Secretary, COAT Board Advocate, Legislative Committee Chair, and Chaplain for a one-year term
- Name all Committee members relative to COAT
- Approve annual calendar related to set Board Meetings
- Perform all duties usually connected with the position of the President

If the President is unable to fulfill the duties of the office, the First Vice-President shall assume those duties for the unexpired term.

The position of President is a voting member on the Board of Directors.

### ***President-Elect***

The duties of the President-Elect shall include, but are not limited to, the following:

- Appoint the position of Finance Committee Chair for a one-year term due to the Finance Committee approving the budget for the following year
- Attend all Board of Directors meetings in order to prepare for their service as President for the following year
- Attend Annual Business Meeting in order to prepare for their service as President for the following year
- Perform all duties assigned by the President

The position of President-Elect is a voting member on the Board of Directors.

### ***First Vice President***

The duties of the First Vice President shall include, but are not limited to, the following:

- Perform duties that the President may, from time to time, prescribe
- Serve on the Legislative Committee and the Personnel Committee
- Assume the office of President if that officer is unable to fulfill the duties of the office for the unexpired term

The position of First Vice President is a voting member on the Board of Directors.

### ***Second Vice President***

The duties of the Second Vice President shall include, but are not limited to, the following:

- Perform duties that the President may, from time to time, prescribe
- Serve on the Legislative Committee and the Personnel Committee
- Assume the office of President if both the President and First Vice President are unable to fulfill the duties of the office for the unexpired term

The position of Second Vice President is a voting member on the Board of Directors.

### ***Third Vice President***

The duties of the Third Vice President shall include, but are not limited to, the following:

- Perform duties that the President may, from time to time, prescribe
- Serve on the Legislative Committee and the Personnel Committee
- Assume the office of President if the President, First Vice President, and Second Vice President are unable to fulfill the duties of those offices for the unexpired term

The position of Third Vice President is a voting member on the Board of Directors.

### ***Fourth Vice President***

The duties of the Fourth Vice President shall include, but are not limited to, the following:

- Perform duties that the President may, from time to time, prescribe
- Serve on the Legislative Committee and the Personnel Committee
- Assume the office of President if the President, First Vice President, Second Vice President, and Third Vice President are unable to fulfill the duties of those offices for the unexpired term

The position of Fourth Vice President is a voting member of the Board of Directors.

### ***Secretary***

The duties of the Secretary shall include, but are not limited to, the following:

- Keep accurate minutes and records of all Board of Directors Meetings and Annual Business Meeting
- Record attendance at all Board of Directors Meetings in order to determine whether a quorum is present
- Make all records available to the membership of COAT upon request and, at the conclusion of their term, submit those records to COAT to be retained by the Association

The position of Secretary is a non-voting member of the Board of Directors.

### ***COAT Board Advocate***

The duties of the COAT Board Advocate shall include, but not limited to, the following:

- Advise the President and the Board of Directors, upon request, on legal matters or parliamentary questions concerning COAT
- Serve on the By-Laws Committee and the Personnel Committee

The position of COAT Board Advocate is a non-voting member of the Board of Directors.

### ***Legislative Committee Chair***

The duties of the Legislative Committee Chair shall include, but not limited to, the following:

- Preside over Legislative Committee
- Attend stated Board of Directors meetings for the purpose of updating Board members on legislative issues that affect COAT

The position of Legislative Committee Chair is a voting member of the Board of Directors.

### ***Finance Committee Chair***

The duties of the Finance Committee Chair shall include, but not limited to, the following:

- Preside over the Finance Committee for the purpose of developing and presenting an annual budget to the Board of Directors
- Review and present any budget amendments to the Board of Directors for approval as needed

The position of Finance Committee Chair is a voting member of the Board of Directors.

### ***Chaplain***

The duties of the Chaplain shall include, but not limited to, the following:

- Open each COAT meeting with prayer and locate a suitable substitute should absence be required
- Be available to membership as emotional support and spiritual guidance as needed

The position of Chaplain is a non-voting member of the Board of Directors.

### ***Past President***

The duties of the Past President shall include, but not limited to, the following:

- Serve as an advisory member to Board of Directors

The position of Past President is a non-voting member of the Board of Directors.

### ***Affiliate Appointees***

The Affiliate Association appointments shall consist of two 1-year appointees and one 2-year appointee each from the County Clerks Association, Register of Deeds Association, and Trustees Association; and 4 1-year appointees and two 2-year appointees from the Court Clerks Association. Each of these appointees will serve as a voting member of the Board of Directors.

## **ARTICLE VII**

### **Standing Committees**

All committee members shall be appointed by the President, unless otherwise noted. Each committee member shall be appointed for the term of one year.

#### **Section 1.**

##### ***Awards Committee (awards and HOF)***

The Awards Committee shall be comprised of at least five members with at least one person from each affiliate association being represented. The Awards Committee shall be charged with the selection or gathering of nominations for the following awards:

- Outstanding County Official of the Year
- Legislator of the Year (Senator)
- Legislator of the Year (Representative)
- Hall of Fame Nominees

This committee shall also preside over any policy changes related to these awards as needed.

***By-Laws Committee***

The By-Laws Committee is comprised of five members consisting of the COAT Board Advocate and one member from each Affiliate Association. This committee shall review all proposed amendments to the By-Laws, which have been submitted in writing, by a COAT member in good standing and shall present findings and recommendations at the next immediate Board of Directors meeting.

***Convention Committee (door prize and vendors)***

The Convention Committee is comprised of up to ten members with at least one person from each affiliate association; one of which should be from the county in which that year's convention is held. This committee shall be charged with increasing vendor participation, solicitation of door prizes, and distribution and management of door prizes during the annual convention.

***Finance Committee***

The Finance Committee is comprised of the Finance Committee Chair, as appointed by the President-Elect, the current President of COAT, the COAT Executive Director, and one member of each Affiliate Association. This committee shall be charged with reviewing the Executive Director's proposed budget and submitting an annual budget to the Board of Directors for approval.

***Legislative Committee***

The Legislative Committee is comprised of the Legislative Committee Chair, as appointed by the President, the Affiliate Association Presidents, the Affiliate Association Legislative Chairs, the COAT Executive Director, and the COAT President. This committee shall serve as a policy steering body to promote the legislative needs of the County Officials Association of Tennessee.

***Membership Committee***

The Membership Committee is comprised of five members with at least one person from each Affiliate Association. This committee is charged with promoting the events of COAT and engaging members within their Affiliate Associations. Further, this committee shall assist the COAT staff with recruitment and retention of County Officials.

***Personnel Committee***

The Personnel Committee shall be comprised of five members consisting of the COAT Board Advocate and each Affiliate Association President. This committee is charged with the responsibility of reviewing and recommending policy, procedure, and job description changes for the Executive Director and his or her staff as needed. The committee is also charged with reviewing the contract and performance of the Executive Director as necessary and make recommendations as needed.

## **ARTICLE VIII**

### Amendments to By-Laws

#### **Section 1.**

COAT shall have the power to change the By-Laws herein contained by amendment in the manner herein after prescribed

#### **Section 2.**

Any proposed amendment to these By-Laws shall be presented in writing to the Chair of the By-Laws Committee. The By-Laws Committee shall, then, review the proposed change(s) and submit its findings, along with a recommendation to the Board of Directors, at the next immediate board meeting. If the proper amendment(s) is voted on favorably by a majority of the Board of the Directors present, the President will provide notification to the general membership ten (10) days prior to the Annual Business Meeting.

#### **Section 3.**

An amendment to the By-Laws shall become part of these By-Laws when ratified by the affirmative vote of a two-thirds (2/3) majority of the members present.

#### **Section 4.**

It shall be the duty of the Executive Director to see that any ratified amendment is properly incorporated as a permanent part of these By-Laws.

#### **Section 5.**

The original of these By-Laws shall be made a permanent part of the record of the meeting at which they are ratified.