



WRDA - BYLAWS

ARTICLE I

Meetings

- SECTION 1. This Association shall hold three general membership meetings each year. For the purposes of these bylaws, they shall be known as a Spring, Summer and Fall Conference.
- SECTION 2. Executive Board and Board of Directors meetings, unless otherwise directed in these bylaws, shall be called at the discretion of the association president.

ARTICLE II

Government

- SECTION 1. The term of the elected officers of the Association shall be one year. The elected officers of the Association shall be as follows:
- A. President
 - B. First Vice President
 - C. Second Vice President
 - D. Third Vice President
 - E. Secretary
 - F. Treasurer
- SECTION 2. The election of the above officers shall be by the Association membership present at the Summer Conference.
- SECTION 3. The officers shall hold their respective offices until their successors are elected.
- SECTION 4. The officers in SECTION 1 and the immediate Past President shall be known as the Executive Committee.
- SECTION 5. All the above officers shall be active members of the Association. In the event of a vacancy, the vacancy shall be filled by the Executive Committee from the membership list.



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ARTICLE III

Duties of Officers

SECTION 1. The President shall preside at all conferences of the Association.

The President shall, as Executive Officer, see that all provisions of the Constitution and Bylaws are strictly enforced, that all resolutions and orders adopted by the Association at its meetings are promptly executed, and shall have general supervising control of the affairs of the Association, and shall report at all conferences of its progress.

The President shall appoint a Historian, whose duty it shall be to work with the webmaster to have the current photos added directly to the website.

The President shall appoint a Webmaster, whose duty it shall be to maintain the WRDA websites, including access rights of users to make edits/changes to specific portions of the secured website (i.e. chairs of committees).

The President shall prepare notes of thanks (as needed) for conference speakers, etc.

The President shall create, maintain, approve and distribute the conference agenda with recommendations and assistance from the host county/district.

SECTION 2. The Vice Presidents, in order of their election, shall perform all duties and enjoy all the powers of the President in case of his/her death, absence and/or inability to act, until the Executive Committee makes their appointment, and perform all other duties as prescribed by the Board of Directors and these bylaws.

SECTION 3. The Secretary shall correctly record the minutes of all meetings; he/she shall file and keep for reference all communications received from any source by the Association; he/she shall promptly execute all orders directed to him/her by the Association; and shall perform all such other duties set forth in **Exhibit A**. If the secretary is unable to attend a meeting the third vice president will be responsible for the secretarial duties for that meeting and be compensated accordingly.

The Secretary shall notify the membership by email when the minutes have been posted on the WRDA secured website. The minutes of all conferences shall be posted within sixty days.



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SECTION 4. The Treasurer shall receive and disburse, upon receipt of proper vouchers, all funds coming to or belonging to the Association; he/she shall deposit all Association funds in the name of the Association in a bank to be selected by the Treasurer. All funds shall be disbursed by check of the Association. He/she shall keep an accurate account of all receipts and disbursements in a book provided for that purpose. He/she shall keep an account for each member of the Association. In December, the Treasurer shall bill each county for their Association dues. In order for a Register to remain a member in good standing in the Association, their dues shall be paid by the first day of the spring conference. He/she shall perform all such other duties as set forth in **Exhibit B**. The Treasurer shall pay \$300.00 to the association Secretary; \$300.00 to the association Treasurer and \$500.00 to the Web Master or Service Provider of the Register of Deeds Association for services rendered on behalf of the association. If a member of the association is no longer able to fulfill the duties of the webmaster, then the executive committee may seek alternatives to fill the webmaster duties at a reasonable cost. Payment shall be made following distribution of June Annual Meeting minutes. In the event the secretary shall not be able to fulfill their duties at any meeting, the person assuming the duties shall be paid as follows: \$75 to record, transcribe and distribute membership meeting minutes and \$25 to record, transcribe and distribute board meeting minutes.

The Treasurer shall render a report of the administration of the funds at the spring, summer and fall conferences.

ARTICLE III

Duties of Officers

SECTION 5. The Third Vice President shall be the Sergeant at Arms for the Association meetings.

The Third Vice President shall perform the secretarial duties should the Secretary not be able to attend an Association and/or Board meeting. If this should happen the Third Vice President shall be compensated accordingly.

The Third Vice President shall be the Parliamentarian, ensuring that Association meetings are conducted according to Robert's Rules of Order and ensuring that these By-Laws are followed in all business of the Association.

The Third Vice President shall receive, respond and/or redirect emails received through the WRDA public website.

The Second and Third Vice Presidents shall audit the records of the Treasurer at the fall WRDA Board meeting and shall submit their report during the fall conference.

The Second and Third Vice Presidents shall seek host county registers for upcoming conferences as need or as called upon by the President.

The Second and Third Vice Presidents shall work with the Operations Committee Chair to collect and maintain Education and Speaker suggestions from members.



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ARTICLE IV

Board of Directors

- SECTION 1. The Board of Directors shall consist of the six elected officers, District Chairpersons or their appointed representative and the immediate Past President. The Board shall transact any business of the Association in the interim between conferences. The presiding officer of the Board of Directors shall be the President of the Association.
- SECTION 2. The Board of Directors shall meet within ninety (90) days following any conference to act on the business arising out of such conference.
- SECTION 3. The Board of Directors shall review and make recommendations for modifications of the WRDA Constitution & ByLaws by submitting handbook change requests to the Operations Committee, Chair. All recommended changes must follow ARTICLE IX.
- SECTION 4. The Board of Directors shall review the list of WRDA Ad Hoc Committees for possible elevation to Standing Committee status and report recommendations to the President.

ARTICLE V

District Chairpersons

- SECTION 1. The State shall be divided into seven districts (see attached map), with district members electing their own chairperson.
- SECTION 2. The election of District Chairpersons shall take place at the District Meeting prior to summer conference. The new District Chairperson's name will be forwarded to the President of the Association and be announced at the summer conference. District pictures will be taken at the District Meeting prior to summer conference. The District Chair and/or a member of the district will be responsible for submitting the photo to the WRDA Historian along with the names of district members.
- SECTION 3. The District Chairpersons may delegate any special committee he/she so chooses within the district, to work on matters of district interest.
- SECTION 4. Proposals arising from district meetings shall be sent to the President of the Association by the district chairperson.
- SECTION 5. Each district shall meet at least twice a year either in person or by conference call.
- SECTION 6. The District Chairperson shall delegate a secretary for the purpose of recording the minutes of the district meetings and forward same to the President of the Association.
- SECTION 7. The District Chairperson shall disseminate all information received, i.e. legislative matters to all members of their district.



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ARTICLE VI

Standing Committees

- A. All Standing Committees may select a Co-Chairperson, if needed. The President appoints the Chairperson and the committee appoints the Co-Chairperson.

SECTION 1. Advisory Committee (fka Nominating, New Member, E-Directory and Resolution)

- A. The newly elected President shall appoint an Advisory Committee of at least three members at the summer conference consisting of:
 - 1. Immediate past president
 - 2. A minimum of two WRDA members who have been active for at least 5 years
- B. The duties of the Advisory Committee are set forth in **Exhibit C**.

SECTION 2. Legislative Committee

- A. There shall be at least three members on the Legislative Committee representing three separate districts.
- B. The Legislative Committee shall be appointed by the newly elected president at the summer conference.
- C. The First, Second and Third Vice President(s) shall serve as members of the Legislative Committee.
- D. The Legislative Committee shall meet prior to the spring, summer and fall conferences. Other meetings shall be scheduled as necessitated by the Chairperson.
- E. The Legislative Committee Chairperson shall disseminate information concerning the Association to each member of the Legislative Committee.
- F. The duties of the Legislative Committee are set forth in **Exhibit D**.



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ARTICLE VI

Standing Committees

- SECTION 3. Operations Committee (fka Handbook, Q&A, Roundtable, Survey, Technology, Indexing)
- A. The committee shall consist of a chair and a minimum of two additional members.
 - B. Handbook Update Request Process:
 - a. Handbook Update Request Form should be completed and submitted via email to the Operations Committee Chair.
 - b. Operations Chair will forward the change request on to the rest of the Operations Committee and it will be reviewed by the Operations Committee. Discussions will be noted on the form by Operations Chair.
 - c. Reviewed requests will be forwarded to the WRDA Board for approval.
 - d. WRDA President will inform the Operations Chair if approved or denied.
 - e. The changes/additions approved by the WRDA Board will be made by the Operations Chair.
 - f. Operations Chair will update the electronic WRDA Handbook on the secure website AND forward to District Chairs to submit to their district members.
 - C. The duties of the Operations Committee are set forth in **Exhibit E**.

SECTION 4. Vital Records Committee

- A. The committee shall consist of a chair and a minimum of two additional members.
- B. The duties of the Vitals Committee are set forth in **Exhibit F**.

SECTION 5. Ad Hoc Committees

- A. The President shall have the power to appoint such committees as is necessary.
- B. Ad Hoc Committees shall consist of a chair and a minimum of two additional members.

ARTICLE VII

Membership Privileges and Duties

- SECTION 1. The annual dues or membership fee as set by the WRDA Board, shall be payable in advance of, or not later than, the spring conference each year.
- SECTION 2. Register of Deeds, whose counties have not paid their dues, will not receive correspondence from the Association in the year in which their dues are not paid.
- SECTION 3. Each member of this Association shall be under obligation to every other member to render such official assistance as he/she may be able.



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ARTICLE VIII

General Provisions

SECTION 1. The following order of business should be a guideline for all meetings of the Association.

- A. Roll call
- B. Reading of Minutes of previous meeting
- C. Report of the President
- D. Report of the Board of Directors
- E. Communications, addresses, etc.
- F. Old business
- G. Reports of special committees
- H. Reports of standing committees
- I. Report of Treasurer
- J. New business
- K. Selection of officers
- L. General matters
- M. Adjournment

SECTION 2. Electronic Meetings

Regular and Special Meetings of the Board may be held by electronic means (such as e-mail or other Internet communication systems, telephone conference calls, video conferences, facsimile, etc.) subject to the following:

- a. A majority of the Board members shall have access to the appropriate electronic meeting media, as verified by their response to a call for any particular meeting. This majority shall constitute the quorum for the meeting and, once established, shall be assumed present until the meeting is adjourned.
- b. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.
- c. The affirmative vote of a majority of the quorum shall be the minimum vote requirement for the adoption of any motion. A majority of the votes cast shall be necessary for the adoption of motions.
- d. Procedural guidelines related to the conduct of electronic meetings shall be established by the Board.



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ARTICLE IX

Bylaw Amendments

- SECTION 1. These bylaws, or any part thereof, may be amended or temporarily suspended by unanimous consent or by two thirds vote of the members present at any conference.
- SECTION 2. All amendments intended to become permanent must be presented to the President, in writing, with the name of the author signed thereto, and the President shall then submit them to the membership ten (10) days prior to the next conference.

ARTICLE X

The Association shall have the power to reimburse its members for expenses incurred to carry out their duties for the Association.

Reimbursable Expenses

- SECTION 1. All expenses will be reimbursed at actual cost, except mileage which will be reimbursed at the current IRS standard, and must be submitted to the President on an Association Voucher.
- SECTION 2. Any member of the Board of Directors shall be reimbursed for his/her travel expenses to and from Board of Directors Meetings and will be provided lunch at no cost to the member. Any member traveling in excess of 150 miles one way to attend such meetings may be reimbursed, at the average cost of a single room in the area where the meeting is being held. Should inclement weather be a factor all attending members, regardless of distance traveled, shall be eligible for hotel/motel expense reimbursement. If a board member does not live the required distance to qualify for lodging but travels with a board member who does, that member will be reimbursed for lodging, not to exceed the amount he/she would have received for mileage reimbursement.
- SECTION 3. Any Association Board of Director, Presidential appointee, or committee member shall be reimbursed for travel expenses (same as Section 2) to attend functions related to his/her appointment which are directly related to WRDA business only. Approval from the President must be obtained prior to attendance. Should the appointee/member be unable to attend such functions related to his/her appointment which are directly related to WRDA business only, he/she may recommend a replacement to attend on his/her behalf. Presidential approval is required. The replacement designee shall be eligible for reimbursement for travel expenses (same as Section 2).
- SECTION 4. Expenses for postage, photocopies, secretarial supplies, etc. are reimbursable to conference hosts, district chairs, Presidential appointments, and the President when hosting meetings and/or in their communication with others.
- SECTION 5. PRIA Conference Attendance. The WRDA board may allocate up to \$2,000 annually for one or more Registers to attend a PRIA conference. PRIA attendees will provide a written report to the association about the conference. Applications must be submitted to the WRDA board in accordance with the application guidelines developed by the WRDA board.