

**BY-LAWS OF THE COUNTY ARCHIVES AND RECORDS  
MANAGEMENT ASSOCIATION OF NEW JERSEY**

**ARTICLE I – NAME**

The name of the Association shall be the **County Archives and Records Management Association of New Jersey**.

**ARTICLE II – PURPOSE**

The purpose of the Association shall be:

- A. To study, discuss and recommend improvements in county governmental records management and assist in establishing records management programs and departments at the county level throughout the State of New Jersey.
- B. To exchange ideas and experiences, and to obtain expert advice and guidance on records management problems pertinent to county government.
- C. To collect and distribute, to county records managers and others, information on the organization and administration of local government records management.
- D. To work for the improvement of laws and regulations relating to local government records management.
- E. To strive for archives and records management competence and professionalism through education, training and experience.
- F. To achieve professional recognition of its members by their obtaining such professional designations as Certified Records Manager (CRM), and by active membership in ARMA International.

**ARTICLE III – OFFICERS**

Section 1

The officers of the Association shall be a President, a Vice-President, a Treasurer, and a Secretary. The term of office shall be two (2) years or until their successors are elected and have assumed office.

Section 2

Nominees shall be from member counties in good standing, and shall be the records manager, archivist, or records official whose duties include the custody and preservation of county documents and records.

Section 3

The Association shall elect a President, a Vice-President, a Treasurer, and a Secretary by ballot (oral or written) at the annual meeting in December. The terms of office shall commence at the meeting at which they are elected.

#### Section 4

Representatives of member counties that cannot attend the annual meeting may vote by sending a ballot stating office and name, to the President prior to the annual meeting. Ballot shall serve to nominate, and vote for, persons named. Ballot shall be signed by representatives, and President shall accept ballots as in Article VI. Ballots will remain sealed until nominations are begun. Accepted ballots will become part of the minutes.

#### Section 5

The President shall preside at all meetings and shall supervise all activities of the Association. The President shall appoint working committees. The President shall be a member of all working committees, without vote.

#### Section 6

The Vice-President shall assist the President in the discharge of these duties and in his absence or inability to perform the duties of that office, and shall perform such other duties as the President shall direct.

#### Section 7

The Secretary shall keep a book of minutes in which shall be recorded the business proceedings of the Association, shall keep an accurate roll of all the members with their addresses, keep a record of the attendance at meetings, send out notices of meetings and perform such other duties as the office requires.

#### Section 8

The Treasurer shall keep accounts which shall be open to the inspection of the Officers at all times, shall send out bills and receive and disburse all funds of the Association. At each annual meeting, a complete financial report of the Association shall be presented. All bills are to be approved by the President or Vice-President before payment by the Treasurer.

### **ARTICLE VI – MEMBERSHIP**

#### Section 1

Membership of this Association shall be as follows:

**Full Membership** will be extended to all 21 New Jersey counties, all state municipalities, and all other government entities. Each of these entities may be represented by one or unlimited representatives.

**Non-voting Associate Membership** will be extended to vendors in private industry. Each Associate Member maybe represented by one or more employees.

#### Section 2

Application for membership shall be addressed to the Secretary. Upon verification that applicant is in compliance with Section 1, and upon receipt of the full amount of annual dues, the Secretary shall enroll that entity and its representative as a member in good standing.

#### Section 3

Nonpaying, nonvoting Membership is extended to the State Archives and the Division of Revenue and Enterprise Services. They are encouraged to send representatives to Association meetings. Representatives of the State Archives and the Division of Revenue and Enterprise Services shall not serve as officers of the Association, but may serve on committees in nonvoting status.

### **ARTICLE VI – VOTING**

Voting shall be limited to one (1) vote for each county, municipality, or government entity in good standing and represented in the Association. If more than one (1) representative is present from a member county, municipality, or government entity they shall designate the voting spokesperson. In the case of a disagreement, the President shall designate a spokesperson and shall accept his/her vote.

### **ARTICLE VII – QUORUM**

One-third of the paid-up membership of the Association shall constitute a quorum at any meeting, but at no time shall the lack of a quorum at a meeting prevent those present from proceeding with the program of the day. A Quorum shall be present for the purpose of election of officers or amending these by-laws.

### **ARTICLE VIII – MEETINGS**

Regularly scheduled meetings shall be held four (4) times during each year. The annual meetings shall be held in March, May, September, and December unless otherwise changed by the Officers. A location will be selected by the President with concurrence of the other officers. Special meetings may be called at the discretion of the President or twenty-five (25) percent of the membership. The Secretary shall notify the appropriate representatives of member counties of the time and place of regular and special meetings at least two (2) weeks in advance thereof.

### **ARTICLE IX – DUES**

## Section 1

The annual dues shall be fifty dollars (\$50.00) for each member county or municipality, payable on or before March 1 of each year, or, in the case of a new member county, payable immediately upon its enrollment as a member of the Association. The annual dues for associate, nonvoting members of private industry is one hundred dollars (\$100.00). The Treasurer shall send out statements of dues to the appropriate representative of each member county, immediately following acceptance of its annual dues for the current year at the time of joining the Association, without regard for any portion of the year that has elapsed.

## Section 2

A member will be considered delinquent on the first day of April if current year's dues have not been paid, and will be notified by the Treasurer of the delinquency. If dues are not paid by the first day of June, the member county shall forfeit all rights from the list of members maintained by the Treasurer.

## ARTICLE X – AMENDMENTS

Amendments to the by-laws may be made at any annual meeting, regular or special meeting by a two-thirds vote of a quorum present, provided notice of such change be given to the members two (2) weeks in advance.