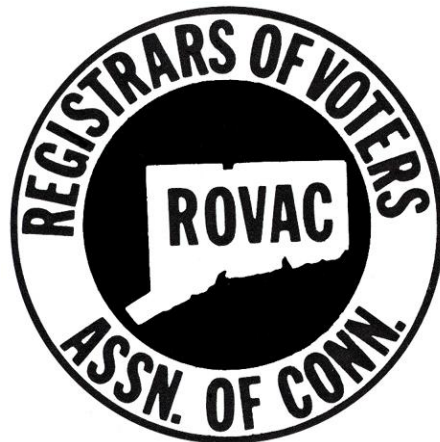


ROVAC

By-Laws



AS Amended:

June 1st 1969

June 1st 1970

June 1st 1971

June 1st 1975

April 1st 1981

June 22nd 1988

June 12th 1989

June 1993

June 1996

June 1st 2000

April 14th 2003

April 29th 2004

May 13th 2011 * effective July 1, 2012

April 12, 2012 * effective July 1, 2012

ARTICLE I

Name

The association shall be known as the Registrars of Voters Association of Connecticut, Inc. or ROVAC.

ARTICLE II

Purpose

The purposes of the Registrars of Voters Association of Connecticut are:

- Section 1 To promote and advance constructive legislation that will contribute to the best interest of the public, the election process, and voter registration.
- Section 2 To promote and advance the professional status of the Registrars of Voters, who shall be known as Election Administrators. Their offices shall be known as the Elections Department.
- Section 3 To promote and advance the education necessary for Election Administrators to conduct free, impartial, efficient elections, and to provide effective voter registration procedures and competent management of voter registration records.

ARTICLE III

Membership

- Section 1 Membership, voting privileges, and eligibility to hold office shall be open only to Registrars of Voters in good standing. A member in good standing is one whose dues are fully paid.
- Section 2 Associate membership shall be open to all Deputy Registrars of Voters and Assistant Registrar of Voters.
- Section 3 Emeritus Membership shall be open to all retired Registrars and Deputies.

ARTICLE IV

Dues

- Section 1 Annual dues shall be determined by the ROVAC Board of Directors with the approval of the general membership.
- Section 2 In order to be a voting member, dues must be paid at least one month prior to any annual meeting, special meeting, convention, or conference.
- Section 3 Annual dues shall cover the fiscal period of July 1 to June 30.

ARTICLE V

The ROVAC Executive Board and Board of Directors

- Section 1 The ROVAC Executive Board shall consist of the President, Executive Vice President, Vice President, Secretary, and Treasurer.
- Section 2 The ROVAC Board of Directors shall consist of the President, Executive Vice President, Vice President, Secretary, Treasurer, and eight (8) county chairpersons. A quorum of seven (7) Board members shall be required to conduct official business. The immediate Past President, in good standing, may be an ex-officio member of the ROVAC Board of Directors.
- Section 3 The ROVAC Board of Directors shall be limited to two (2) dinner meetings per year.
- Section 4 The ROVAC Board of Directors shall authorize expenditures of all funds in excess of \$200.00 (two hundred dollars) not covered in the budget.
- Section 5 The ROVAC Board of Directors, officers, and committee members may be reimbursed for mileage at the federal mileage rate and for other incidental expenses pertaining to association business. All expenses must be submitted with documentation to the Treasurer in a timely manner but no later than June 15 of the current fiscal year.
- Section 6 The ROVAC Board of Directors shall appoint a parliamentarian and may appoint a media correspondent, each of whom shall serve at the pleasure of said Board.
- Section 7 All ROVAC Board of Director meetings shall be posted on the ROVAC website or be transmitted to the entire membership stating the date, place, and time at least fourteen (14) days before such meeting. The minutes of each Board of Director meeting shall be made available and posted on the ROVAC website by the Secretary of the association no later than thirty (30) days after each meeting.

ARTICLE VI

Officers: Terms of Office - Duties

- Section 1 The officers of the Association shall consist of President, Executive Vice President, Vice President, Secretary, and Treasurer.
- Section 2 Term of Office: The term of office shall be two (2) years. Officers' terms shall be elected in the odd-numbered years and their terms shall begin on the first day of the fiscal year following their election.
- Section 3 The President, Executive Vice President, Vice President, Secretary, and Treasurer shall be limited to two consecutive two-year terms or major fractions thereof. An officer must be off for one full term in order to be eligible for re-election to the same position.
- Section 4 No member shall hold more than one elected position at the same time.
- Section 5 **Duties of the President:**
- A. The President shall be the presiding officer of the association and shall accept full responsibility for the operation of the association according to the by-laws.
 - B. The President shall appoint committee chairpersons, where directed by the by-laws, and shall be ex-officio member of all committees, except the Nominating Committee and Audit Committee.
 - C. The President shall give a report at each annual meeting outlining the year's activities with a copy for the Secretary's file.
- Section 6 **Duties of the Executive Vice President:**
- A. The Executive Vice President shall exercise the duties of the President in his/her absence.
 - B. The Executive Vice President shall chair the Credentials Committee.
 - C. The Executive Vice President shall chair the Budget Committee.
 - D. The proposed budget will be mailed or transmitted to all members as outlined in Article VIII, Section 3. A (4).
- Section 7 **Duties of the Vice President**
- A. The Vice President shall exercise the duties of the President in the absence of the President and the Executive Vice President.
 - B. The Vice President shall chair the Ways and Means Committee.
 - C. The Vice President shall be a member of the Budget Committee.

Section 8 Duties of the Secretary

- A. The Secretary shall record the minutes of the meetings and maintain an official record of the association's activities.
- B. The Secretary shall be responsible for maintaining an accurate listing of all association members' names and office addresses.
- C. The Secretary shall keep a register of the members and call the roll when required.
- D. The Secretary shall be compensated annually, at a rate determined by the ROVAC budget.

Section 9 Duties of the Treasurer

- A. The Treasurer shall deposit funds in an FDIC-insured account.
- B. All expenditures in excess of \$ 200.00 (two-hundred dollars), not covered in the budget, are to be authorized in accordance with Article V, Section 4.
- C. An itemized financial statement shall be mailed or transmitted to each member with the notice of the annual meeting.
- D. The Treasurer shall make available to any member upon request a semi-annual report of the association's financial statement.
- E. The Treasurer shall be a member of the Budget Committee.
- F. No later than August 15 of each year the Treasurer shall mail or transmit a bill for dues to each member with a follow-up list of unpaid members to each county chairperson by October 1.
- G. The Treasurer shall maintain and provide a list of paid members when requested.
- H. The Treasurer shall be compensated annually, at a rate determined by the ROVAC budget.
- I. The Treasurer shall appoint a ROVAC member as Deputy Treasurer, to assist with the duties of the office. The appointment will be for a two-year term, and must be approved by the ROVAC Board of Directors.
- J. The Deputy Treasurer will be the authorized signer in the absence of the Treasurer.

ARTICLE VII

County Organizations and Chairs

- Section 1 There shall be eight (8) county chairpersons representing the counties of Connecticut.
- Section 2 County organizations shall meet no less than three (3) times per year, for the purpose of keeping their organizations informed of all legislation and other matters pertinent to Registrars. At least fourteen (14) days before the date of the county meeting, the chairperson, or appointee, shall notify each member of their county and the Secretary of the association of the time and place such meeting shall take place. The approved minutes of the county meeting are to be submitted to the Secretary of the association no later than two weeks after such approval.
- Section 3 County organizations, at their spring meetings in even-numbered years, shall convene to elect a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Members to the standing committees of the association shall be selected annually.
- Section 4 In the event of a vacancy in the office of county chair, the President of the association shall cause a county meeting to be called for the purpose of electing a chairperson.

ARTICLE VIII

Committees

- Section 1 **Definitions**
- A. The committee chairperson and members shall serve on an annual basis, except for the Auditing Committee which shall serve a two-year term. Committee chairs may attend all ROVAC Board of Directors meetings. Standing committees, except Budget Committee, Credentials Committee, and Nominating Committee, shall meet in person no less than two (2) times per year.
- B. All standing committees shall select a chairperson from among its membership, except where otherwise defined.
- C. The President shall appoint from the ROVAC membership, except where otherwise defined, a temporary chairperson to each standing committee in order to facilitate an initial meeting. Such appointed person shall remain a member on the designated committee after a permanent chairperson is selected as defined in (B) of this section.

Section 2 **Elected Committees**

A. **Auditing Committee**

1. At the odd-year Annual Meeting an Auditing Committee of three members shall be elected by the ROVAC membership, at least one of whom should have applicable experience in a financial field. The terms of office shall be two years beginning on the first day of the fiscal year following their election. Maximum term of office shall be limited to two (2) consecutive two-year terms or major fractions thereof. A member must be off for one full term in order to become eligible again for election to the same position.
2. No member of the Auditing Committee shall serve on the Budget Committee.
3. The Auditing Committee shall meet for the purpose of auditing the books thirty (30) days prior to the annual meeting and at the end of the fiscal year.
4. The Auditors, upon completion of both audits, shall submit a signed detailed report with observations and recommendations to the ROVAC Board of Directors and then transmit the same to the membership.

Section 3 **Standing Committees**

A. **Budget Committee**

1. There shall be a Budget Committee consisting of the Executive Vice President serving as chairperson, the Vice President, the Treasurer, and two persons from the general membership appointed by the President.
2. No member of the Budget Committee shall serve on the Auditing Committee
3. The committee shall propose a budget for each fiscal year. The budget shall be presented to the ROVAC Board of Directors prior to April 1 for their review, comment, and approval.
4. The proposed budget shall be mailed or transmitted to all members at least fourteen (14) days prior to the annual meeting and shall be presented by the Budget Committee chairperson at the annual meeting for the membership adoption.
5. The fiscal year shall run from July 1 to June 30.

B. Convention Committee

1. The Convention Committee shall consist of a member chosen by each of the county organizations.
2. The Convention Committee shall recommend the date and place of any Conventions, conferences, or annual meetings to the Executive Board for approval.
3. The Convention Committee shall notify the membership as soon as contracts are signed, so that the membership can plan accordingly.

C. Credentials Committee

1. The Credentials Committee shall consist of a member chosen by each county organization with the chairperson being the Executive Vice President.
2. The Committee shall convene prior to the annual meeting to prepare and finalize the list of voting members in good standing to assure a 50-member quorum. At this time, proxies will be identified and approved.
3. Proxies may be exercised by any Deputy Registrar in good standing in the absence of the Registrar from the same town.

D. Education Committee

1. The Education Committee shall consist of a member chosen by each of the county organizations.
2. The Education committee shall be responsible for recommending or providing professional development programs.

E. Legislative Committee

1. The Legislative Committee shall consist of two members chosen by each county organization. The committee shall elect a chair and vice-chair no later than September 1 annually.
2. The immediate Past President may serve on the Legislative Committee.
3. As soon as possible, and where feasible, in each legislative session the Legislative Committee's chair or vice-chair shall transmit to each ROVAC member any known legislation being presented or considered by the General Assembly affecting Registrars and their jobs. Such transmission shall include a request for input within seven (7) days.

4. The Legislative Committee shall transmit to the ROVAC Board of Directors any proposed legislation relating to election laws. The committee shall take action necessary to have such legislation drafted and officially sponsored in the General Assembly. The committee shall have the authority to take action with respect to such legislative matters.
5. It is the responsibility of the Legislative Committee chairperson to ensure that one or more members of the committee be in attendance at all public hearings relating to elections for the purpose of presenting ROVAC's position.
6. The Legislative Committee chair or vice-chair, when feasible and relevant, shall transmit to each ROVAC member all progress of legislation as it proceeds through the process in the General Assembly.
7. The Legislative Committee shall inform the association members of any action taken by the General Assembly. This report will be mailed or transmitted to each member with the notice of the annual meeting. An updated report will be given at the annual meeting by the chair or vice-chairperson.

F. Nominating Committee

1. The Nominating Committee shall consist of a member chosen by each of the county organizations. After 2012 the committee shall convene in the first calendar quarter in odd-numbered years prior to the annual meeting.
2. Prospective candidates for office shall submit a resume to the Nominating Committee chairperson at least eight (8)weeks before the annual meeting.
3. The Nominating Committee shall prepare a proposed slate of candidates which shall be mailed or transmitted to each ROVAC member with the notice of the annual meeting.

G. Technology Committee

1. The Technology Committee shall consist of two (2) members chosen by each of the county organizations.
2. The Technology Committee shall be responsible for keeping abreast of new technology and transmitting this information to the association.
3. The Technology Committee chairperson shall be the liaison between the association and the Secretary of the State regarding the Centralized Voter Registration System (CONVERSE) or any other technological advances or changes to election processes or procedures.

H. Ways & Means Committee

1. The Ways & Means Committee shall consist of a member chosen by each of the county organizations with the chairperson being the Vice President.
2. This committee shall be responsible for finding ways to raise money to support association objectives and to encourage members to offer fundraising suggestions.

Section 4 Ad Hoc Committees

1. The President shall have the discretion to appoint a chairperson for any ad-hoc committee. Ad-hoc committees may include, but are not limited to: Handbook, By-Laws, and Public Relations Committees.
2. The President shall instruct county chairs to appoint representatives to such committees if needed.

Section 5. Committee Membership: Eligibility and Responsibilities

1. All members of association committees must be Registrars / Deputies in good standing.
2. At the discretion of the pertinent county chairperson, any appointed member of a committee, standing or ad-hoc, may be replaced for non-performance of assignment. A minimum of two (2) consecutive missed meetings shall be cause for consideration of removal.
3. Alternates may be appointed at the time of choosing committee members.

ARTICLE IX

Annual and Special Meetings

Section 1. The ROVAC Annual Meeting of members shall be held in the spring of each year as approved by the ROVAC Board of Directors.

Section 2. The Secretary shall mail or transmit to each ROVAC member the notice of the annual meeting at least fourteen (14) days before the date of the meeting.

Section 3. The members at any annual meeting may amend the order of business by a two-third vote of the voting members present.

- Section 4. Special meetings of the ROVAC members may be called by the President as provided for in these by-laws. A special meeting shall also be called by the President within 30 days of the receipt of a written request of 50 members. The notice of such special meeting shall be given as provided in Section 2 of this Article.
- Section 5 The notice of any special meeting shall state the purpose of the meeting. Special meetings shall be held strictly for the purpose for which they are called. No other business shall be conducted at this meeting.
- Section 6 Except as hereafter provided at any annual meeting or special meeting, fifty (50) members shall constitute a quorum. If no quorum is present, the meeting shall be recessed to a date not fewer than fourteen (14) days thereafter. The members present at any such rescheduled meeting shall constitute a quorum.
- Section 7 At any meeting of the association, other than special meetings outlined in Section 5 of this article, any member of the association may request, by a simple majority of those voting members present and qualified to vote, to discuss any new business not on the agenda.
- Section 8 All reports at the annual meeting will be summarized orally. Full reports shall be mailed or transmitted to the ROVAC membership prior to the meeting, with the exception of the Credentials Committee report.
- Section 9 The order of business at the annual meeting shall be:
1. Report of the Credentials Committee
 2. Approval and Corrections of the Minutes of the Last Annual Meeting
 3. Report of the President
 4. Financial Report by the Treasurer
 5. Presentation of the Budget for the Coming Year
 6. Reports of all Other Committees and County Chairs, As Needed
 7. Unfinished Business of the Association
 8. New Business other than the Associations Elections
 9. Report of the Nominating Committee
 10. Elections
 11. Adjournment or Recess of the Meeting

ARTICLE X

Nominations and Voting Procedure

- Section 1 Nominations shall be in the following order: President, Executive Vice President, Vice President, Secretary, Treasurer, and Auditors. After the report of the Nominating Committee has been placed before the members, the chairperson of the Nominating Committee shall call for nominations from the floor, and shall appoint a sufficient number of tellers. A vote of the voting members present shall be taken. The tellers shall report the count to the chairperson of the Nominating Committee, who shall announce such count to the members.

- Section 2 Individual nominations from the floor are acceptable and shall require a second. Candidates so nominated must be present at the time of nomination and vote by the ROVAC members. Alternate slates may be presented from the floor, nominated and seconded, and all such nominees shall be present. No individual, or member of a slate, shall be nominated for more than one position.
- Section 3 All voting for candidates shall be done by a secret ballot, either by paper ballot or by voting machine. Other voting may be conducted by verbal acclamation or a show of hands.

ARTICLE XI

Rules

- Section 1 No officer or member of the association shall use the association as a means for furthering any personal, political, or other aspiration, nor shall the association, as a whole, take part in any movement not in keeping with its purposes.
- Section 2 Robert's Rules of Order Newly Revised shall govern all ROVAC Board of Directors, county, standing, or ad-hoc committee meetings for everything that is not so covered in these by-laws. When present, the parliamentarian's interpretations shall govern the proceedings.

ARTICLE XII

Amendments

- Section 1 These by-law amendments, as submitted by the by-laws committee, may be amended by sections at any annual meeting. To contest a section it is necessary to submit a substitute article. Passage of by-laws amendments shall require a two-thirds vote of the eligible members present. If the substitute section fails, the original section prevails. Notice of such proposed amendments shall be mailed or transmitted to the ROVAC membership provided in Article IX, Section 2 of these by-laws.
- Section 2 The effective date of all proposed amendments to these by-laws shall be upon passage, notwithstanding the May 13, 2011 amendments which shall become effective July 1, 2012.

ARTICLE XIII

Vacancies

- Section 1 Vacancies in any elective office, due to the resignation, death, or incapacitation of an elected officer or elected auditor, shall be filled by the Board of Directors for the balance of the un-expired term.
- Section 2 Vacancies in any appointed position or committee chairperson, due to the resignation, death, or incapacitation of an appointed position or committee chairperson, shall be filled as described in Article V, Section 6 or in Article VIII.
- Section 3 Vacancies in the office of county chairs and county organizations committee assignments, due to the resignation, death, or incapacitation of a county chair or county organization committee member, shall be filled by another member of that county organization where the vacancy exists for the remainder of the un-expired term as outlined in Article VII, Section 4 (County Chair) or Article VIII (County organization committee member).
- Section 4. **Removal from office. Elected or Appointed Officers, elected Auditors, County or Committee Chairpersons.**
1. The Board of Directors, after reasonable notice and a hearing, shall be empowered to remove from office any elected officer, or appointed officer, or elected auditor, or county or committee chairperson, for dishonesty, incompetence, malfeasance, misfeasance, or non-performance of duties.
 2. Such hearing shall be held no earlier than seven (7) days and not later than fourteen (14) days after the date of said notice. Such hearing shall be held in executive session.
 3. The accused shall have an opportunity to be heard at such hearing and shall be allowed to bring supportive testimony, whether written or in person, to the hearing.
 4. A vote of judgment for removal shall require a majority of the full Board of Directors, or the remaining members as the case may be, but, in all cases, with a minimum of three-fourths (3/4) in attendance. The vote of judgment may be held at the end of such hearing, but not later than fourteen (14) days after the close of such hearing.