

NORTH CAROLINA ASSOCIATION
OF
REGISTERS OF DEEDS



DUTIES OF OFFICERS
AND
COMMITTEES

2011 - 2012

NORTH CAROLINA ASSOCIATION OF REGISTERS OF DEEDS
DUTIES OF STATE ASSOCIATION OFFICERS

STATE ASSOCIATION OFFICERS

The officers of the North Carolina Association of Registers of Deeds shall be a President, President-Elect, Second Vice President, Treasurer, Secretary and Historian. These officers, the Immediate Past President, District Chairperson, Parliamentarian (Ex-Officio) and Convention Coordinator (Ex-Officio) constitute the Executive Committee.

A State officer should:

1. Be in a position to devote the required time to the duties of the office.
2. Be active in Association work.
3. Have demonstrated leadership ability.
4. Have good management skills.

Officers are elected for a one-year term at each annual State Conference with the exception of the Legislative Co-Chairpersons who are elected for a two-year term. Officers shall assume office immediately after the close of the annual meeting. The By-Laws state their specific duties, but the following paragraphs give additional details.

DUTIES OF STATE PRESIDENT

1. Preside at all meetings of the Executive Committee, State Conferences or Conventions, Regional Conferences and at business sessions of the State Association, but may, at his/her discretion, arrange for presiding officers for any other meetings.
2. Direct Parliamentarian to read standing rules for State meetings prior to meetings of the Executive Committee, State Conferences/Conventions, Regional Conferences and other business sessions.
3. Plan agenda for business meetings of the Association.
4. Request a vote of the Executive or Executive/Legislative Committees by phone and verified by mail or fax whenever necessary.
5. Issue the call at least seven (7) days in advance of any special meeting of the Executive Committee stating therein the business to be transacted.

6. Appoint all Standing and Special Committees, and Parliamentarian unless otherwise provided and such special committees as he or she deems necessary to carry out the business of the Association.
7. Meet with the State Conference Coordinator and host district at least once, or as many times as deemed necessary, to formulate plans for the annual convention.
8. Meet with the Chairpersons of the Education and Legislative Committees at least once or as many times as deemed necessary to formulate plans for the annual Education/Legislative Conference.
9. Submit material to the Editor of newsletter on or before deadline for each issue.
10. Sign all requisitions for the reimbursement of state funds in accordance with the budget and transmit them to the NCARD Treasurer.
11. Prepare an annual report to be presented at the Annual Conference.
12. Represent the State Association at meetings of other organizations of which the Association is a member or is invited, or send an official representative.
13. Deliver to successor all records, papers and property belonging to the State Association at the Annual Convention, unless it is to be filed with the Historian.
14. Serve on the Legislative Committee.
15. For the betterment of the Association, the President is authorized to spend an amount up to \$2,000 per year for expenses of the Executive Committee.
16. Serve as ex-officio member of all committees as required by the Constitution and By-Laws.
17. In case of absence or disability of the President, the President-Elect shall exercise his/her functions.
18. To recommend a candidate to fill any open position on the Executive Committee in accordance with Article III, Sections 5, 5A and 6 (NCARD By-Laws/Constitution).
19. To maintain a list of all Registers, retired Registers of Deeds, Associate Members, and Corporate Members and keep it updated.

DUTIES OF IMMEDIATE PAST PRESIDENT

1. Attend meetings of the Executive Committee, serving as a voting member, and fulfill such other duties, written or implied, as are assigned to him/her by the President or the Executive Committee.
2. Render advice to any member of the Executive Committee upon request.

3. Serve as a full voting member for one (1) year on the Certification Committee, Election Committee and Land Records Committee.
4. Deliver to his/her successor all records, papers, and property belonging to the Association at the close of his/her term of office, unless they are to be filed with the Historian.

DUTIES OF THE PRESIDENT-ELECT

1. Attend meetings of the Executive Committee.
2. Be thoroughly familiar with the duties of the President. Be prepared to assume the duties of the President during his/her absence or inability to serve.
3. Become President for the unexpired term in case of death, resignation or incapacity of the President.
4. Cooperate with the President and Executive Committee members in every possible way.
5. Attend planning meetings as set forth in the By-Laws or as designated by the President.
6. Be familiar with the program and objectives of the Association, the State policies and procedures, and be able to interpret these for the Association members.
7. Serve as Strategic Long-Range Planning (SLRP) Chairperson, to develop short-range and long-range goals for the Association to insure continued progress.
 - 7.1 These goals and plans shall be presented to the other members of the Executive Committee for approval.
 - 7.2 These goals and plans shall be presented to members of the Association at the Annual Convention for approval.
8. Select Committee Chairpersons and Standing and Special committee members to serve during his/her term of office as President to insure the professionalism and continuity of Association business.
9. The President-Elect shall be responsible each year for securing an honorarium and plaque for the outgoing President.
10. Deliver to his/her successor all records, papers, and property belonging to the Association at the close of his/her term of office, unless they are to be filed with the Historian.

DUTIES OF SECOND VICE-PRESIDENT

1. Attend meetings of the Executive Committee.
2. Be thoroughly familiar with the duties of the President and President-Elect. Be prepared to assume the duties of these officers during their absence or inability to serve.

3. To serve on the following Committees:
 - 3.1 Serve as Chair of the Finance Committee and to establish a budget for the coming year.
 - 3.2 Serve as Vice Chair of the Strategic Long-Range Planning (SLRP) Committee. Attend planning meetings as set forth in the By-Laws or as designated by the President.
4. Serve as Chairperson of Publicity for the Association with the specific duty of developing news items of interest to all Registers, such items to appear in County Lines in a special section assigned to this Association by the Executive Director of the North Carolina Association of County Commissioners and the Editor of said County Lines.
5. Arrange for the preparation and distribution of newsletters, which are deemed necessary for the benefit of the members of the Association.
 - 5.1 Establish deadlines and printing schedules for newsletter.
 - 5.2 Receive all material for publication, edit it, and submit to print on the prescribed dates.
 - 5.3 Solicit articles from State officers and Chairpersons and news items of general interest from the District Chairperson.
 - 5.4 Coordinate and maintain a mailing list (membership, including retired, associate, and corporate membership) to insure that each member receives a copy of each issue of the publication.
 - 5.5 Keep an accurate record of his/her expenses and submit at regular intervals to the State President.
6. Poll the Association members for the "Outstanding Register of Deeds of the Year" award given by the Commissioners' Association.
7. Submit annual written report on or before the date designated by the President.
8. Deliver to his/her successor all records, papers, and property belonging to the Association at the close of his/her term of office, unless they are to be filed with the Historian.

DUTIES OF TREASURER

1. Attend meetings of the Executive Committee.
2. Be responsible for all monies of the Association.
3. Be familiar with accepted accounting procedures, including double entry bookkeeping through general ledger, handling of bank accounts, voucher systems, requisition systems, and keep a suitable record of all monies, whatever their nature, receipts and disbursements.
4. Disburse funds only upon original bills and properly executed requisitions signed by the President.

5. Serve as Vice Chair of the Finance Committee and as a member of all other committees which disburse monies.
6. Serve as a member of the Strategic Long-Range Planning (SLRP) Committee.
7. Secure a financial report from each Committee Chairperson or officer who receives and disburses monies (the Education, Legislation, Certification, and any other special committees set up for special purposes).
8. Collect annual dues from each member, including associate and corporate members, by submitting bills on or before December 1 of each year for the next calendar year (January 1 – December 31).
9. Present quarterly a financial report and membership report to the Executive Committee and Finance Chairperson.
10. Prepare in triplicate an itemized listing of all records transferred to successor. Itemized list is to be signed by both parties with each retaining a copy of receipt. A file copy should be placed in permanent file with the Historian along with the records for the fiscal year.
11. Provide the chairperson of the Audit Committee all accounts to be audited at the end of the fiscal year.
12. Present a written financial report at the State Convention, copies of which are to be distributed, or mailed, to each member for approval within sixty (60) days following the Annual Conference.
13. Deliver to his/her successor all accounts and records, papers and property belonging to the Association at the close of his/her term of office, unless they are to be filed with the Historian.
14. When notified, the Treasurer shall make arrangements for flowers and/or memorials to be sent to deceased members and family listed as follows:
 - 14.1 **\$75.00** for current and retired Registers of Deeds.
 - 14.2 **\$50.00** for spouse of current or retired Register of Deeds; children or stepchildren, brother or sister, and mother or father of a current Register of Deeds.

(Approved by Executive/Legislative Board of 12/5/1993, page 5 of the minutes. Amounts raised March, 2005 Legislative/Education Conference, Raleigh by membership.)

DUTIES OF SECRETARY

1. Attend meetings of the Executive Committee.

2. Take and record accurate minutes of the Executive Committee, Education/Legislative Conference, and State Conference. Provide the President with a transcript of major actions taken in each meeting shortly after the adjournment of each session.
3. Send typed copies of the minutes no later than two (2) weeks following a meeting to the President and Parliamentarian for their approval.
4. Send copies of the approved minutes to all members of the Executive Committee within four (4) weeks following a meeting of that committee.
5. Record in the minutes an accurate record of any votes taken by mail of the members of the Executive Committee at the written request of the President.
6. Keep the presiding officer informed of attendance to ensure the presence of a quorum at all business sessions of the Association.
7. Provide a copy of the minutes of the previous State Convention to the incoming secretary at the Annual Convention for distribution to each member at the Annual Conference.
8. Be able to assume the responsibilities of the Treasurer in the event the Treasurer is unable to serve, until such time as the President, with the approval of the Executive/Legislative Committee, can appoint a new Treasurer. This authorizes the Secretary of the North Carolina Association of Registers of Deeds the ability to sign checks on behalf of the Association. (Adopted at September, 2004 Annual Conference, Kill Devil Hills.)
9. Deliver to his/her successor all records, papers and property belonging to the Association at the close of his/her terms of office, unless they are to be filed with the Historian.
10. Maintain in the minutes of the Annual Conference the list of dates and the host district for the annual conferences. Each District of the Association will extend an invitation to host the Annual Conference every eighth (8th) year beginning with the 1993 Conference. (Amendment adopted at Raleigh Conference 9/14/1993.) (Site committee deleted and Secretary to keep and maintain a current list in annual conference minutes. September, 1997.)

DUTIES OF HISTORIAN

1. The Historian is responsible for compiling a narrative record of events important to the Association during the term appointed and answers requests for historical data from members.
2. The Historian updates the MEMORIAL BOOK of the Association by entering the names of members who have died each year to preserve historical records of the Association.
3. Other duties include updating and maintenance of the Records Library of the Association to contain the following:

- 3.1 MEMBERSHIP DIRECTORY for each year
 - 3.2 All issues of the Newsletter
 - 3.3 All revisions of the By-Laws and Constitution and Handbook
 - 3.4 All convention and conference programs and minutes
 - 3.5 Annual written record of the history of the Association for each year
 - 3.6 Copies of the annual report of all Officers, District Chairpersons, Committee Chairpersons.
4. The Historian shall maintain the care and control of the State Banner and the Flag and be responsible for displaying both at all State meetings.
 5. Each year the Historian should arrange for the records to be microfilmed and placed at the NC Division of Archives and History.
 6. The Historian delivers to his/her successor all records, papers, flag, banner and other property belonging to the Association at the close of his/her term of office, unless they have been microfilmed and placed at the NC Division of Archives and History. No record or microfilm shall be removed from the possession of the Historian without prior approval from the Executive Committee.

DUTIES OF LEGISLATIVE CO-CHAIRPERSONS

Responsibilities of the Legislative Co-Chairpersons include the following:

1. Promote legislative measures adopted by the Association. Act as liaison with the NCARD Association, the lobbyist, and the General Assembly.
2. Distribute current information of legislative items to the members of the Association.
3. Cooperate with the NC Bar Association, NC Association of County Commissioners and other groups working for legislation that the Association supports.
4. Prepare a Legislative Agenda and Report for presentation to the Pre-Conference Board Meeting for approval and subsequent presentation to the Conference Body.
5. Promote studies of problems and legislation needed for improvements in Register of Deeds offices.
6. Plan and coordinate with Education Chairpersons and Education/Legislative Chairs, the Conference to be held for members to develop and agenda and discussion of legislative issues and concerns that need to be studied.

DUTIES OF PARLIAMENTARIAN

A Parliamentarian shall be appointed by the President at the beginning of his/her term and serve until the end of the next annual meeting.

1. It shall be the duty of the Parliamentarian to attend the Executive Board Meeting to advise the presiding officer on points of Parliamentary law, and also to give similar advice to the Association, Executive and Legislative Committees when requested.
2. The Parliamentarian has the right to vote at the annual conference and convention but serves as an ex-officio member at the Executive and Legislative meetings. However, he/she refrains from entering into discussion in which parliamentary opinion may be asked.
3. The Parliamentarian shall use the latest edition of Robert's Rules of Order as the parliamentary authority of the Association on all questions not addressed by the Constitution and By-Laws.

STATE CONVENTION COORDINATOR

The Conference Coordinator shall be selected by the host District Chair and work closely with the District Director and other members of the District hosting the Annual Conference. He/She should have thorough knowledge of the State Association, including attendance at several State Conferences. He/She is a member of all convention committees and an ex-officio member of the Executive Committee.

DUTIES OF STATE CONFERENCE COORDINATOR AND HOST DISTRICT

1. Serve as Convention Program Chairperson. Compile and have printed the official Conference programs. Copies of the program information should be sent to the President, President-Elect, Second Vice President, Immediate Past President and Chairperson of the Host District.
2. Obtain rates for meals, hotel rooms, and other expenses to be incurred for the Conference, thus establishing the registration fees. Send greeting of invitation from the Host District, District Chairperson and Conference Chairperson to members, retired members, vendors, state agencies, special guests and others who should be invited to the Convention. Submit a draft of the invitation and special instructions for the Conference to the Newsletter Editor before the deadline of the last newsletter.
3. Arrange for the printing of meal tickets to be sold at the time of pre-registration and purchase identification badges.
4. Keep the hotel management informed of the approximate number of persons to be served at each meal and the approximate number expected to attend the workshops and other meetings where seating facilities or other equipment such as microphones are the responsibility of the hotel.
5. He/She should give announcements relative to scheduled events and necessary changes in the Conference program.
6. The Conference Coordinator or designee shall remain at the Conference hotel through the Conference.

7. Send letters of appreciation to members, vendors, state agencies, special guests and others who have contributed to the success of the Conference.
8. Prepare a written report of his/her activities to be presented to the Executive Committee, Newsletter Editor, and to be placed in the file to be transmitted to the next Convention Chairperson.
9. Deliver to the next Conference Coordinator of Host District a file containing samples of printed material (tickets, program, manuals), other helpful material and copies of Conference financial reports for the next State Conference.
10. The Conference Chairperson is the overall coordinator of all other Special Convention Committee Chairpersons and should schedule a meeting with those persons prior to the opening of the Convention to orient them in their duties and familiarize them with the Convention facilities.
11. Serve as Treasurer or appoint a Treasurer and other such Special convention Committee Chairpersons as deemed necessary to insure the success of the Annual convention.
 - 11.1 Keep an accurate record of all receipts.
 - 11.2 Open a special account for the Conference Fund at a local bank and make all deposits promptly.
 - 11.3 Disburse no funds except as approved by the Conference Coordinator.
 - 11.4 Disburse copies of the Annual Conference financial report to the Executive Committee and Host District members at intervals during the Convention year.
 - 11.5 The district that hosts the annual conference must turn in all of the net proceeds from the conference to the Association, except they may elect to retain up to 10% of the net proceeds for their district's treasury.
12. The Conference Coordinator shall work closely with the State Officers, Host District Director and all Committee Chairperson in the affairs of the Association, particularly in the planning of those things pertaining to the Annual Meeting.

DISTRICT CHAIRPERSONS – ELECTION AND DUTIES

A District Chairperson shall be elected by the membership of each district (Section 4.)

1. The District Chairperson of each of the eight (8) districts shall serve on the Legislative and Executive Committees.
2. The District Chairperson shall appoint a vice-chairperson to assist the chairperson in his/her absence.
3. The District Chairperson shall be responsible for planning and conducting district meetings.
4. There shall be no limit to the number of times a District Chairperson may be re-elected.

5. The District Chairperson shall submit the name of one representative elected by its membership to the Legislative Chairpersons to serve on the Legislative Committee. (Amendment adopted at Raleigh Conference 9/14/1993.)

GUIDELINES

The District Chairperson is encouraged to hold at least one meeting each quarter in order to keep the membership informed of pertinent events in the Legislative and Executive Committee meetings.

The District Chairperson is encouraged to provide information bulletins to each member of the district following each Executive and Legislative Committee meeting.

DUTIES OF COMMITTEES

EXECUTIVE COMMITTEE

(Article VII, Section 1) The President, President-Elect, Second Vice President, Treasurer, Secretary, Immediate Past President, Historian, Legislative Co-Chairpersons, and the Chairpersons of the eight (8) districts constitute the Executive Committee. No person shall be a member of the Executive Committee who is not a member in good standing of the Association.

(Section 2) The Executive Committee:

- (1) shall have general supervision of the affairs of the Association and have full power to conduct the business of the Association between annual meetings.
- (2) shall report to the Association at each convention the business transacted by the Executive Committee since the last preceding convention.

GENERAL DUTIES OF ALL STANDING COMMITTEES

The Standing Committees of the North Carolina Association of Registers of Deeds are Audit, Certification, Constitution/By-Laws and Resolutions, Education, Election, Land Records Management Indexing-Mapping, and Legislative. The general duties of the Chairpersons include the following:

1. Attend Annual Convention, Education/Legislative Conference, other State meetings and Executive meetings as needed, and attend Executive meetings without vote for the purpose of entering into discussion when appropriate, giving reports and recommendations to the Committee.
2. Review duties as set forth in the Constitution and By-Laws and the Procedural Handbook.
3. Secure records from predecessor. If possible, have a planned conference to discuss the work. Start a file of Committee activities for reference and for successor.

4. Study and know the Association program suggestions for the current year.
5. For any project that has been presented to the Executive Committee, which requires payment of funds and approval, the Chairperson should turn in records of expenditures at regular intervals to the President for approval to the NCARD Treasurer for payment.
6. Submit written annual report to State President as requested.
7. Tentatively outline the work of the Committee for the coming year before State Conference and pass on suggestions to the new Chairperson, along with the records for the current year, and any previous years.

AUDIT COMMITTEE

The President shall appoint an Audit Committee for the purpose of performing an internal audit of the financial records of the Association. The Committee shall consist of three (3) members. No member of the Executive Committee shall be eligible to serve on this Committee.

It shall be the responsibility of this Committee to:

1. Audit the books of the Treasurer at least once during the year.
2. Perform a preliminary audit two (2) weeks prior to the Annual Conference at the convenience of the Committee.
3. Perform audits prior to the first day of the Annual Convention and Conference, respectively, and submit a written report of all findings to the Executive Committee and Convention body.
4. Assist the Treasurer in any possible way.
5. Offer recommendations to the Treasurer and the Executive Committee for improving the accounting and reporting procedures.

CERTIFICATION COMMITTEE

The Certification Program is a result of the work of the 1985-1986 Creative Concepts Committee and was adopted by the Association at the Annual Conference in 1986. This Committee reports to the Annual Convention all those who achieved certification in the preceding year.

Eligibility for certification:

1. The Certification Program shall be available to Registers of Deeds and to Deputies and Assistants in the Register of Deeds office.
2. To be certified, the person applying for certification must have been:
 - 2.1 Elected or appointed to the office of Register of Deeds

2.2 Appointed as a Deputy or Assistant Register of Deeds

Certification Board:

1. The President of the North Carolina Association of Registers of Deeds shall appoint a Certification Board of seven (7) members. The Board shall consist of four (4) Registers of Deeds, two (2) Assistants or Deputy Registers of Deeds, and the Immediate Past President of the Association. An Institute of Government staff member shall serve as an ex-officio Board member. A quorum for the Board shall consist of four (4) members.
2. The terms of office for the initial Board shall be Past President – one (1) year; two members – one (1) year; two members – two (2) years; and two members – three (3) years.
3. Terms of office of subsequent Board members shall be three (3) years, with two (2) members appointed each year. The Immediate Past President shall serve a one-year term.
4. Beginning with appointments made in 1988 and each year thereafter, each person appointed to the Board, except the Immediate Past President, shall be a certified Register of Deeds or certified Deputy or certified Assistant Register of Deeds.
5. No person may be appointed for more than two (2) consecutive terms.
6. The Board shall annually elect a Chairperson, Vice-Chairperson, and Secretary-Treasurer. The Secretary-Treasurer shall be custodian of all funds paid to the Board and may disburse those funds only upon authorization of the Chairperson.
7. The Certification Board shall establish the hours and credits required for certification and the hours and credits required to retain the original certification.

Requirements for Certification:

The requirements for certification are that the applicant must furnish evidence of completion of the School for Registers of Deeds at the Institute of Government. In addition, the applicant must either complete two (2) elective courses, or pass a comprehensive examination prepared by the Certification Board and the Institute of Government and administered by the Institute of Government. The list of eligible elective courses is outlined in the certification brochure. (Please see Section 6 “Miscellaneous Information and Forms”, pages 6.5-1 – 6.5-6.)

EDUCATION COMMITTEE

The Education Committee is composed of 8 members; one from each of the eight districts, serving staggered terms. (Amended 9/14/1999)

Each year the President shall appoint new members from the same district as those that rotate off the committee or leave for any reason.

It shall be the duty of this committee to develop a program of education for Registers of Deeds and their employees each year through the district, community colleges, and state agencies.

(Amendment adopted at Wilmington Conference 9/22/1992)

Use as a guideline the procedures covered in the duties of State Conference Coordinator and Host District in the preparation of the Education/Legislative Conference.

An Education Committee is hereby established as a standing committee.

1. Membership of this committee shall be comprised of eight (8) Registers of Deeds (one Register from each of the eight districts).
2. The terms of membership of this committee shall be staggered to ensure continued representation from all eight districts. [Article V Section F]

ELECTION COMMITTEE

An Election Committee is hereby established as a standing Committee.

(Article III, Section 1.) The officers of this Association shall be a President, President-Elect, Second Vice President, Treasurer, Secretary, Historian, and Co-Chairpersons of the Legislative Committee.

(Section 2) The Second Vice President, Treasurer, Secretary and Historian shall be elected at the annual meeting of the Association by the majority of the membership, and shall hold their offices for a one-year term. The Legislative Co-Chairpersons shall be elected for a two-year term beginning with the annual meeting in 1990 and each succeeding two years thereafter in order to serve during the long and short sessions of the NC General Assembly. The Coordinator is to be appointed by the President. Officers will assume office immediately after the close of the annual meeting.

(Section 3) Candidates for the offices of Second Vice President, Treasurer, Secretary, and Historian must file a "statement of candidacy" with the chairperson of the Election Committee. These statements may be mailed to the chairperson prior to the annual conference or filed with the chairperson by 4:00 PM on Sunday, the first day of the annual conference. The chairperson of the Election Committee will announce the candidates for office at the first general session of the annual conference. (Amended at Wilmington Conference, 9/29/1998) [Article 5, Section 1(G)(2)]

VOTING. (Article X, Section 1.) On all questions, each Register of Deeds in good standing according to Article 2, Section 1, shall have one (1) vote on all business matters; the vote of any Register of Deeds in good standing may be cast by another Register of Deeds holding a valid written proxy from said Register of Deeds, providing that no one person may hold more than one proxy; except as otherwise provided a majority vote shall govern in all cases. (Amendment adopted Atlantic Beach Conference, September 1994)

The President, whose responsibility shall be to see that all elections are handled in a fair and democratic way, shall appoint an Election Committee.

1. The Election Committee shall meet with the Treasurer and the Parliamentarian before the opening business session of the Annual Conference. The Treasurer shall advise the Election Committee as to which members may not be in good standing and therefore ineligible to vote and ineligible to make a nominating or seconding speech for any candidate for office. [Article V, Section G (2)(a)]
2. Candidates for the offices of Second Vice President, Treasurer, Secretary, and Historian may be endorsed by one nominating speech of three (3) minutes and one seconding speech of one (1) minute. If more than one person is nominated for any one office at the annual convention, voting shall be done by secret ballot according to the following procedure:
 - (A) Each candidate shall be given an opportunity to address the Association.
 - (B) For the purpose of electing officers, the convention shall recess to a specific polling place, either a separate room or section of the meeting room designated for that purpose. Each Register eligible to vote shall file past a special table that is manned by the members of the Election Committee. Each Register's name shall be checked off a list as a ballot is issued. The Register shall mark the ballot and deposit it in a supervised box set up for that purpose.
 - (C) Ballots shall be counted by the Election Committee with a representative of each candidate present. Blank ballots, two or more completed ballots folded together, illegible ballots, or ballots cast for unidentifiable candidates shall be considered illegal ballots. Write-in candidates are not allowed. [Article 5, Section 1(G)(2)(c)]
 - (D) The Election Committee shall submit a report to the President which includes the total number of votes cast, the number of votes necessary for election, the number of votes received by each candidate, and the number of illegal ballots. The President shall announce the winner and instruct the Secretary to include the report in the minutes of the annual convention.
3. A similar procedure shall be followed for any issue to be determined by secret ballot.
4. The Election Committee shall consist of six (6) members who are to be appointed by the President elected at the annual conference.
 - (A) The six (6) members of the Election Committee shall be permitted to constitute itself by drawing for terms of office: Two (2) members shall serve a three- (3) year term; two (2) members shall serve a two- (2) year term, and two (2) members shall serve a one- (1) year term.
 - (B) Each year thereafter, the President of the Association shall appoint two (2) members to a three- (3) year term on the Election Committee and shall also fill any other vacancies that should occur on the committee.

- (C) In addition to the six (6) members, the Immediate Past President of the Association shall serve as a full voting member for one (1) year.
- (D) The President of the Association shall be an ex-officio member of the Election Committee.
- (E) The Election Committee shall elect within its members, a Chairperson, a Vice-Chairperson and a Secretary.

LAND RECORDS MANAGEMENT-INDEXING-MAPPING COMMITTEE

(Article V, Section 1-E) A Land Records Management Advisory, Indexing and Computerization Committee referred to as the Land Records Committee is established and is composed as follows:

1. The President of the Registers of Deeds Association elected at the Annual Conference, where this resolution amends the By-Laws as adopted (September 1991), shall appoint a fifteen (15) member Land Records Advisory, Indexing and Computerization Committee.
2. That the fifteen (15) members of the Land Records Advisory, Indexing and Computerization Committee be permitted to constitute itself by the drawing for terms of office: five (5) members shall serve a three- (3) year term; five (5) members shall serve a two- (2) year term, and five (5) members shall serve a one- (1) year term.
3. Each year thereafter, the President of the Association shall appoint five (5) members to a three- (3) year term on the committee and shall also appoint members to fill any other vacancies that should occur on the committee.
4. In addition to the fifteen (15) members, the Immediate Past President of the Association shall serve as a full voting member for one (1) year.
5. The President of the Association shall be an ex-officio member of the Land Records Advisory, Indexing and Computerization Committee.
6. (Resolution to amend Article 5, Section 1(E) adopted at 1992 Convention in Wilmington) That the NC Association of Registers of Deeds By-Laws be amended to include the exact language of proposed rule 18 NCAC 8.1105 to provide the procedural guidelines for any and all changes that may be made to the indexing standards. The exact language follows:

1105 CHANGES AND ADDITIONS TO THE STANDARDS

- (A) The Committee and the Division shall jointly consider changes and additions to the standards after sufficient study and factual justification. Changes or additions shall represent the needs of the majority of the membership of the NC Association of Registers of Deeds.
- (B) The Committee and Division's reasons for considering the addition to or amendment of the standards shall include, but not be limited to, the following:

- (1) A determination is made by the committee that additional standards are necessary to carry out the established goals and objectives of the General Assembly with regard to land records;
- (2) A determination is made by the Committee that standards are lacking that would afford the Registers of Deeds additional guidance to maintain higher degrees of uniformity and service to the public;
- (3) A request is submitted to the Committee for consideration to add to or change the standards; and
- (4) Results of one or more counties' efforts to implement the new standards prove that one or more aspects of a standard or standards is/are not possible or feasible.

(C) Procedures for adding to or amending the standards shall be as follows:

- (1) A majority of the membership of the Committee shall determine there is justifiable cause for an addition or amendment to the standards;
- (2) A majority of the Real Property Section Subcommittee on Computerization of Land Records, and subsequently a majority of the Real Property Section Council of the NC Bar Association, shall agree with the addition or amendment, and
- (3) A majority of the Executive Committee of the NC Association of Registers of Deeds shall approve the addition or amendment.

LEGISLATIVE COMMITTEE

(Article V, Section 1) (A) The Legislative Committee shall consist of Co-Chairpersons, who shall be elected by the membership every two years beginning with the 1990 Annual Convention. Six (6) members, one elected from each of the remaining districts; other than the district served by the Legislative Co-Chairpersons, shall serve on the Legislative Committee with the President and the District Chairpersons serving in a voting capacity. (1) (Amendment adopted at Raleigh Conference 9/14/1993) (2) (Amendment adopted at Nags Head 9/17/1996)

This committee shall solicit ideas for legislation from every member of the Association and propose such legislation as is approved by said committee and the Executive Committee of the Association.

This committee shall further study all bills introduced in the General Assembly with affect the office of Register of Deeds, and shall bring the results of their study to the attention of the membership.

This Committee shall coordinate the Education/Legislative Conference jointly with the Education Committee.

GENERAL DUTIES OF SPECIAL COMMITTEES

A number of Special Committees are necessary to handle the work of the Association. The State President appoints all Special Committee Chairpersons and members.

All continuing Special Committees as listed hereafter in this section are pointed for a one-time (or temporary) term. These Committees can attend Executive Committee meetings without vote for the purpose of entering into discussion when appropriate and giving reports and recommendations to the Executive Committee.

All Special Committee Chairpersons, whether continuing or temporary, shall submit an annual written report to the State President on or before the date designated and shall pass on records and suggestions for future activities to their successors.

CONSTITUTION/BYLAWS AND RESOLUTION COMMITTEE

The Constitution/By-Laws and Resolution Committee should have available and be familiar with the Association Constitution/By-Laws. Any recommended proposed amendments to the Association Constitution and By-Laws should be submitted to the Constitution/By-Laws and Resolution Committee in sufficient time prior to the annual convention. The Committee should document proposed amendments to the Constitution/By-Laws (showing present and proposed wording) along with the rationale for presentation to the Executive Committee at the board meeting held at the annual convention or as designated by the President.

The Constitution/By-Laws and Resolution Committee is also responsible for the handling of resolutions. Resolutions direct specific action or state the position of the Association on matters of current importance or may encompass recommended measures to provide approval and support or, or opposition to, current State issues and proposals for the improvement of the status of Register of Deeds. Resolutions should be presented to the Executive Committee at the board meeting held at the annual convention or as designated by the President.

The Constitution/By-Laws and Resolution Committee shall:

2. Receive, study and present proposed resolutions to the Executive Committee for action, which it deems suitable.
3. Ensure that the following procedures are followed for presentation of resolutions:
 - 2.1 Any District, individual or other group proposing a resolution for consideration by the Association shall present it to the Constitution/By-Laws and Resolution Committee, at least ten (10) days prior to the convening of the State Convention.

- 2.2 The proposed resolution shall have the approval of the proponent's District Chairperson, individual or other group and the signature of the Chairperson or individual.
- 2.3 Emergency resolutions should be presented to the Executive Committee for action at the Pre-Convention Executive Committee Meeting.
- 2.4 The State President shall provide adequate time at the first business session of the State Convention for presentation of resolutions.

(Article XI, Section 1) The Constitution and By-Laws may be amended at any annual meeting by a majority vote of all Registers of Deeds voting, provided such amendment shall first have been submitted in writing and read to the Convention on the first day thereof and referred to the Committee on Resolutions. Such vote shall not be taken until a report on the proposed amendment has been presented to the Association by the Committee on Resolutions.

AUTOMATION TECHNOLOGY COMMITTEE

The Automation Technology Committee was formed to gather information pertaining to new technology and automation techniques used by recording offices in other states that can be shared with North Carolina Registers of Deeds. This committee is also charged with exploring the possibility of establishing an automation fund in each county to help finance the modernization of the Register of Deeds office.

EUNICE AYERS AWARD

The recipient of the Eunice Ayers Award should have the following qualifications:

- √ At least five (5) years of service as an elected Register of Deeds.
- √ A well-documented record of accomplishments within the Register of Deeds office.
- √ Achievements in other areas of importance in county, state or national government in which the recipient has been active.
- √ Served in a leadership capacity in one or more offices of the North Carolina Association of Registers of Deeds, such as district chairperson, committee chairperson, or legislative representative, or any of the elected offices of the Executive Committee, or other elected or appointed positions within the State Association or a National Association.
- √ Have such intangible qualities as leadership, compassion, humanitarianism, spirit, good humor, integrity, perseverance, and long-term dedication.

The selection process for the recipient of the Eunice Ayers Distinguished Service Award should be as follows:

- √ At the first of each calendar year, a representative from the NC Association of Registers of Deeds from the Institute of Government should mail a copy of the above criteria to each district chairperson, along with a request for a nominee for the Eunice Ayers Award from that district.

- √ Each District Chairperson should submit to a representative from the NCARD the name of one Register of Deeds nominated by the district for the award.
- √ By April of each year, Charles Szypszak should mail every Register of Deeds a list of nominees with instructions for voting for one of the nominees. Ballots should be mailed directly from each Register to Charles Szypszak.
- √
- √ Charles Szypszak should tally the votes and present the award to the recipient at the annual conference.

The North Carolina Association of Registers of Deeds should furnish the plaque at the Association's expense. Ms. Ayers should be invited to each conference for the presentation of the award with the Association being responsible for her expenses. (Amended at the Atlantic Beach Conference, September, 1994.)

FINANCE COMMITTEE

The Finance Committee is composed of a Chairperson, Treasurer and six (6) members from each of the districts not represented by Chairperson and Treasurer. The Chairperson serves as an ex-officio member without vote on all Committees whose programs require the expenditure of money.

Duties of the Finance Committee include the following:

1. Receive and review Treasurers' reports.
2. Call a meeting for the purpose of reviewing the cost of operation for the current year and preparing a budget for the next year.
3. Present the proposed budget to the Executive Committee no later than the Pre-Convention Board Meeting for approval and subsequent presentation to the Convention Body. Have copies of budget available for convention attendees.
4. Assist Officers, Chairpersons of Committees and members in realizing the importance of adequate and realistic financing to ensure achievement of the plans.
5. Emphasize to officers and chairpersons of committees the importance of submitting a budget for their work area, and offer assistance in preparing budgets.

GOLF COMMITTEE

The Golf Committee is charged with the arrangements for the Golf Tournament held during the fall Conference of the Association. This entails negotiating the fee for playing and carts as well as scheduling the tee off times for the golf enthusiasts in the Association.

The awards for the winners are provided through this committee, and the Committee chairperson makes the presentations.

NOTARY PUBLIC COMMITTEE

The Notary Public Committee shall develop workshops through the Education Committee to foster a better understanding of the new notary chapter. The Committee will seek changes for the good of the Association when the law needs changing.

This committee will also confer about problems that occur within the Association regarding acknowledgments and provide this information to the Executive Committee for approval prior to giving their annual report at the September conference.

SCHOLARSHIP COMMITTEE

The Scholarship Committee may elect up to five (5) students entering college and grant them \$1,000.00 each.

1. The applicant must be a child, grandchild, (adopted or step child, etc.) of the Register of Deeds, a Retired Register of Deeds, an Assistant Register of Deeds, or a Deputy Register of Deeds who has served a minimum of four (4) years as Register of Deeds, Assistant Register of Deeds and Deputy Register of Deeds.
2. If five or more apply and qualify, the Committee has the discretion to award five (5) \$1,000.00 Scholarships. Funding for scholarships shall be raised privately.
3. The time of selection should be on or before May 31 of each year.
4. A report should be made annually to the Executive Committee.
5. The Committee shall formulate criteria for the application and selection process.

(Amendment adopted at Raleigh Conference 9/14/1993)

(Amount increased and application revised by resolution, September 2006, Fayetteville, NC)

(Amount increased by resolution, September, 1997, Greensboro, NC)

(Amount and qualifications revised and adopted on September 13, 2011, Boone, NC)

SPECIAL RECOGNITIONS – AWARDS COMMITTEE

This committee is appointed to recognize those people who have done a spectacular job in some way to enhance the North Carolina Association of Registers of Deeds. It seems we have these special people each year, but we never get around to acknowledging these acts that benefit all of us in many ways.

This committee is also responsible for arranging a reception or special recognition for the new and retired Registers of Deeds at the annual conference and for reporting any deceased Registers of Deeds. (Combined with New & Retired Registers/Necrology, September, 1999, Charlotte, NC.)

STRATEGIC LONG RANGE PLANNING COMMITTEE (SLRP)

Mission Statement:

Develop a Strategic Long Range Plan for the North Carolina Association of Registers of Deeds that cultivates and promotes the education, legislation, and awareness of its membership, to the overall benefit of the Record Management Profession.

1. Develop a formal method of stating long-term goals,
2. Once the goals are set, then an action plan is formulated for each issue with responsible people designated and timetables established,
3. Study and implement the adopted goals and objectives of the Association into an action plan to ensure that Register of Deeds offices will better serve the public and enhance the office.

Purpose of Strategic Long Range Planning:

1. To build a strong professional organization of members,
2. To be proactive, not reactive,
3. To provide continuity of programs even though leaders may change,
4. To support the state-wide issues of Registers of Deeds,
5. To constantly evaluate our strengths and weaknesses as an organization,
6. To promote awareness of threats to our organization's future,
7. To be chaired by president-elect and vice-chaired by second vice president.

VITAL RECORDS COMMITTEE

The purpose of the Vital Records Committee is to monitor any changes that might be proposed to the General Statutes regarding Vital Records. This committee works with the Vital Records Section of the NC Department of Environment, Health, and Natural Resources, and attends hearings pertaining to the North Carolina Administrative Code regarding births and deaths. This committee reports to the Executive and Legislative Committees their findings and positive or negative aspects of the aforementioned changes in order to inform the Association and seek their support or opposition.

YEARBOOK CHAIRPERSON

The Yearbook Chairperson is charged with the responsibility of keeping the Association's Yearbook current and up-to-date. This includes additions and deletions in the timeliest manner possible, whether due to elections, retirements, deaths, etc. The District chairpersons should provide this information to the Yearbook Committee as soon as it is available. Each year a copy of the revisions should be filed with the Historian.