



See a Social Security Number? Say Something!
Report Privacy Problems to <https://public.resource.org/privacy>
Or call the IRS Identity Theft Hotline at 1-800-908-4490



Form **990-EZ**Department of the Treasury
Internal Revenue Service**Short Form**
Return of Organization Exempt From Income TaxUnder section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

► Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.

► The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No 1545-1150

2009**Open to Public
Inspection****A** For the 2009 calendar year, or tax year beginning

November 1

, 2009, and ending

October 31

, 20

B Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

Please
use IRS
label or
print or
type
See
Specific
Instruc-
tions.**C** Name of organization

Oregon Association of Municipal Recorders, INC.

Number and street (or P.O. box, if mail is not delivered to street address)

Room/suite

P.O. Box 345

City or town, state or country, and ZIP + 4

Yachats, OR 97498

D Employer identification number

93-0856787

E Telephone number

541-547-3565

F Group Exemption
Number ►• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach
a completed Schedule A (Form 990 or 990-EZ).**G** Accounting Method ☒ Cash ☐ Accrual
Other (specify) ►**I** Website: ► www.oamr.org**J** Tax-exempt status (check only one) — ☒ 501(c) (6) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527**H** Check ☒ if the organization is not
required to attach Schedule B (Form 990,
990-EZ, or 990-PF).**K** Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A
Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.**L** Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts. If \$500,000 or more, file Form 990 instead of Form 990-EZ. ► \$ **75608.58****Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (See the instructions for Part I.)

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	1164.00
	2	Program service revenue including government fees and contracts	2	48162.06
	3	Membership dues and assessments	3	11375.00
	4	Investment income	4	229.52
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here <input type="checkbox"/>		
	a	Gross revenue (not including \$ _____ of contributions reported on line 1)	6a	11414.00
b	Less: direct expenses other than fundraising expenses	6b	2475.67	
c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c	8938.33	
7a	Gross sales of inventory, less returns and allowances	7a	2249.00	
b	Less: cost of goods sold	7b	2224.97	
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	24.03	
8	Other revenue (describe ► returned check fee, newsletter ads, misc.)	8	1015.00	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	70907.94	
Expenses	10	Grants and similar amounts paid (attach schedule)	10	15750.00
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	2615.25
	16	Other expenses (describe ► conference & training workshops, officer's expenses, misc.)	16	46654.00
	17	Total expenses. Add lines 10 through 16	17	65019.25
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	5888.69
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	50932.79
	20	Other changes in net assets or fund balances (attach explanation) <i>Audit Committee adjustment</i>	20	-145.50
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	56675.98

Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.

(See the instructions for Part II.)

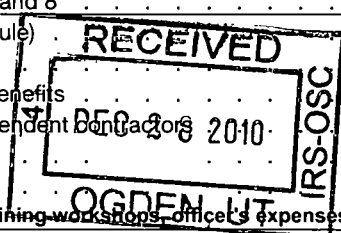
	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	50932.79	22 56675.98
23 Land and buildings		23
24 Other assets (describe ► _____)		24
25 Total assets	50932.79	25 56675.98
26 Total liabilities (describe ► _____)		26
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	50932.79	27 56675.98

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Cat No 106421

Form **990-EZ** (2009)

SCANNED JAN 12 2011



Expenses

(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others)

28	56 scholarships were given to members to attend training sessions, the annual OAMR conference and the IIMC conference. \$500 was given to the IIMC Scholarship Fund (MCEF)	
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a
29	OAMR put on two academy learning sessions, the annual conference and various "on-the-road" training sessions where the trainings were held all over the state to provide more opportunity for people to attend. Members taught sessions at other State Association conferences and attended the IIMC conference.	
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a
30	The association networked with other state associations including the League of Oregon Cities and the Oregon Municipal Finance officers Association.	
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a
31	Other program services (attach schedule)	
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a
32	Total program service expenses (add lines 28a through 31a)	32

[illegible]

Part V Other Information (Note the statement requirements in the instructions for Part V.)

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity	33	<input checked="" type="checkbox"/>
34 Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes <u>See Attached Restated Articles and By-laws</u>	34	<input checked="" type="checkbox"/>
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T		
a Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?	35a	<input checked="" type="checkbox"/>
b If "Yes," has it filed a tax return on Form 990-T for this year?	35b	
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36	<input checked="" type="checkbox"/>
37a Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a _____	37a	
b Did the organization file Form 1120-POL for this year?	37b	
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?	38a	<input checked="" type="checkbox"/>
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9	39a	
b Gross receipts, included on line 9, for public use of club facilities	39b	
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____ ; section 4912 ▶ _____ , section 4955 ▶ _____		
b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	
c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____		
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ _____		
e All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.	40e	<input checked="" type="checkbox"/>
41 List the states with which a copy of this return is filed. ▶ _____		
42a The organization's books are in care of ▶ <u>Nancy Batchelder, Treasurer</u> Telephone no. ▶ <u>541-547-3565</u> Located at ▶ <u>P O Box 345, Yachats, OR</u> ZIP + 4 ▶ <u>97498</u>		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b	<input checked="" type="checkbox"/>
If "Yes," enter the name of the foreign country. ▶ _____ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts .		
c At any time during the calendar year, did the organization maintain an office outside of the U.S.?	42c	<input checked="" type="checkbox"/>
If "Yes," enter the name of the foreign country. ▶ _____		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 _____		<input type="checkbox"/>
44 Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ	44	<input checked="" type="checkbox"/>
45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ	45	<input checked="" type="checkbox"/>

Part VI **Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51.

	Yes	No
46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46	<input checked="" type="checkbox"/>
47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II	47	<input checked="" type="checkbox"/>
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	<input checked="" type="checkbox"/>
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	<input checked="" type="checkbox"/>
b If "Yes," was the related organization a section 527 organization?	49b	

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

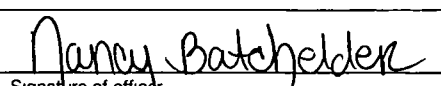
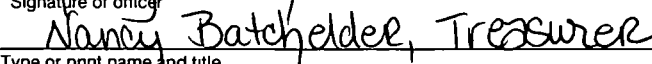
(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
n/a				

f Total number of other employees paid over \$100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
n/a		

d Total number of other independent contractors each receiving over \$100,000 ▶

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.			
	 Signature of officer		12-20-2010 Date	
Paid Preparer's Use Only	 Type or print name and title			
	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	Preparer's identifying number (See instructions)
	Firm's name (or yours if self-employed), address, and ZIP + 4	EIN		Phone no

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☐ Yes ☐ No



Name**PD 1 Applicants** **\$ amount**

Kathryn Nelson 525

Julie Wetland 525

Tammy Erb 525

— went into hospital first day of session -
Registration fee returned.**PD 2 Applicants**

Rebecca Petersen 525

Kathy Payne 525

Pyllis Bolman 525

Theresa Nation 525

Amanda Rice 525

PD 3 Applicants

Melissa York 525

Dena Roberts 525

PD 4 Applicants

Karen Spoonts 500

Kitty Vodrup 500

Debra Manning 500

Debby Roth 500

Amy Sowa 500

Laurie Boyce 500

Debbie Lockhart 500

Mid Year Academy Applicants

Jean Hadley 150

Tammy Erb 150

Laurie Boyce 150

Rebecca Petersen 150

Patricia Morgan 150

Debbie Hamilton 150

Amanda Rice 150

Total 7,725⁰⁰
 $\langle 525^{00} \rangle$ J. Wetland

 \$ 7,200⁰⁰
 +

Mid Year Academy

Becki Peterson

Jean Hadley

Tammy Erb

Laurie Boyce

Patricia Morgan

Debbie Hamilton

Amanda Rice

7 @ 150 = 1050⁰⁰+ 500⁰⁰ Donation to the ILMC
Scholarship fund (MCEF)

Sept 2010

for the Conference and Academy. By doing so we would be awarding \$5050 of our \$6400 budget for this purpose, leaving \$1350 to carry forward.

Journal Entry #23

3000.00

Name	\$ amount
Conference	
R Patricia Morgan	250
Laurie Boyce	250
R Tammy Erb	250
R Trudy Borrevik	250
R Joann Thompson	250
R Lisa Gibson	250
R Debbie Lockhart	250
Amanda Rice	250
Jan Garcia	250
Kathy Payne	250
R Rebecca Peterson	250
R Debbie Hamilton	250
R Catherine Nelson	250
	<u>3250</u>

not able to attend

Academy	
R Debbie Lockhart	150
Amanda Rice	150
Jan Garcia	150
Kathy Payne	150
R Rebecca Peterson	150
R Debbie Hamilton	150
R Catherine Nelson	150
Laurie Boyce	150
R Lisa Gibson	150
Stacey Cook	150
R Tammy Erb	150
R Neva Coon	150
	<u>1800</u>

not able to attend

Not able to attend

1650.00

< 150.00 >

grand total 4500.00

Amber Mathiesen
Management Analyst
City of Cornelius
PH: 503-357-9112
FAX: 503-357-7775

Other Scholarship

II MC - Shurley Kappas 1,000.00
Amber Mathiesen 1,000.00

Annual Conference - (President's Award)
Susan Reeves *250.00
Debbie Jermann *250.00
500.00



Secretary of State
Corporation Division
255 Capitol Street NE, Suite 151
Salem, OR 97310-1327

Phone (503)986-2200
Fax (503)378-4381
www.filinginoregon.com

Registry Number: 076054-88
Type: DOMESTIC NONPROFIT CORPORATION

Next Renewal Date: 05/18/2011

OREGON ASSOCIATION OF MUNICIPAL .
PO BOX 345
YACHATS OR 97498

Acknowledgment Letter

The document you submitted was recorded as shown below. Please review and verify the information listed for accuracy

If you have any questions regarding this acknowledgement, contact the Secretary of State, Corporation Division at (503)986-2200. Please refer to the registration number listed above. A copy of the filed documentation may be ordered for a fee of \$5.00. Submit your request to the address listed above or call (503)986-2317 with your Visa or MasterCard number

Document

RESTATED ARTICLES

Filed On

11/03/2010

Jurisdiction

OREGON

Nonprofit Type

PUBLIC BENEFIT WITH
MEMBERS

Name

OREGON ASSOCIATION OF MUNICIPAL RECORDERS, INC

Principal Place of Business

441 HIGHWAY 101 N
YACHATS OR 97498

Registered Agent

NANCY BATCHELDER
441 HIGHWAY 101
PO BOX 345
YACHATS OR 97498

Mailing Address

PO BOX 345
YACHATS OR 97498

President

KARIN JOHNSON
PO BOX 7
INDEPENDENCE OR 97351

Secretary

DEBBIE LOCKHART
PO BOX 21000
KEIZER OR 97307

NOV 05 2010



Restated Articles of Incorporation - Nonprofit

Secretary of State - Corporation Division - 255 Capitol St NE, Suite 151 - Salem, OR 97310-1327 - http://www.FilingInOregon.com - Phone (503) 988-2200

FILED

NOV 03 2010

OREGON
SECRETARY OF STATE

REGISTRY NUMBER: 076054-88

In accordance with Oregon Revised Statute 192.410-192.490, the information on this application is public record. We must release this information to all parties upon request and it will be posted on our website.

For office use only

Please Type or Print Legibly in Black Ink. Attach Additional Sheet if Necessary.

1) NAME OF CORPORATION: Oregon Association of Municipal Recordors, INC.

2) NEW NAME OF THE CORPORATION: (If changed)

3) A COPY OF THE RESTATED ARTICLES MUST BE ATTACHED.

4) CHECK THE APPROPRIATE STATEMENT:

☐ The restated articles contain amendments which do not require membership approval. The date of the adoption of the amendments and restated articles was _____. These amendments were duly adopted by the board of directors.☒ The restated articles contain amendments which require membership approval. The date of the adoption of the amendments and restated articles was September 17, 2010.

The vote of the members was as follows.

Class(es) entitled to vote	Number of members entitled to vote	Number of votes entitled to be cast	Number of votes cast FOR	Number of votes cast AGAINST
1	See below	See below	82	0

5) EXECUTION: (Must be signed by at least one officer or director)

By my signature, I declare as an authorized authority, that this filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment or both.

Signature:

Printed Name:

Title:

Nancy Batchelder

Nancy Batchelder

Treasurer

All Members are entitled to Vote. Members Not attending the annual meeting may vote by mail. There were No votes Abst by mail. 82 of the 237 members were present at the meeting. All votes were Abst in favor of the By-Laws Changes.

Meeting Minutes (Draft) are attached. See pages 2-3 for vote on By-Laws

Attached (in the following order) to this form
 Draft minutes of annual meeting - 6 pages
 The (Restated) Articles of Incorporation - 2 pages
 Adopted By-Laws - 9 pages
 Check for Fee

CONTACT NAME: (To resolve questions with this filing)

Nancy Batchelder

PHONE NUMBER: (Include area code)

541-547-3565

FEES

Required Processing Fee \$50

Confirm

Process

OREGON ASSOCIATION OF MUNICIPAL



7605488-12227000

00000000



Articles of Incorporation - Nonprofit

Secretary of State - Corporation Division - 255 Capitol St NE, Suite 151 - Salem, OR 97310-1327 - http://www.FilingInOregon.com - Phone (503) 988-2200

FILED

NOV 03 2010

OREGON
SECRETARY OF STATEREGISTRY NUMBER: 076054-88

For office use only

In accordance with Oregon Revised Statute 192.410-192.490, the information on this application is public record. We must release this information to all parties upon request and it will be posted on our website.

Please Type or Print Legibly in Black Ink. Attach Additional Sheet if Necessary.

1) NAME: Oregon Association of Municipal Recorders, INC.

2) REGISTERED AGENT:

(Individual or entity that will accept legal service for this business)

Nancy Batchelder

3) REGISTERED AGENT'S PUBLICLY AVAILABLE ADDRESS: (Must be an Oregon Street Address, which is identical to the registered agent's business office. Must include city, state, zip, No PO boxes.)

441 Hwy 101 N. (P O Box 345)

4) ADDRESS FOR MAILING NOTICES:

PO Box 345Yachats5) OPTIONAL PROVISIONS: (Attach a separate sheet.) ☐

6) TYPE OF CORPORATION: (Select only one)

☒ Public Benefit ☐ Mutual Benefit ☐ Religious7) WILL THE CORPORATION HAVE MEMBERS? ☒ YES ☐ NO

ORS 65.001(28)

(a) "Member" means any person or persons entitled, pursuant to a domestic or foreign corporation's articles or bylaws, without regard to what a person is called in the articles or bylaws, to vote on more than one occasion for the election of a director or directors.

(b) A person is not a member by virtue of any of the following rights the person has:

(A) As a delegate;

(B) To designate or appoint a director or directors;

(C) As a director, or

(D) As a holder of an evidence of indebtedness issued or to be issued by the corporation.

(c) Notwithstanding the provisions of paragraph (a) of this subsection, a person is not a member if the person's membership rights have been eliminated as provided in ORS 65.164 or 65.167.

8) DISTRIBUTION OF ASSETS UPON DISSOLUTION:

see attached

9) INCORPORATORS: (List names and addresses of each incorporator. Attach a separate sheet if necessary.)

Name, Street Address, City, State, & Zip Code

Karin Johnson, President P O Box 7, Independence, OR 97351Debbie Lockhart P O Box 21000, Keizer, OR 97307Nancy Batchelder P O Box 345, Yachats, OR 97498

10) EXECUTION/SIGNATURE(S): (All incorporators must sign. Attach a separate sheet if necessary.)

By my signature, I declare as an authorized authority, that this filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment or both.

Signature -

Karin JohnsonDebbie LockhartNancy Batchelder

Printed Name:

Karin JohnsonDebbie LockhartNancy Batchelder

CONTACT NAME: (To resolve questions with this filing.)

Nancy Batchelder

PHONE NUMBER: (Include area code.)

541-547-3565

FEES

Required Processing Fee \$50

Confirmation Copy (Optional) \$5

Processing Fees are nonrefundable.

Please make check payable to "Corporation Division"

COPY

Article 8 - PUBLIC BENEFIT 501(c)(3) INFORMATION

The purpose or purposes for which the corporation is organized are as follows:

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for the public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for the purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

BYLAWS

**OREGON ASSOCIATION OF MUNICIPAL RECORDERS
INCORPORATED**

ARTICLE I – NAME

This Association shall be known as the Oregon Association of Municipal Records, Incorporated. [Amended September 18, 1987]

ARTICLE II - PURPOSE

Section 1. The primary purpose of this organization shall be to promote professional and educational standards for Municipal Records. [Added September 17, 2010]

Section 2. The Oregon Association of Municipal Records Incorporated is a non-profit public benefit Corporation that provides development training and conducts public discussion groups, forums and panels benefitting the public at large. [Added September 17, 2010]

ARTICLE III - MEMBERSHIP

There are six classes of members: Full Member, Additional Full Member, Associate Member, Honorary Member, Corporate Member and Retired Member. [Amended September 21, 2007, September 18, 2009]

Section 1. Full Member: Full members are Municipal Clerks, City/Jurisdiction Secretaries, Records, Legislative Administrators and Directors of Corporate Services and/or an individual who serves a state of Oregon Legislative Government Body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following: • General Management • Records Management • Elections • Meeting Administration • Management of by-laws, Articles of Incorporation, ordinances or other legal instruments • Human Resources Management • Financial Management • Custody of the official seal and execution of official documents. [Amended September 24, 1999; September 21, 2007, September 19, 2008]

Section 2. Additional Full Member: Additional Full Members are fully qualified members from the same organization. This would essentially be Deputy Clerks/Assistants within the same City/Jurisdiction but could be other individuals provided they would qualify under the definition of Full Member. A City/Jurisdiction must have one Full Member before being eligible to have Additional Full Members. [Added September 24, 1999; Amended September 21, 2007]

Section 3. Associate Member: Associate Members are individuals serving a state of Oregon legislative body in a capacity not previously defined. In other words, if someone serving a legislative body does not qualify for Full Membership they may join as an Associate Member. Associate members DO NOT have the right to vote, hold office or obtain

certification but they may take advantage of education programs and should they eventually assume the job of Clerk or Deputy Clerk/Assistant, they may then apply for certification. A Full Member who is in transition (between jobs) shall automatically become an Associate Member until they reassume the position of Clerk. Associate members shall also pay a lower fee. [Added September 20, 1996; Amended September 21, 2007, September 19, 2008]

Section 4. Honorary Member: Any retired past President or individual designated by the Board of Directors shall be an honorary member. Honorary members shall not have the privilege of voting on fiscal matters or in the election of officers, but may serve, as appointed, on any Association committee. Honorary members' dues shall be waived. [Added September 20, 1996]

Section 5. Corporate Member: Corporate Members are those companies that find it advantageous to be affiliated with OAMR. They shall not have any voting rights nor can they hold office or be certified. [Added September 21, 2007]

Section 6. Retired Member: Any former member who, upon retirement, wishes to continue affiliation in OAMR is automatically eligible for retired membership provided such membership be taken within six months after the date of retirement. Retired members shall have the right to attend meetings and participate in discussions; however, they are not eligible to make motions, vote or hold office. [Added September 18, 2009]

Section 7. Transferability of Membership: Whenever an Active Member becomes disassociated from the City/Jurisdiction that funded the position that qualified him/her for Active Membership in OAMR, the Active Membership in OAMR shall remain with the City/Jurisdiction and be transferred to a successor. However, the disassociated member may request another membership classification as provided herein. [Added September 24, 1999]

ARTICLE IV - DUES

Annual dues of this Association may be reviewed at the annual meeting, as deemed necessary. Dues shall be based on a calendar year, payable on or before January 1 of each year. Dues that are paid by a City/Jurisdiction for their representative need not be repaid for each change in personnel. [Amended October 12, 1984; October 11, 1985; September 15, 1989; September 13, 1991; Amended September 24, 1999; Amended September 24, 2004]

ARTICLE V - OFFICES AND TERMS OF OFFICE

The Executive Committee of the Association shall consist of the Officers and Directors, who shall be elected as provided in Article V and shall serve as follows:

Section 1. Officers: President, First Vice President and Second Vice President, shall be elected for a one (1) year term, except that the First Vice President shall succeed the President upon the completion of the term and shall serve in that position for a one-year term and the Second Vice President shall succeed the First Vice President upon completion of the term, and shall serve in that position for a one-year term. The term for Secretary and Treasurer shall be two years. [Amended October 12, 1984; October 11, 1985; September 19, 1986; September 13, 1991, September 24, 1999]

Section 2. Directors: Seven (7) Directors, one for each designated region in the State, shall be elected for a term of two (2) years.

Designated regions are: Region I (Clatsop, Columbia and Tillamook Counties), Region II (Multnomah, Clackamas, Yamhill and Washington Counties), Region III (Benton, Linn, Lincoln, Marion and Polk Counties), Region IV (Lane and Douglas Counties), Region V (Coos, Curry, Jackson, Josephine, Klamath and Lake Counties), Region VI (Hood River, Sherman, Wasco, Jefferson, Crook and Deschutes Counties), Region VII (Gilliam, Grant, Morrow, Harney, Malheur, Baker, Union, Wallowa, Wheeler and Umatilla Counties). Members in any region may attend regional meetings in any region they choose, but may only hold directorship within their designated region. [Amended October 12, 1984; October 11, 1985; September 18, 1987; Added September 24, 1999]

Section 3. Eligibility for Office: Only active members of the Association, in good standing, shall be eligible to hold office. Anyone running for a Board position must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office. The Treasurer shall have a finance background to be eligible for this office. [Amended September 19, 1986; Amended September 24, 2004]

Associate members appointed to committees must be members in good standing at the time of appointment to any committee. [Amended October 11, 1985]

Section 4. Vacancy: Unexpired portions of office vacancies shall be filled by Presidential appointment with the approval of the Executive Committee. The position of any officer or director may be declared vacant by the Executive Committee if that person is absent for two (2) consecutive meetings without consent of the committee or for non payment of annual dues. [Amended October 12, 1984; October 11, 1985; September 20, 1996; September 24, 1999]

If, while serving as an officer of the Association or a member of the Board of Directors, an active member leaves the position which qualified the person for OAMR membership, the member may, upon approval of the Executive Board, continue to hold the office or Board position with full voting privileges for a period of three months or until the next annual election, whichever occurs first. If the officer or board member is not affiliated with an OAMR active membership at the conclusion of the extended period of time, the office will be declared vacant and will be filled as prescribed in this section. [Added September 24, 2004, Amended September 19, 2008]

The offices of President and First Vice President are excluded from the above provision, as vacancies in these positions shall be filled by the order of succession outlined below in this section. [Added September 24, 2004]

In the event of a vacancy in the office of the President prior to the completion of the term, the First Vice President shall advance to the office of President and the Second Vice President shall advance to the office of the First Vice President. If the First Vice President or the Second Vice President serves any unexpired portion of the term of the office of President or First Vice President, it shall not disqualify them from continuing in said office for the term as elected. [Amended October 11, 1985; September 13, 1991]

A vacancy in the office of First Vice President shall be filled by the Second Vice President.

A vacancy in the office of the Second Vice President shall be filled by appointment until the next annual meeting at which time he/she shall become First Vice President and an election for Second Vice President shall be held. [Amended October 11, 1985; September 13, 1991; September 24, 1999]

Section 5. Powers and Duties: Except as is in these Bylaws otherwise provided, the powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their offices. The Board will carry out the approved policies and will establish new policies, as needed. [Added October 12, 1984; Amended September 22, 2000]

The President shall appoint such committees as may be deemed necessary and designate their chairs, be chair of the Executive Committee and have other powers and duties as may be delegated by the Executive Committee, consistent with the provision of the Bylaws. [Added October 12, 1984]

The First Vice President shall assist the President, as may be requested by same, to succeed to the duties and privileges of the President when the President is unable or unavailable to perform the duties of such.

The Second Vice President shall assist the President and the First Vice President as may be requested by same, and succeed to the duties and privileges of the First Vice President when the First Vice President is unable or unavailable to perform the duties of such. [Added October 12, 1984; Amended September 13, 1991]

The Secretary shall keep the written records of the Association and shall act as secretary to the Association. [Added October 12, 1984; Amended September 18, 1987; September 21, 2007]

The Treasurer shall be responsible for handling the finances of the Association, preparation of the Annual Financial Reports, and shall be a member of the Audit Committee. The Treasurer shall be the appointed registered agent of the Association for purposes of corporation business and to receive Association legal documents, and will submit the proper form to the State Corporation Commissioner. [Added October 12, 1984; Amended September 21, 2007, September 19, 2008]

The Regional Directors shall represent the members in their region and carry out the responsibilities and duties as determined by the Executive Committee. Region Directors are encouraged to hold a minimum of one meeting per year. [Added October 12, 1984; Amended October 11, 1985; September 24, 1999]

Section 6. Executive Committee: Officer/Director Removal from Office: Officers or Directors of the Executive Committee may be removed from office by a two-third majority vote of the Executive Committee at a regular or special meeting for the following reasons:

- 6.1-a Neglect of the duties of office;
- 6.1-b Any violation of the OAMR Code, Oath of Office, or Bylaws;
- 6.1-c Failure to disclose information on matters of organization business;
- 6.1-d Misrepresentation to outside parties of OAMR and its officers;
- 6.1-e Unauthorized expenditure or misuse of organization funds;
- 6.1-f Two consecutive unexcused absences from Executive Committee meetings.

6.2 The OAMR Executive Committee will make available a form on which a formal complaint may be registered to request that an officer or director of the Executive Committee be removed from office. The form will be made available to any OAMR member in good standing, as defined by Article II of the OAMR Bylaws, upon request. Formal complaints will be submitted to the President or First Vice President and that officer will present the complaint to the Executive Committee for consideration at the next regularly scheduled Executive Committee meeting, or a special meeting.

6.3 Process.

6.3-a Executive Committee notification by President or First Vice President. The President or First Vice President shall notify Executive Committee members that an allegation has been made and shall forward background information provided. The Executive Committee will then determine by conference call or e-mail vote if a special Executive Committee meeting should be scheduled.

6.3-b If the Executive Committee determines a vote is required, the Executive Committee shall schedule the matter for discussion at a regularly scheduled or special OAMR Executive Committee meeting.

6.3-c The President or First Vice President shall notify the OAMR officer or director whose conduct is at issue of the fact and name the allegations, as well as the officer's/director's opportunity to provide the Executive Committee additional information relating to the allegations. Such notice shall occur at least four weeks prior to the meeting at which the allegations will be discussed. The officer/director may provide the Executive Committee information orally at the meeting, or in writing four days prior to the meeting, or both.

6.3-d After considering all of the information received, the Executive Committee may by majority vote do the following:

- a. Find that no violation occurred and continue the membership in good standing
- b. Depending on the severity of the violation(s) found by the Executive Board:
 1. Suspend the membership for a specified period, or
 2. Remove the Executive Committee officer or director from office, effective immediately.

6.4 Should an officer of the Executive Committee be removed from office, that vacancy shall be filled according to Article IV, Section 4. Vacancy. [Added September 22, 2006, Amended September 19, 2008]

ARTICLE VI - ELECTIONS TO AND NOMINATIONS FOR OFFICE

Section 1. Nominations:

(a) Following the annual meeting, the President shall appoint a nominating committee and at least three (3) months prior to the annual meeting; said committee will

begin to solicit interested persons to run for office. The nominating committee shall, at each annual meeting, present a slate of candidates for the ensuing year. An application for Board position shall be included in the Spring Newsletter prior to the date of the annual meeting. Nothing contained herein shall prevent additional nominations from being made from the floor. [Amended October 11, 1985; September 22, 1995; September 20, 1996; September 24, 1999]

(b) The officers and directors shall be elected at the annual meeting by a ballot vote of the members present who are in good standing. In the event there are not contested races, the Chair of the Nominating Committee shall submit recommendations for the offices of Director and Executive Board positions to the members at the annual meeting. If no further nominations are submitted, the nominations will be declared closed and the recommended officers and directors will be elected to office. In the event of a contested race, the nominees receiving the highest number of votes cast for the respective office or directorship shall be declared duly elected thereto. If there is a tie vote during the election of officers, the decision will be made by the toss of a coin. Terms of offices for officers and directors shall commence upon being sworn in at the annual meeting. [Amended October 12, 1984; October 11, 1985; September 18, 1987; September 23, 2005]

(c) Each candidate accepting a nomination shall present the Nominating Committee with a Declaration of Candidacy, a candidate statement and a photo, and a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor by the date specified by the Nominating Committee. Copies of Certificates of Appreciation for active participation on OAMR committees for two (2) years, within the past four (4) years, must also be provided. [Added September 24, 1999; Amended September 21, 2007]

(d) A candidate may be nominated by the membership-at-large as a nomination from the floor during the annual meeting. If he/she is elected, they must present to the Nominating Committee a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor within five business days following the certification of the election results, with proof of active committee participation as required in (c) above. [Added September 24, 1999; Amended September 21, 2007, September 19, 2008]

(e) Absentee voting shall be allowed by Full Active Members in good standing from each City/Jurisdiction. Voting by proxy shall not be allowed. Any Full Active Member in good standing from a City/Jurisdiction who is unable to attend the annual conference and wishes to vote by absentee ballot must submit an application for an absentee ballot to the Nominations Committee Chair no later than 20 days prior to the date of the annual conference. The Nomination Chair will mail an absentee ballot to the Full Member within two (2) days of receiving the request. Absentee ballots must be received back by the Nomination Committee Chair by the Friday prior to the conference. Ballots received after that date will not be counted. [Amended September 21, 2007]

Applications for absentee ballots will be available at the Mid-Year Academy Session for those members who will be unable to attend the annual conference and would like to cast their vote. The Nomination Committee Chair shall be responsible for the security of the absentee ballots. The absentee ballots shall be opened and tallied by the Nomination Committee Chair and two members of the Nomination Committee at the annual conference business meeting and shall be included in the final tally of votes for that election. [Added September 22, 2006]

ARTICLE VII - MEETINGS

Robert's Rules of Order shall apply at any meeting of the Association where parliamentary rules of procedure are involved.

Section 1. Annual Meeting: The annual meeting of the Association shall be held each September at a time and place to be designated by the Executive Committee. Written notice of such meeting shall be given to each member by mail in the Newsletter, or electronically on the OAMR web site, prior to the date of the meeting. At least twenty (20) active members, in good standing, will constitute a quorum at the annual meeting. [Amended October 11, 1985; September 23, 1994; amended September 24, 1999; amended September 20, 2002]

Section 2. Executive Committee Meeting: The Executive Committee shall meet at least twice during the Association year and meetings may be held from time to time by order of the President, or upon written request directed to the President by any four (4) members of such Committee. Notice of time, place and purpose of the meeting shall be given by the President to each Executive Committee member at least fourteen (14) days prior thereto. A majority of the incumbent members of the Executive Committee shall constitute a quorum for its business. Members may send a designee to all Executive Committee meetings in case of member's unavoidable absence. The designee shall be a member in good standing and be eligible to vote. [Amended October 11, 1985]

The immediate past President of the Association shall be an ex-officio member of the Executive Committee. [Added October 11, 1985]

Committee chairpersons shall be ex-officio members of the Executive Committee. [Added October 11, 1985]

Section 3. Committee Meetings: [Amended October 12, 1984; deleted September 22, 1995]

Section 4. Special Meetings: Special meetings may be called by the President at any time or by twenty (20) active members, provided those members make a written request to the President, stating the specific purpose for the meeting. The President shall set the date for the meeting within ten (10) days of receipt of the request. Written notice for special meetings shall be given by mail to all active members no less than twenty (20) days prior to the date of the meeting. The notice shall state the date, time, place and purpose of the special meeting. Twenty (20) active members shall constitute a quorum at a special meeting. [Amended October 12, 1984]

ARTICLE VIII - COMMITTEES

Section 1. Appointments: The President shall have the power to appoint, from time to time, such "standing" or "special" committees as may be deemed necessary for the proper transaction of business. The President shall appoint members to the committee, and appoint all committee chairpersons. The term of office on all committees shall be at least one (1) year, but any committee member may succeed to that office if reappointed. Each committee shall follow guidelines approved by the board. The Committee chairperson shall be responsible for arranging for a meeting no less than one time per year, by electronic or other means of communication. A quorum shall consist of a majority of the committee

members. [Amended September 22, 1995; September 24, 1999; September 22, 2000, September 19, 2008]

Section 2. Reports: Chairpersons of standing and special committees shall present written reports or oral reports at the discretion of the President at the annual meeting. A copy of the written report shall be filed with the Secretary of the Association and retained for reference. [Added September 24, 1990]

Section 3. Vacancy: Vacancies of the committee shall be filled in the same manner as the original appointments, and such appointments shall be made for the unexpired term of the predecessor members.

ARTICLE IX - BUDGET AND AUDIT

Section 1. Budget Preparation: The First Vice President shall appoint a Budget Committee consisting of the Second Vice President, Treasurer and two (2) members at large to prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year. Additional membership approval will be required only in the event of an over expenditure or increased expense need which is not set forth in the adopted budget. [Amended September 23, 1994; September 24, 1999; September 21, 2007, September 19, 2008]

Section 2. Audit: The Executive Committee shall require an annual audit of the financial records and accounts of the Association. The President shall appoint an Audit Committee consisting of three (3) members, which shall audit the financial records as soon as possible after the close of the year end. The Treasurer shall be present during the audit and present the financial records for the audit. In the absence of the Treasurer, the President shall be present and sign the audit. The audit report shall be reviewed and approved by the Executive Committee at its mid year board meeting and reported in the subsequent issue of the OAMR newsletter. [Amended October 12, 1984; September 13, 1991; September 22, 2000; September 20, 2002]

Section 3. Signatures on checks: The Treasurer shall have authority to sign all checks of the organization except those made for self reimbursement. In the absence or inability of the Treasurer to sign checks, the President and First Vice President shall be given the authority to sign. [Amended September 19, 2008]

Section 4. Expenses paid by Association: Expenses of the organization shall be paid as outlined in the approved expense policy. [Added September 13, 1991; September 20, 1996; Amended September 24, 1999; September 22, 2000; September 21, 2007; September 19, 2008]

ARTICLE X - FISCAL YEAR

The fiscal year for the Association shall be November 1 through October 31 of each year. [Amended October 12, 1984; October 11, 1985; September 15, 1989]

ARTICLE XI - AMENDMENT

Section 1. Vote Required: These bylaws may be amended by a two-thirds majority of the voting members present at any annual meeting of the Association, provided that

notice of any proposed amendment shall have been given by regular mail or e-mail to the members at least twenty (20) days prior to the meeting at which the vote on such amendment is to be taken. [Amended September 24, 2004; September 19, 2008]

Section 2. Proposed Amendments: Bylaws amendments may be proposed by the Executive Board, Bylaws Committee, or by a petition signed by not less than ten percent of the voting members in good standing, and submitted to the Bylaws Committee Chair in writing. The petition process will be defined in a policy approved by the Executive Board. [Added September 24, 2004]

ARTICLE XII – DISSOLUTION

Section 1. In event of the dissolution of the Oregon Association of Municipal Recorders, Inc. any remaining assets shall be used exclusively for exempt purposes such as charitable, religious or educational purposes. [Added September 17, 2010]

Section 2. The Board of Directors of the Association at the time of dissolution shall determine which charitable, religious or educational entity shall receive the remaining assets of the organization. [Added September 17, 2010]

HISTORY: Amended October 12, 1984; October 11, 1985; September 19, 1986; September 18, 1987; September 15, 1989; September 24, 1990; September 15, 1991; September 23, 1994; September 22, 1995; September 20, 1996; September 24, 1999; September 22, 2000; September 20, 2002; September 24, 2004; September 23, 2005; September 22, 2006; September 21, 2007; September 19, 2008; September 18, 2009; September 17, 2010