

**MISSOURI CITY CLERKS
AND FINANCE OFFICERS ASSOCIATION**

BYLAWS

ARTICLE 1: NAME

The name of this organization shall be "Missouri City Clerks and Finance Officers Association" and it shall also be know as the "Missouri CCFOA."

ARTICLE II: LOGO

The logo of the Missouri City Clerks and Finance Officers Association shall be an outline of the State of Missouri bearing the letters "CCFOA."

ARTICLE III: PURPOSE

The purpose of the Association shall be to promote the general welfare of municipalities and to strive toward ever improving administrative techniques used in the operation of municipal governments by:

1. Cooperating with the Missouri Municipal League in carrying out the purposes set forth in the League's Constitution and Bylaws.
2. Promoting and developing the Association as an agency for the professional benefit of Municipal Clerks, Finance Officers and other officials or persons with the same or similar powers and duties.
3. Establishing and improving methods and procedures in governmental record keeping and finance in Missouri as developed and recommended by the International Institute of Municipal Clerks, the Government Finance Officers Association and other recognized authorities in the field of municipal administration.
4. Developing a better understanding by the members of their duties, obligations and responsibilities.
5. Promoting mutual cooperation and assistance between municipal officials and all other persons involved in governmental administration.
6. Promoting the cause of good government in municipalities by performing services which may best meet the interests and needs of the public as efficiently and effectively as possible.

ARTICLE IV: MEMBERSHIP

The following types of Association membership and eligibility requirements are hereby established.

1. Active Member

Municipal Clerks, Finance Officers and such other municipal officials or persons with the same or similar powers and duties who are actively affiliated with a municipality located in the State of Missouri.

2. Life Member

Municipal Clerks and Finance officers who served in that capacity at least ten (10) years and held active membership at the time of their retirement from their respective municipalities.

3. Affiliate Member

Former Municipal Clerks, Finance Officers and such other municipal officials who no longer hold office but who did not retire while in such position and desire to maintain an interest in the Association.

4. Associate Member

Representatives of businesses, public utilities, educational institutions, governmental agencies and other political jurisdictions interested in the welfare of this Association.

5. Honorary Member

Honorary membership may be bestowed by the president with the approval of the Board of Directors and should only be proposed for those persons who have served the Association in a special way and are not eligible for another form of membership.

The honorary membership shall only be good as long as the person is associated with the MoCCFOA.

No annual dues shall be assessed to Honorary Members.

Honorary Members shall not serve on committees and must request each year to receive the Association Newsletter.

ARTICLE V: DUES

The fiscal and membership year of the Association shall be May 1 through April 30. Dues shall be payable by May 1 of each year in the amount set forth herein:

1. Active Member – Based upon the population of the member’s municipality as established by the latest federal census, the annual dues shall be as follows:

<u>POPULATION</u>	<u>AMOUNT OF DUES</u>	<u>5/1/07 – 4/30/08 ONLY*</u>
Less than 10,000	\$25.00	\$20.84
10,000 – 30,000	\$35.00	\$29.18
Over 30,000	\$50.00	\$41.68

When there is more than one (1) Active Member from a municipality, a fee of \$15.00 (*\$12.50 for 5/1/07 – 4/30/08) per year shall be paid for each additional member.

2. Life Member – No annual dues shall be assessed
3. Affiliate Member - \$25.00 annually (*\$20.84 for 5/1/07- 4/30/08)
4. Associate Member - \$35.00 (*\$29.18 for 5/1/07- 4/30/08)
5. Honorary Member – No annual dues shall be assessed

(*To be deleted on April 30, 2008.)

Should an Active Member leave his or her respective city of employment for any reason, the paid membership shall remain with the Active Member’s said city, not with the Active Member.

If a member is six (6) months delinquent in payment of dues, written notification shall be sent to him/her by the Treasurer and if payment is not then made, the member shall be suspended from the Association.

ARTICLE VI: PRIVILEGES OF MEMBERSHIP

All members may attend all meetings of the Association and speak at such meetings. All members may serve on committees except Honorary Members. All members shall receive the Association Newsletter except that Life and Honorary Members must request each year to be retained on the mailing list. Active, Life and Affiliate Members may make motions and vote.

Only Active Members shall be eligible to serve as Committee Chairmen and hold office in the Association or serve on the Executive Board.

Only registered attendees and paid guests shall be allowed in MoCCFOA sponsored sessions, banquets and meals. Children shall not be allowed in hospitality rooms.

ARTICLE VII: OFFICERS, DIRECTORS AND EXECUTIVE BOARD

Officers and Directors shall be Active Members of the Association during their full term of office and shall serve without remuneration.

Officers

1. The officers of the Association shall be: President, President Elect, Secretary and Treasurer.
2. The term of office shall be one (1) year. Term of office shall be from May 1 through April 30.
3. The Officers shall have completed at least one of the following:
 - A. Attended at least four (4) MoCCFOA Spring Institutes
 - B. Be or have been an officer in a local Division
 - C. Previously held the position of Director
4. The Officers shall have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.

Directors

1. There shall be one (1) Director from each of the following nine (9) geographic areas of the State: Northeast, Eastern, Southeast, Central, South Central, Northwest, Western, Southwest and East Central.
2. Division Directors shall have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation and shall have attended at least one Spring Institute and be an active member of the division they represent for a minimum of two (2) years.
3. There shall be five (5) directors elected in 1996 and every even year thereafter and four (4) directors elected in 1997 and every odd year thereafter, each for a term of two (2) years. Terms of office shall be from May 1 until April 30.

Executive Board

1. The Executive Board shall consist of the four (4) elected officers, nine (9) Directors and the Immediate Past President.

ARTICLE VIII: DUTIES OF OFFICERS, DIRECTORS, IIMC AND MML DIRECTORS AND EXECUTIVE BOARD

The President shall:

1. Preside at all duly called meetings of the Association and Executive Board.
2. Appoint members of all standing and special committees needed to carry out the goals, objectives and programs of the Association, except the Nominating Committee.
3. Serve as ex-officio officer of all committees, except the Nominating Committee.
4. Call special meetings as provided in Article IX.
5. Perform all other administrative duties as directed by the Executive Board or the membership of the Association.

The President-Elect shall:

1. In the absence of, or at the expressed request of the President, preside and perform the duties of the President.
2. Perform any administrative duties assigned by the President.
3. Automatically become President for the unexpired term in the event the President is unable to fulfill the obligations of the office.
4. Assist the President with program planning and execution for the Spring and Fall business meetings and the annual Spring Institute.
5. Arrange the installation of incoming officers during the annual banquet and arrange for an appropriate plaque or gift for the retiring President.
6. Automatically ascend to the position of President effective May 1, following installation into the office.
7. Assign committee chairmen by April 1.

The Secretary shall:

1. Keep a permanent record of all business meetings of the Association and meetings of the Executive Board.
2. Prepare and send notices of all meetings to members in good standing at least thirty (30) days in advance of the date of the meeting. Notices and minutes will be emailed to each member unless specified on the dues notice or by telephone to the Secretary that the member does not have email, in which case the notice and minutes will be mailed.
3. Maintain a list of all committees and a listing of any Standing and Special Rules adopted by the Association as well as a current copy of the Association Bylaws.
4. In the absence of the President and President-Elect, call the meeting to order and proceed with the election of a chairman pro tempore.
5. Process the correspondence for the Association.
6. Prepare minutes of the proceedings of each business meeting of the Association and Executive Board to be duplicated and distributed to the members for approval at the next meeting of each body.
7. Maintain a roster of all members.

The Treasurer shall:

1. Send annual statement of dues payable to all members of the Association and reminders when necessary, as set forth in Article V.
2. Collect all dues and fees receivable and provide official membership cards to new members and to members requesting cards within thirty (30) days after receipt of their dues.
3. Pay all properly approved Association bills and invoices.
4. Prepare biannual financial reports of all income and expenditures to be duplicated and distributed to the members prior to each regular meeting of the Association.
5. Serve as Chairman of the Budget and Finance Committee which shall prepare a proposed budget for the following fiscal year to be submitted to the Association membership for their approval at the regular Spring meeting.
6. Provide the Audit Committee with current and complete records by May 31.
7. Provide the names of new members to the Membership Committee.

The Directors shall:

1. Prepare reports on happenings in their area, at least quarterly, to be included in the Association's Quarterly Newsletter based on the deadlines determined by the Newsletter Committee.
2. Participate actively in Executive Board, Association and Divisional meetings to the extent possible.
3. The Director of the Division where the current CCFOA Treasurer is a member, or his/her designee, shall perform quarterly reconciliation of the Association's bank statements to assure accurate record keeping.

MML Director – Elected by the membership and serves up to two, two-year terms.

Qualifications:

1. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.
2. Have been a Municipal Clerk for three years.
3. Have been a member of MoCCFOA for three years.

Duties and Responsibilities:

1. Represent MoCCFOA at regular and special meetings of the Missouri Municipal League Board of Directors.
2. Attend MML conferences.
3. Report MML activities to the membership at MoCCFOA semi-annual business meetings.

IIMC Director – Elected by the membership and serves a three-year term on a rotating basis with other Region VII states of Illinois and Kansas.

Qualifications:

1. Have attained the IIMC Certified Municipal Clerk (CMC) designation.
2. Have been a Municipal Clerk for three years.
3. Have been a member of IIMC for three years.
4. Have attended at least two IIMC Annual Conferences.

Duties and Responsibilities:

1. Must attend all meetings of the IIMC Board of Directors – after 2 absences, will be replaced.
2. Must be an active participant at the IIMC Board Meetings – having read the packet

prior to arriving at the meeting.

3. Be able to participate in teleconference meetings as needed.
4. Ensure that the opinions, desires, and wishes of the Clerks in Region VII are fully represented to IIMC.
5. Ensure that the decisions made by IIMC and the actions of the Board of Directors are communicated to the members of Region VII.
6. Represent IIMC on behalf of the President, the Executive Committee, and the Board of Directors at State and Region meetings, if required.
7. Assist in conducting a Region VII Conference each year.
8. Assist in organizing a Region VII Dinner at the IIMC Annual Conference.
9. Be available to answer questions regarding IIMC and Certification.
10. Travel is required. Must be able to attend the IIMC Annual Conference, the Mid-Year Board Meeting, and the IIMC Region meeting.

The Executive Board shall:

1. Attend to the affairs of the Association and perform such other duties as are or may be specified in the Rules or by order of the majority vote of the Association.
2. Designate the time and place of each regular meeting of the Association.
3. Fill any vacancy, except President, and appoint the Nominating Committee as set forth in Article X.
4. Invite Past Presidents of the Association, who are active in the Association, to participate, without vote, in Executive Board meetings.

ARTICLE IX: MEETINGS AND QUORUMS

1. The Association shall hold two (2) regular business meetings per year, one (1) in the Spring and one (1) in the Fall, at a time and place to be designated by the Executive Board. Notice shall be emailed to each member by the Secretary at least thirty (30) days in advance of each regular meeting. If a member has specified on the dues notice or by telephone to the Secretary that member does not have email the notice will be mailed. Thirty-five (35) members of the Association shall constitute a quorum.

2. The Executive Board shall meet at least twice a year in conjunction with the regular meetings of the Association. Eight (8) members of the Executive Board shall constitute a quorum, provided at least two (2) officers are present.

3. Special meetings of the Association or Executive Board may be called by the President or by three (3) members of the Executive Board provided written notice is received by the members at least fifteen (15) days in advance. Upon annual approval by

each Board member, notification of Executive Board meetings via email to those members, shall qualify as written notice. At special meetings only those matters specified in the notice may be considered unless a revised agenda is adopted by the majority present at the special meeting.

ARTICLE X: NOMINATIONS AND ELECTIONS

The Nominating Committee shall consist of nine (9) members, one from each Division. The Division shall submit their representative's name to the President by May 1. The President shall designate the Chairman, prior to the Officers and Committees Retreat. This committee usually meets by e-mail.

The Nominating Committee shall:

1. Solicit nominations and letters of interest from the membership of active members, with at least the MRCC/CMC designation, to be considered as nominees.
2. Accept and review nominations from members. Nominations without applications will also be accepted. Notify all candidates of the results of the final slate of officers being nominated to the Board before the Spring Institute. Verify qualifications and assure nominee is willing to serve.
3. Nominate at least one (1) person who has consented to serve, if elected, for each office to be filled.
4. Provide the President with their report to be included in the notice of meeting sent to the members prior to the Spring meeting.

Nominations may be made from the floor provided the consent of the nominee has been obtained and the nominee has attained at least the MRCC/CMC designation.

The election of Officers and Directors shall take place during the regular Association meeting held in the Spring.

ARTICLE XI: COMMITTEES

The President shall appoint all committees needed for the effective execution of the programs of the Association, except as set forth in Article X relative to the Nominating Committee.

In addition to any committee deemed appropriate and necessary, committees appointed shall include the following:

Audit: The Audit Committee is responsible for making sure all monies received are properly recorded and deposited, all expenditures are accurate and properly recorded, bank statements are reconciled with the treasurer's records, appropriate bonding of the President and Treasurer and assuring that all financial records are kept in a neat and orderly manner.

Budget and Finance: Chaired by the MoCCFOA Treasurer, duties consist of preparing a balanced budget for the next fiscal year that runs from May 1 through April 30. The completed budget is submitted to the President with a written statement. At the Spring Institute, the proposed budget is submitted to the members for approval.

Bylaws: The objective of this committee is to review the bylaws for potential problems or changes. Recommendations are submitted to the full membership for approval.

Certification: This is a stand alone committee made up of clerks with a minimum of "Continuing MRCC" designation and a minimum of five (5) years of service in the organization. He/She must have served either on the Education Committee or Executive Board prior to his/her appointment to the committee. The committee will consist of seven (7) members, one of which will serve as the Committee Chairman, who must be a Missouri Professional City Clerk (MPCC). Initial appointments to the committee will be two members for one (1) year, two members for two (2) years and three members for three (3) years, one of which will be the Committee Chairman. Reappointments to the committee will be based on the three-year terms. The Certification Committee role is to review the clerk's Professional Growth and Development Plan which is a part of the certification process.

Education: This committee shall plan, coordinate and implement the training sessions for the MoCCFOA at the annual Spring Institute and at the Fall MML Conference, in conjunction with the liaisons from the Missouri Municipal League and an IIMC approved university.

Historian Committee: Responsible for all historical records for the Association. This committee shall obtain articles and/or pictures regarding the organization and its members and keep records of minutes and other hard copy documents as appropriate.

Legislative: This committee shall be responsible for: 1) Studying and evaluating proposed legislation that may affect city clerks, finance officers or municipalities; 2) Identifying and developing legislative positions on issues of concern to city clerks, finance officers or municipalities; 3) Monitoring legislative proposals on behalf of city clerks and finance officers; 4) Effectively lobbying on behalf of city clerks and finance officers including appearing before legislative bodies in support of or in opposition to proposed or pending legislation; and 5) Working closely with the Missouri Municipal League in conjunction with the MoCCFOA representatives to the MML Board. Membership shall include representatives from all classes of cities.

Membership: This committee contacts new clerks and clerks that are not members and encourages them to join the association by giving them information about the benefits of membership,

Mentoring: The objective of this committee is to welcome and give assistance to new city clerks and new members throughout the year and to plan activities for first time attendees at the Spring Institute.

Newsletter: This committee is responsible for gathering news, preparing and mailing the quarterly newsletter to all members of the Association and to post the newsletter on the Association's web site.

Outstanding City Clerk: Committee duties include promotion and appropriate publicity of the award, to encourage nominations and distribution of nomination forms upon request. The committee is responsible for reviewing nominations to verify that nominees have met the minimum requirements.

Public Relations Committee: Responsible for keeping open communications with IIMC and increasing elected officials' awareness of the Association's educational programs and work ethic within the organization.

Scholarship Committee: It shall be the responsibility of this committee to award scholarships to qualified applicants to attend the Missouri City Clerks and Finance Officers Association Spring Institute, New Clerks Conference and Regional Conferences.

Technology Committee: Responsible for all technological facets of the organization including, but not limited to, creation and maintenance of a website, updating the membership directory and making technical assistance available to members.

Chairmen - The President shall designate the Chairman of each committee except the Budget and Finance Committee, which is chaired by the Treasurer.

Meetings - The Chairmen shall be responsible for calling meetings and directing committee activities.

Authority - All committees of this Association shall have recommending authority only. They shall undertake no action which incurs a liability for the Association. They shall authorize no expenditures except under the direction of the President for expenses specifically authorized in the budget adopted by the membership. All recommendations made to the membership through the President by a committee shall have a financial impact statement clearly noting the anticipated expense or income generated by such proposal.

Reports - Committee reports shall be made as called for by the President. The reports may be oral or written at the President's discretion.

Budget – Each committee chairman shall submit to the treasurer by August 30 a proposed budget that identifies funds that committee expects to contribute or expend during the next fiscal year.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The latest edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure for the Association, Executive Board and Committees in all cases not specifically covered by these Bylaws.

ARTICLE XIII: AMENDMENTS

The Bylaws may be amended at any regular or special meeting of the Association by a majority vote of the members present and voting, provided a copy of the proposed amendment has been sent to all members at least thirty (30) days before the meeting; or by a two-thirds (2/3) vote of the members present and voting without the thirty (30) day notice.

Amendments to the Bylaws shall be in full force and effect from and after the date of their passage.

STANDING RULES

RULE #1: Expenses for President and President-Elect

The Association will pay up to \$50.00 on one night's lodging; meals will be reimbursed up to \$40.00 per day; and mileage will be paid at the prevailing IRS per mile rate, for up to four Association related trips for the President and up to four Association related trips for the President-Elect.

The Association will pay up to four (4) Spring Banquet meals for guests of the in-coming President.

RULE #2: Expenses for President Attending IIMC

If the President attends the IIMC Conference or the GFOA Annual Conference, the CCFOA will pay the registration fee, transportation and lodging expenses not paid by the President's city. Payment will not exceed \$40.00 per day for food.

RULE #3: Nomination of MML Director and IIMC Director for Region VII

MML Director: In even-numbered years, at the Fall business meeting, and in the Newsletter, the announcement shall be made that the following Fall nominations must be submitted for a candidate to the Municipal League Board of Directors. One person will be nominated to fill a two-year term, with an additional term possible. Interested individuals shall send their resumes to the Missouri CCFOA President two (2) weeks prior to the Winter Newsletter deadline, and this information will be published in the Newsletter. Vote will be taken at the intervening Spring Institute Business Meeting. Upon selection of a candidate, the President will direct the Secretary to prepare a Resolution announcing the support of the Missouri CCFOA to this candidate, which resolution will be forwarded to the Nominating Committee of the Missouri Municipal League.

IIMC Director: When the appropriate time comes for our State to nominate a candidate for IIMC Director, it shall be announced at the Spring Business Meeting and in the Newsletter. Interested individuals will send resumes to the Missouri CCFOA President two weeks prior to the Summer Newsletter deadline, and this information will be published in the Newsletter. Vote will be taken at the Fall business meeting. This is a three-year term. It has been agreed by the three states in Region VII, (Kansas, Illinois and Missouri), that nominations will rotate from State to State on an annual basis. Upon selection of a candidate, the President will direct the Secretary to prepare a Resolution announcing the support of this candidate by the Missouri CCFOA, which Resolution will be forwarded to the IIMC Nominating Committee.

Rule #4: Additions and Amendments

Additions and amendments to these Standing Rules may be made by a majority vote of the members in attendance at a regular meeting, previous notice having been given. Without previous notice a 2/3 affirmative vote of members present is required.

Rule #5: Outstanding Clerk Award

Minimum Requirements

1. City Clerk or Finance Officer for a municipality in the State of Missouri, serving at least five (5) years.
2. Active, participating member of Missouri City Clerks and Finance Officers Association for at least five (5) years.
3. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.

Guidelines

1. Confidential nominations may be submitted by any “active” member as defined in the bylaws of the MoCCFOA or a municipal official.
2. Nomination forms may be obtained from the Committee Chair, Committee members or the President.
3. Completed nomination forms must be received by the Committee Chairman no later than January 15 of each year. A postmark of January 15 will not be accepted.
4. The nominations will be reviewed by the Outstanding City Clerk Committee for verification of qualifications, i.e. membership, years of service, etc.
5. The Committee will forward the qualifying nominations to the judges (Kansas CCFOA President, MML Representative and two prior year recipients of the award), to make the final selection.
6. The name of the nominees and the successful candidate will remain confidential.- All nomination materials will be destroyed immediately upon adjournment of the Spring Institute.
7. A short biography will be read, announcing the name of the “Outstanding City Clerk” at the Spring Institute in March.

8. An award will be presented having the inscription "Outstanding City Clerk, respective year and the name of the recipient" at the Spring Institute in March of each year. Notify nominator to invite Mayor, Council (Board, Commissioners, etc.), Administrator/Manager and other guests, up to eight. The Association will pay for banquet meals for up to eight (8) guests.
9. The President or President-Elect shall appear before the Board/Council of the successful nominee recognizing the achievement of their clerk by making a formal presentation.
10. Letters of acknowledgment shall be sent to the clerks who were nominated but did not receive the award and to whoever nominated him/her, inviting them to submit an application the next year.
11. In the case of a tie, the Committee members shall review the judges' ratings on those candidates and cast a secret ballot for the winner.
12. The Chairman shall prepare information for publicity to the Missouri Municipal League Review, State Newsletter and the International Institute of Municipal Clerks News Digest.
13. Once a clerk has been selected as "Outstanding City Clerk of the Year" s/he would be ineligible for future nominations.

Rule #6: Awarding of Scholarships

The purpose of the Scholarship Program is to encourage professionalism of Missouri City Clerks and Finance Officers by establishment of a scholarship program to reimburse expenses for those who would not otherwise be reimbursed by the city for attendance at Missouri City Clerks and Finance Officers Association educational sessions.

The MoCCFOA may award up to twenty-six (26) scholarships, ten (10) for the Annual Spring Institute, ten (10) for the New Clerks Conference and two (2) each for the three (3) Regional Conferences.

The Scholarship encompasses registration fee paid directly to the educational institution, half of double occupancy of the hotel cost paid directly to the hotel and \$40.00 paid to the applicant for mileage and/or other necessary expenses.

The Scholarship Chairman:

1. Shall send information to be published in the MoCCFOA Newsletter and to the MML to include in its publication.
2. Shall send the MoCCFOA guidelines for scholarship and the applications to all of the Division Presidents requesting they encourage their division members to apply for the scholarship if their city cannot afford to send them.

3. Shall send the applications received to all of the members of the scholarship committee and schedule a meeting at the Fall MML Conference to determine the recipients.
4. Shall notify the applicants, the contracted educational institution and MoCCFOA President and Treasurer of the recipients of the scholarships. The applications of those that did not receive a scholarship will be forwarded to their respective Divisions where they may be considered for a Division scholarship if applicable.

Scholarships to be awarded are:

1. Jay Bell Scholarship – To be given to an applicant who will be attending the institute for the first time.
2. Robert Karsch Scholarship – May be given to a first time attendee or to one applicant for multiple years.
3. Cheri Middaugh Scholarship – May be given to a first time attendee or to one applicant for multiple years.
4. At large Scholarships – Up to fourteen (14) at large scholarships (eight (8) for Spring Institute, three (3) for New Clerks Conference and three (3) for Regional Conference) may be awarded to first time attendees, return attendees and given to the same person more than one year if the need is proven.

Guidelines:

The following criteria shall be considered by the Scholarship Committee and judged according to the information provided. Applications must be submitted and reviewed on a year-to-year basis.

1. Applicant must be a member in good standing of the Missouri City Clerks and Finance Officers Association.
2. Applicant must be a City Clerk, City Treasurer, City Collector, Finance Officer or hold a similar position.
3. The Scholarship Chairman must receive applications no later than August 15 for the Spring Institute and Regional Conferences and December 31 for the New Clerks Conference.
4. Applicant must have requested his/her municipality to underwrite schooling financially and been denied funding either by the Mayor, City Administrator, City Manager or City Council.

5. Applicant must submit a letter from the Mayor, City Manager, City Administrator or Council expressing support of the application and indicating a commitment to grant time off to attend the educational institute.

6. Attach a statement giving reasons for attendance and what it will mean to work toward certification, participating in a continuing education program.