

**COLORADO MUNICIPAL CLERKS' ASSOCIATION
BYLAWS**

ARTICLE I - NAME AND PURPOSE

The Association shall be known as the Colorado Municipal Clerks' Association. The purpose is to educate municipal clerks and promote a better understanding of the functions and duties of the clerk's office: improve procedures, image and tenure of municipal clerks; exchange ideas; sponsor, support or oppose legislation of importance to clerks; and work with affiliated organizations whenever appropriate or necessary.

ARTICLE II - MEMBERSHIP

The membership of this Association shall be any clerk, deputy city clerk and/or individual who may be designated as acting city clerk and who represents a municipality of the State of Colorado.

Other membership categories include: Honorary, Associate, Retired and Sponsorship as defined in the Policies and Procedures Manual.

Only member clerks and deputy clerks may hold office. All members may participate on committees. Each member municipality is entitled to a maximum of two votes in any Association election.

ARTICLE III - FEES

The following annual membership fees include two (2) representatives from each municipality:

<u>Municipal Population</u>	<u>Fee</u>
1,000 or less	\$ 40.00
1,001 to 2,500	50.00
2,501 to 5,000	60.00
5,001 to 10,000	70.00
10,001 to 25,000	80.00
25,001 to 75,000	90.00
75,001 to over	100.00
Each additional representative (over two) Per municipality; members from other governmental Agencies; former CMCA members (non-retired)	25.00
Other Associate members	55.00
Retired members	20.00
Honorary members	no fee
Sponsorship subscription fee	250.00

The fees shall be payable on January 1st of each year and are non-refundable. Any person who is in arrears of more than three months shall not be considered a member in good standing.

The scholarship fund base is hereby appropriated at \$5,000.00 with the 1995 membership fee increase to be appropriated solely for scholarship funds (excluding funds in the Jean L. Rogers Fund) and authorizing future membership fee increases to be appropriated to the general fund.

ARTICLE IV - MEETINGS

There shall be at least three general meetings held concurrently with: 1) the annual Colorado Municipal League Conference; 2) the annual Municipal Clerk's Institute; and 3) the Municipal Government Officials Annual conference. Other meetings may be held upon notice to the membership.

A quorum of any meeting shall consist of the members present.

ARTICLE V – OFFICERS / ELECTIONS

The officers of the Association shall consist of president, vice-president, secretary, treasurer and two directors. Once elected, in the succeeding year, the vice-president shall advance to the office of president.

Election of officers shall be conducted annually by written ballot mailed to all members in good standing at least thirty days before the date of the general meeting held at the Municipal Government Officials Annual conference, with the results announced at the general meeting. All ballots must be received prior to the general meeting in order to be counted. The term of office for all officers shall begin on the first day of January after the election and shall continue through December 31st of the same year. If the only matter before the membership is the election of persons to office and if, at the close of business on the fortieth day before the election, the Chair of the Nominating Committee certifies there are not more candidates than offices to be filled at such election, and upon the Executive Board's acceptance of such certification, the election may be cancelled and the candidates for office shall be deemed elected. The Chair of the Nominating Committee shall notify the membership of the election's cancellation and shall announce the names of the new officers during the general membership meeting held at the Municipal Government Officials Annual conference.

In the event of a vacancy in the office of president, the vice-president shall assume the office of president (The Executive Board shall fill any vacancy in the office of vice-president, secretary, treasurer and director within thirty days of notification of vacancy. An officer filling an unexpired term for the office of vice-president, secretary, treasurer and director shall be eligible to be nominated and elected to a full term in that office.)

The office of treasurer is a two-year term (beginning January 1, 1998.) The two offices of director shall serve two-year overlapping terms. Except for the office of secretary, no officer shall be elected for more than one consecutive term to the same office.

If an officer no longer meets the membership requirements of the Association, that person shall be deemed to have vacated that office. The vacancy shall be filled as provided above. If any officer is absent from three consecutive Executive Board meetings for any cause unacceptable to the Board, a vacancy shall be considered to exist. The vacancy shall be filled as provided above.

Any special election can be called by a majority of the Executive Board at least thirty (30) days in advance of such election date, but only to be held by mail ballot to include all voting members. Any special election results shall be provided at one of the remaining two (2) Colorado Municipal Clerks Association Membership meetings held in June or July. The Executive Board shall set forth the purpose or purposes of such special election.

ARTICLE VI - EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice-President, Treasurer, Secretary, two directors and the immediate past president of the Association. Except as otherwise provided, the Executive Board shall prescribe and be responsible for supervision, control, and general administration of the affairs of the

Association and for the accomplishment of its objectives.

ARTICLE VII - COMMITTEES

Standing committees of the Association include Audit Committee, Awards Committee, Education Committee, Annual Conference Committee, Membership Committee, Nominating Committee, Scholarship Committee, Study Committee, and Ways and Means Committee. Additional committees may be established at the discretion of the president.

The president shall appoint the chairs of each committee and the chairs shall appoint committee members prior to January 1st of their year of service.

ARTICLE VIII - AMENDMENTS

The bylaws of the Association shall be amended by an affirmative two-thirds vote of the membership voting. The Executive Board shall mail a written ballot to all members in good standing at least thirty days before the date of the general meeting held to the Municipal Government Officials Annual conference. All ballots must be received prior to the general meeting in order to be counted. The results shall be announced at the general meeting.

ARTICLE IX - DISSOLUTION

In the event of dissolution, all assets of the Colorado Municipal Clerks' Association shall be distributed to such organizations that qualify as non-profit under IRS Code 501(C). The organizations shall be decided upon by a two-thirds vote of the total membership. None of the assets shall be distributed to individual members.

ARTICLE X - PARLIAMENTARY PROCEDURE

Whenever, in the affairs of the Association, parliamentary rules of procedures are involved, Roberts Rules of Order, Revised shall apply and control.

This document was created with Win2PDF available at <http://www.win2pdf.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.
This page will not be added after purchasing Win2PDF.