

**BYLAWS OF THE
NORTH TEXAS MUNICIPAL CLERKS ASSOCIATION**

ARTICLE I - NAME

The name of this organization shall be North Texas Municipal Clerks Association, a chapter of the Texas Municipal Clerks Association, Inc.

ARTICLE II – PURPOSES

The purpose of the NTMCA shall be to promote: the improvement of the office of the City Clerk or City Secretary (“municipal clerk”); the development of standard procedures; the promotion of wider city consciousness concerning the importance of municipal government and its operation with particular reference to these services and facilities administered by the municipal clerk; the development of closer relationships and understanding among municipal clerks; the discussion of the various problems arising in said office; and motivation of the municipal clerk to serve the demands for excellence in local government.

ARTICLE III – MEMBERSHIP

Any person who serves as a municipal clerk, deputy municipal clerk and/or assistant to a municipal clerk who is employed within the jurisdictional area of the organization may become a member of the NTMCA by submitting an application and paying the required dues. Any person who works closely with the municipal clerk, such as an employee in the city manager’s office, mayor’s office or city attorney’s office, or someone who is pursuing certification through the Texas Municipal Clerks Certification Program may also become a member of the NTMCA by submitting an application and paying the required dues.

ARTICLE IV – OFFICERS

The officers of the NTMCA Board shall be a President, Vice President, Treasurer, Secretary, and Historian.

Section 1. President. It shall be the duty of the President to: preside at meetings of the NTMCA; appoint members to various committees of the NTMCA; and perform such other duties as ordinarily pertain to said office.

Section 2. Vice President. It shall be the duty of the Vice President to: preside at meetings of the NTMCA in the absence of the President; arrange for programs and speakers for the regular meetings; and perform such other duties as ordinarily pertain to said office.

Section 3. Treasurer. It shall be the duty of the Treasurer to: maintain custody of all NTMCA funds; receive revenues, make deposits, and make payments for expenses of the NTMCA; keep records of the membership; act as the Vice President in the absence thereof; and perform such other duties as usually pertain to said office.

Section 4. Secretary. It shall be the duty of the Secretary to: record the attendance at meetings of the NTMCA, send out notices of meetings, and record and preserve minutes of such meetings; keep the membership informed about the activities of the NTMCA; act as Treasurer in the absence thereof; and perform such other duties as usually pertain to said office.

Section 5. Historian. It shall be the duty of the Historian to: keep and maintain the NTMCA scrapbook, memorabilia and archival records; bring portions of those records to meetings for display and observance by the members and guests; promote the collecting of said historic items; act as the Secretary in the absence thereof; secure someone to act as Historian for meetings/functions in the absence thereof; and perform such other duties as usually pertain to said office.

ARTICLE V – ELECTION OF OFFICERS

Section 1. The President shall appoint a nominating committee composed of three members and the Immediate Past President who will serve in a non-voting liaison capacity. The first member appointed shall serve as chair of this committee and shall submit nominations for President, Vice President, Treasurer, Secretary, and Historian. The nominations so made, together with any nominations from the floor, shall be voted upon at the regular meeting held the month preceding the end of the fiscal year. Any nominee receiving a simple majority vote from the members present shall be declared elected.

Section 2. To be eligible to hold a Chapter office, an individual must be a practicing municipal clerk or deputy municipal clerk under the laws of the State of Texas, and a member in good standing of the NTMCA. To be eligible to serve as President and/or Vice President, the municipal clerk or deputy municipal clerk must be a Texas Registered Municipal Clerk. A member is ineligible to serve as an officer of the NTMCA while serving as an officer of another chapter of the Texas Municipal Clerks Association, Inc.

Section 3. The officers so elected shall take office October 1 and serve a one (1) year term, or until their successors shall have been duly elected or appointed.

Section 4. Any officer elected or appointed may be removed by the NTMCA Board with the approval of the majority vote of the NTMCA Board whenever, in its judgment, the best interest of the NTMCA would be served thereby.

ARTICLE VI - VACANCIES

A vacancy created by the death, removal from the area, or any other factor that would tend to disqualify one from serving as an officer within six (6) months after October 1 shall be filled by appointment by the remaining officers of the NTMCA. Any vacancy created prior to six (6) months of October 1 shall be filled by a majority vote of the members at the next regular meeting. The remaining officers of the NTMCA shall serve as the nomination committee when filling a vacancy within 6 months prior to October 1.

ARTICLE VII - MEETINGS

Meetings of the NTMCA shall be held as called by the President or at least once a month, except for the months when there is a conflict with State or International Municipal Clerks conferences or meetings and/or general elections. A schedule of meetings shall be submitted to the membership at the regular meeting held the month preceding the end of the fiscal year.

ARTICLE VIII – QUORUM

A majority of those registered at any meeting shall constitute a quorum for the transaction of business at such meeting.

ARTICLE IX – DUES

Section 1. Annual membership dues shall be determined upon recommendation of the officers of the NTMCA and by the majority vote of members voting at a regular meeting of the NTMCA. Dues shall be collected on the fiscal year.

Section 2. Additional fees may be assessed from time to time as needed and approved by a majority vote of a quorum of members assembled in regular meetings.

ARTICLE X – MISCELLANEOUS

Section 1. The fiscal year of the NTMCA shall begin on the 1st day of October and end on the 30th day of September each year.

Section 2. A budget shall be prepared for the upcoming fiscal year by the current-year Treasurer and the budget committee. The budget shall be presented to the incoming officers for consideration at least two months proceeding the new fiscal year. The President shall present the budget before the membership for approval prior to the beginning of the new fiscal year.

Section 3. All voting shall be done by raising of the right hand for counting or by stating aye or nay.

Section 4. The rules of procedure shall be governed by Robert's Rules of Order.

Section 5. The President of the NTMCA Board shall appoint members to serve on the following committees to serve the NTMCA, as well as additional committees as needed:

- A. Nominating Committee for Officers (nominate officers for consideration by the membership for the upcoming year)
- B. City Secretary of the Year Nominating Committee (nominate City Secretary of the Year)
- C. Holiday Celebration Committee (plan, coordinate and host the Holiday party)
- D. Membership Committee (develop membership drives and rallies; communicate with Treasurer to see which municipal clerks have not renewed their membership)
- E. Alyce Deering Scholarship Fund Committee (accept, review, and approve/deny scholarship requests)
- F. Bylaws Review Committee (review and make recommendations on amendments to the bylaws of the NTMCA)

- G. Technology/Communications Committee (review, recommend changes and update the NTMCA website; maintain communication with members regarding matter of interest and importance; develop outreach programs)
- H. Professional Seminar Committee (plan, coordinate and host the professional seminar)
- I. Budget Committee (assist the Treasurer in the preparation and presentation of the upcoming fiscal year budget)

Section 6. Any member of a committee may be removed by the President of the NTMCA Board whenever, in its judgment, the best interest of the NTMCA would be served.

ARTICLE XI – BYLAWS

Section 1. Bylaws. The membership shall adopt bylaws for the purpose of governing the conduct of its meetings by a majority vote at a regular meeting of the NTMCA.

Section 2. Amendments. These bylaws may be amended at any regular meeting at which a quorum is present, by a two-thirds vote of all members present, provided notice of such proposed amendment(s) shall have been sent to each member at least ten days prior to such meeting.

Section 3. Biennial Review. The Bylaws Review Committee shall review the bylaws and make a recommendation on amendments to the membership at least once every two years.

ARTICLE XIII – ADOPTION

We, the undersigned, hereby certify that the original bylaws for the NTMCA were duly adopted by the members at the meeting on the 12th day of August 1987.

Beth Davis, President

Pat Evans, Secretary

Bylaws Committee:

Kay Rainey, Chair; Linda Tidwell; Shirley Armstrong; Sheila Stephens; Carolyn Jones

PASSED AND APPROVED THIS 12TH DAY OF AUGUST 1987, AT IRVING, TEXAS.

AMENDED OCTOBER 9, 1991

AMENDED NOVEMBER 11, 1998

AMENDED SEPTEMBER 13, 2001

AMENDED NOVEMBER 9, 2005

AMENDED OCTOBER 17, 2007

AMENDED SEPTEMBER 9, 2009

AMENDED SEPTEMBER 14, 2011