

SOUTHEAST MISSOURI CITY CLERKS
AND
FINANCE OFFICERS ASSOCIATION

BY-LAWS

The name of the Association shall be “SEMO Chapter of the Missouri City Clerks and Finance Officers Association.”

ARTICLE II: PURPOSE

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

1. Promoting and developing the Association as an agency for the vocational benefit of Municipal Clerks, Finance Officers and/or other officials or persons with the same or similar powers and duties.
2. Promoting a better understanding by the office holder of his/her official duties, obligations and responsibilities.
3. Urging Association members to be active participants in this association and the Missouri City Clerks and Finance Officers Association.
4. Promoting the cause of good government in municipalities by performing services which may best meet the interest and needs of the public.
5. Promoting good public relations through Southeast Missouri to better communicate the needs of municipalities of the general public.

ARTICLE III: MEMBERSHIP

Active Members

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

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Associate Members

1. Representative of business, public utility corporation, education institution and governmental agencies interested in the welfare of this Association. Associate Members do not have voting privileges.

Life Members

1. Municipal Clerks and Finance Officers who served in that capacity for at least ten (10) years and held Active Memberships at the time of their retirement are eligible for Life Membership.

ARTICLE IV: OFFICERS

The Officers of the Association shall be: the President, the Vice President, the Secretary, the Treasurer, and the Director. Officers are to be elected and sworn in at the last meeting of the calendar year meeting, and shall immediately assume their duties. The out-going President shall swear in the newly elected officers. If the President is serving an additional term, the Division Director will swear in the President first, and then the President will swear in the rest of the officers.

Only persons holding Active Membership shall be eligible to hold office in the Association and shall serve without remuneration.

Term of Office for each Officer shall be for a term of one (1) year, effective from the date they are sworn in each year.

ARTICLE V: POWER OR DUTIES OF OFFICERS AND DIRECTOR

PRESIDENT: The President shall

- A. Preside at all Association meetings;
- B. Exercise and direct all administrative activities of the Association;
- C. Appoint members to standing and special committees;
- D. The President shall, except as otherwise provided, be an ex-officio member of all committees.
- E. Send meeting notices to all Association members.

VICE-PRESIDENT: The Vice President shall

- A. Perform any administrative duties assigned by the President;
- B. In the absence of the President, preside at the meetings and perform the duties of President;

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- C. Shall automatically become President for the unexpired term in the event of the resignation or death of the President.

SECRETARY: The Secretary shall

- A. Keep proper records of all administrative action of the Association;
- B. Prepare the minutes of all Association meetings within 30 days of the meeting and forward to the President for review and distribution to the Association members;
- C. Conduct correspondence for the Association.
- D. Shall prepare the Oaths of Office for the Officers of the Association for the swearing in of officers

TREASURER: The Treasurer shall

- A. Collect annual membership dues and special assessments;
- B. Have custody of and be responsible for all Association dues;
- C. Handle all banking transactions;
- D. Pay all approved Association bills and invoices;
- E. Submit treasurer's report at Quarterly Meeting
- F. Prepare a written financial report to be submitted to and approved by the membership at each meeting of the Association.

DIRECTOR: The Director shall:

- A. Represent the Southeast Division at all Missouri City Clerks and Finance Officers Association Executive Board Meetings.
- B. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.
- C. Serve a term of two years, with said term running from May 1 until April 30.
- D. Submit quarter report to be published in the Missouri City Clerks and Finance Officers Association Quarterly Newsletter.

ARTICLE VI: MEETINGS

The regular meetings of this Association shall be held four times per year at such time, date and place as decided by the Association Members, effective August 17, 2017.

Special meetings of the Association may be called by the President whenever he/she deems the meetings to be necessary and advisable.

ARTICLE VII: QUORUM

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A minimum of five Active Members shall constitute a quorum for the purpose of transacting business at a regular or special meeting.

Each Active Member who is present at a regular or special meeting shall have one vote.

Passage or defeat of a motion placed before the members shall be by majority vote of the Active Members present.

ARTICLE VIII: DUES

ACTIVE MEMBERS:

Annual dues shall be \$15.00 per year (\$5.00 to be used for education).

ASSOCIATE MEMBERS:

Annual dues shall be \$15.00 per year.

LIFE MEMBERS:

No annual dues.

ARTICLE IX: ASSOCIATION BUSINESS

APPROVAL OF MINUTES:

The minutes of the regular and special meetings shall be presented to the members for approval at the next succeeding regular meeting. The minutes may be presented to the members without a reading; however, if copies are not so provided, then the minutes shall be read in full before the members shall vote on its approval.

COMMITTEES:

All committees shall be appointed by the President at the first meeting of the calendar year and shall immediately assume their dues.

All committees shall consist of at least two (2) Active Members and no more than seven (7) Active Members. The President shall name the chairperson at the time of committee appointments. The Chair shall vote only in the event of a tie.

The Standing Committees are listed below, but not limited to those Committees names. The President has full authority to create any committee as he/she deems necessary.

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NOMINATING COMMITTEE - Nominations to be brought forth for vote at the last meeting of the calendar year. Any individual nominated must be an Active Member with dues paid.

BY-LAWS COMMITTEE – Committee reviews the bylaws for potential problems or changes. Recommendations submitted to the full membership for approval at the last meeting of the calendar year.

MEMBERSHIP COMMITTEE – Report due at each quarterly meeting. 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 and bringing ideas to the table for recruitment

PROGRAM COMMITTEE – Committee plans, coordinates, and implements the programs and/or training sessions for all division meetings. Committee submits subject of the program to the President at least two weeks prior to the quarterly meeting.

OVERSIGHT COMMITTEE – One member of the Southeast Division is appointed to the Missouri City Clerks and Finance Officers Association’s Oversight Committee. This committee is responsible for verifying that the Association is receiving services from the University as outlined in the approved contract.

PUBLIC RELATIONS COMMITTEE – Two members of the Southeast Division shall be appointed to the Missouri City Clerks and Finance Officers Association’s Public Relations Committee. These individuals are responsible for attending Board or Council meetings within their Division to present City Clerks with their certification designation in the presence of the elected officials.

ARTICLE X: AMENDMENTS

New Association By-Laws may be changed or amended at any regular or special meeting of the association, by a two-thirds (2/3) majority vote of the active members present.

Revised By-Laws or Amendments shall be in full force and effect from and after the date of its passage.

s/ Tracy Prost
President

ATTEST:

s/Tracey Nelson
Secretary

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ADOPTED THIS 11TH DAY OF DECEMBER, 1986
AMENDED THIS 8TH DAY OF MARCH, 1990
AMENDED THIS 4TH DAY OF DECEMBER, 1998
AMENDED THIS 5TH DAY OF FEBRUARY, 1999
AMENDED THIS 5TH DAY OF DECEMBER, 2003
AMENDED THIS 6TH DAY OF MAY, 2005
AMENDED THIS 2ND DAY OF FEBRUARY, 2007
AMENDED THIS 5TH DAY OF FEBRUARY, 2008
AMENDED THIS 14TH DAY OF DECEMBER, 2009
AMENDED THIS 16TH DAY OF NOVEMBER, 2017