

**CENTRAL MISSOURI
CITY CLERKS AND FINANCE OFFICERS ASSOCIATION**



MoCCFOA

CONSTITUTION AND BY-LAWS

ARTICLE I NAME

The name of the organization shall be the Central Missouri City Clerks and Finance Officers Association.

ARTICLE II PURPOSE

Section 1. To cooperate with the Missouri City Clerks and Finance Officers Association and the Missouri Municipal League in carrying out and promoting the purposes set forth in their respective constitutions and by-laws.

Section 2. To promote other objective of mutual interest to municipal government in order to achieve success in efficiency and service to citizens of our respective political subdivision.

ARTICLE III MEMBERSHIP

Section 1. **ACTIVE MEMBERSHIP** may be held in this organization by any city clerk, deputy city clerk, or accounting or finance officer or person serving in a similar capacity, whether elective or appointive, in a political subdivision of the State of Missouri with a dues paying. Active members shall be entitled to hold office and vote on all matters requiring a vote of the membership, as set forth in the by-laws.

Section 2. **ASSOCIATE MEMBERSHIP** may be held in the organization by any person and sustaining membership by any firm or organization not eligible for active membership but who may be interested in the principles and practices of government, and who subscribe to the purposes of the organization. Associate members shall not be entitles to hold office nor vote.

Section 3. **LIFE MEMBERSHIP** may be held by municipal clerks and finance officers holding active membership prior to their retirement from their respective municipalities. Life members may serve on committees, make motions and vote but will not be required to pay dues.

ARTICLE IV DUES

Annual dues, payable by the February meeting, shall be \$15.00 for active and \$15.00 for associate membership, and \$15.00 for sustaining membership. No annual dues shall be assessed for life membership.

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 the Active Member.

Exception: Any current paid membership may transfer with the Active Member to a new city upon documentation being provided to the Central Division Treasurer that such dues were paid personally by the Active Member with no subsequent reimbursement by said city.

ARTICLE V OFFICERS AND COMMITTEES

Section 1. The officers of this organization shall include: president; vice-president; secretary; and treasurer. All officers shall be elected annually in February with offices to be assumed immediately following the February meeting. They shall hold office for two years or until their successors are elected, and shall serve without remuneration.

Section 2. No person shall hold office unless he/she shall be an active member of the Central Missouri Clerks and Finance Officers Association.

Section 3. Nomination for office shall be made by a nominating committee of three active members appointed by the president at the November meeting.

Section 4. Any vacancy, except that of president, may be filled by any member nominated and receiving a majority vote of the members present at regular or special meeting and shall serve the remainder of the term.

Section 5. The duties of the respective officers shall be as follows:

President:

1. The President shall preside at all duly called meetings of the Association.
2. Shall appoint all committees as needed to carry out the goals, objectives, and programs of the Association.
3. Shall call special meetings as provided in Article IV.
4. Shall perform all other duties pertaining to this office, as enacted by the

membership to the Association.

5. Shall serve as the representative of the Association in affiliation with the Missouri city clerks and finance officers Association.

Vice-President:

1. The Vice-President shall, in the absence of, or at the express request of the president, preside and perform the duties thereof, and, at all times, render assistance to the president.

2. Shall automatically become the president of the unexpired term, in the event of resignation or death of the president.

3. Shall assist the president with program planning and execution for all of the Association's meetings.

Secretary:

1. The Secretary shall keep a permanent type record of all business meetings of the Association, noting all actions taken.

2. Shall publish and distribute to all members in good standing copies of the proceedings of each business meeting of the Association.

3. Shall prepare and mail notices of all meetings to members in good standing at least 10 days in advance of the date of the meeting.

4. Shall keep and maintain a list of all committees, and a list of the standing and special rules adopted by the Association, as well as a currently posted copy of the Association's constitution & by-laws.

5. Shall, in the absence of the president and vice-president, call the meeting to order and proceed with the election of a temporary chairman pro-tem.

6. Shall conduct the correspondence for the Association.

Treasurer:

1. The Treasurer shall send annual statements and reminder of dues payable to all members of the Association.

2. Shall collect all dues receivable by the Association, account for, and make a record of such monetary amounts, and prepare a report to be presented at the regular business meetings of the Association.

3. Shall receive, pay and account for all bills payable.

Division Director:

1. The Division Director shall be elected to the Missouri City Clerks and Finance Officers Association in even numbered years for a term of two (2) years. The term of office shall be from May 1 to April 30. The president shall solicit statements of interest at the November meeting in odd numbered years with an election to be held at the February meeting in even numbered years.

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 Missouri City Clerks and Finance Officers Spring Institute and be an active member in good standing of the division they represent for a minimum of two (2) years.

Committees:

Section 1. The president shall appoint all committees as needed to carry out the goals, objectives, and programs of the Association.

**ARTICLE VI
MEETINGS**

Section 1. Robert's rules of order, revised shall govern the proceedings of the meetings in all cases except where they are in conflict with the constitution and by-laws.

Section 2. The organization shall hold not less than four meetings per year on the third Wednesday in February, June, August, and November.

Section 3. Special meetings may be held after suitable notice of at least five days in advance.

Section 4. The organization is permitted to reimburse a speaker for mileage not to exceed 100 miles, one time per year at the IRS rate.

**ARTICLE VII
AMENDMENTS**

This constitution and by-laws may be amended at any regular meeting or special meeting of the organization by a two-thirds vote of the active members present, providing that written notice of proposed amendment has been sent to all active members at least thirty (30) days before the meeting.



ADOPTED FEBRUARY, 1983

Revised February 1999
Revised June 2003
Revised November 2004
Revised June 2005
Revised November 2006
Revised June, 2009
Revised November, 2011
Revised June, 2015
Revised November, 2016