

CONSTITUTION AND BY-LAWS

WESTERN MISSOURI CITY CLERKS AND FINANCE OFFICERS ASSOCIATION

ARTICLE I -- NAME

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

ARTICLE II --PURPOSE

Section 1. To cooperate with the Missouri City Clerks and Finance Officers Association in carrying out and promoting the purposes set forth in its constitution and by-laws.

Section 2. To promote other objectives of mutual interest to all Municipal Officers.

ARTICLE III -- MEMBERSHIP

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

Section 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. Members of a municipal governing body are not eligible unless they also hold the office of clerk, finance officer, or other such official with similar powers or duties in that or another municipality.

Section 2. Life Member

Municipal Clerks and Finance officers who served in that capacity at least ten (10) years and held active membership in the Associations for at least ten (10) years from end of active professional service. Upon renewed employment in municipal service, the member shall be reinstated to active member status.

Section 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. Upon renewed employment in municipal service, the member shall be reinstated to active member status.

Section 4. Associate Member

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

Section 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.

Section 6. The association's membership year is January 1 through December 31.

ARTICLE IV --DUES

Section 1. Annual dues shall be:

Active membership	\$10.00
Life membership	NONE
Affiliate membership	\$25.00
Associate membership	\$35.00
Honorary membership	NONE

Dues shall be payable by January 1 of each year. Any membership for which payment of dues is not received by March 31 shall be considered as having lapsed (*such date being effective the first full membership year following amendment of the Bylaws*). A notice of the change in membership status may be sent to the delinquent member by the Association.

ARTICLE V -- OFFICERS AND COMMITTEES

Section 1. The officers of the Association shall include: President, Vice-President, Secretary, and Treasurer.

Section 2. The term of office shall be one year, or until a successor has been elected.

Section 3. All officers shall be elected in the last quarter of the membership year and take office at the first meeting in the next membership year, held after January 1.

Section 4. No person shall hold office unless he or she is an active member of the Association and shall serve without remuneration.

Section 5. Nomination for office shall be made by a Nominating Committee composed of at least three members of the Association appointed by the President by July 31. Nothing in this Section shall prevent the nomination of additional persons from the floor at the election, which is to occur within the last quarter of the membership year.

Section 6. Any vacancy, except President, shall be filled by a majority vote of the members present at a regular meeting and the appointee shall serve the remainder of the term.

Section 7. The Board shall be comprised of the President, Vice-President, Secretary, and Treasurer.

Section 8. The duties of the respective officers shall be as follows:

THE PRESIDENT:

1. 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 by Article VI.
4. Shall perform all other duties pertaining to this office as enacted by the Membership of the Association.

THE VICE-PRESIDENT:

1. Shall, in the absence of, or at the expressed request of the President, preside and perform the duties thereof, and, at all times, render assistance to the President.
2. Shall automatically become President for the unexpired term, in the event of the resignation or death of the President.
3. Shall assist the President and Education Committee with program planning and execution for all of the Association's meetings.

THE SECRETARY:

1. Shall keep a permanent record of all Business Meetings of the Association and Special Meetings of the Board, 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 Constitution and Bylaws.
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 process the correspondence for the Association.

THE TREASURER:

1. Shall send annual statements and reminder of dues payable to all members of the Association before January 1.
2. Shall supply members with completely executed membership cards as requested.
3. Shall collect all dues receivable by the Association, account for, and make a record of such monetary amounts, and prepare and present a Bi-Monthly Financial Report at the Bi-Monthly Business Meetings of the Association.
4. Shall receive, pay and account for all bills payable.
5. Shall promptly deliver all records of the office to successor to allow dues statements to be sent in a timely manner.

DIVISION DIRECTOR – MISSOURI CITY CLERKS & FINANCE OFFICERS ASSOCIATION

Unless otherwise established by the Missouri City Clerks & Finance Officers Association (State Association), the Division Director shall be elected in odd-numbered years for a two-year term, beginning May 1 and expiring on April 30. The President shall notify the membership of the period and manner in which Division Director Statements of Interest may be submitted. Prior to the annual business meeting of the Missouri City Clerks & Finance Officers Association (State Association), for years in which the Division Director term of office expires, but not later than January of that year, the name of a Western Division member in good-standing and meeting the State Association qualifications for such position, shall be forwarded to the Nominating Committee of the State Association to be added as a nominee to the slate for Western Division Director of the State Association. The member whose name is placed in nomination shall be recommended by a majority vote of the members present at the Division meeting.

COMMITTEES – MISSOURI CITY CLERKS & FINANCE OFFICERS ASSOCIATION

Division recommendation or selection of a member for any State Association Committee, on which Western Division representation is to be so designated, shall be voted upon by a majority of the membership in attendance at the first meeting of the Division allowing timely submission of the name or names to the State Association.

COMMITTEES:

Section 1. The President shall appoint all committees as needed to carry out the goals, objectives, and programs of the Association, except as set forth in Section 5 under "Officers", relative to the Nominating Committee.

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

Audit: The committee shall audit the financial records of the Association on an annual basis and report its findings at a regular meeting of the Association.

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

Education: The committee shall plan, coordinate and implement educational sessions and presentations for the Association's general business meetings in cooperation with the Vice President.

Hospitality/Public Relations Committee: The committee shall send appropriate greetings or other acknowledgement on behalf of the association to members in recognition of life events. The committee shall also work with the State Public Relations Committee to present City Clerk's with their certification designation in the presence of their elected officials.

Membership: The committee shall contact new clerks and clerks that are not members and encourage them to join the association by giving them information about the benefits of membership.

IIMC and GFOA: The committees shall report on the activities of the respective related associations (International Institute of Municipal Clerks and the Government Finance Officers Association).

Scholarship: The committee shall advertise for, review and award approved scholarships to qualified applicants to attend the Missouri City Clerks and Finance Officers Association Spring Institute.

Oversight Committee: The state committee comprised of one representative from each division, which shall be nominated and voted on at the March Western Division meeting and submitted to the State President by May 1st of each year. The committee oversees services from the University as outlined in the approved contract and audits University's accounting of revenues and expenditures.

Section 2. The President shall designate the Chairman of each committee.

Section 3. The Chairmen shall be responsible for calling meetings and directing committee activities.

Section 4. 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.

Section 5. Reports - Committee reports shall be made as called for by the President. The reports may be oral or written at the President's discretion.

ARTICLE VI -- MEETINGS

Section 1. The Association shall hold five business meetings per year, at a time and place to be designated by the membership. A written notice shall be mailed to each member by the Secretary, at least ten days in advance of every regular meeting.

Section 2. Special Meetings of the Association may be called by the President by written notice received at least five days in advance. 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.

Section 3. Twelve (12) members of the Division shall constitute a quorum for any regular or special meeting. Associate members shall not be counted as part of the quorum nor shall Associate members be qualified as voting members.

ARTICLE VII -- AMENDMENTS

Section 1. The Constitution and By-laws may be amended at any regular or special meeting of the Association by a two-thirds vote of the active members present, provided a copy of the proposed amendment has been sent to all active members at least 30 days before the meeting.

Section 2. These Revised By-laws or Amendments shall be in full force and in effect from and after their passage.

ADOPTED THIS 17th DAY OF NOVEMBER, 1982
AMENDED THIS 18th DAY OF JULY, 1984
AMENDED THIS 4th DAY OF NOVEMBER, 1987
AMENDED THIS 15th DAY OF NOVEMBER, 1995
AMENDED THIS 21st DAY OF JANUARY, 1998
AMENDED THIS 15th DAY OF NOVEMBER, 2000
AMENDED THIS 19th DAY OF NOVEMBER, 2003
AMENDED THIS 13th DAY OF NOVEMBER, 2006
AMENDED THIS 13th DAY OF MARCH, 2007
AMENDED THIS 11th DAY OF MARCH, 2008
AMENDED THIS 17th DAY OF JUNE, 2009
AMENDED THIS 18th DAY OF NOVEMBER, 2009
AMENDED THIS 15th DAY OF JUNE, 2011
AMENDED THIS 27th DAY OF OCTOBER, 2011
AMENDED THIS 20th DAY OF AUGUST, 2014
AMENDED THIS 16th DAY OF AUGUST, 2017
AMENDED THIS DAY OF 17TH JANUARY, 2018
AMENDED THIS DAY OF 20TH JUNE, 2018
AMENDED THIS DAY OF 15TH AUGUST, 2018

STANDING RULES

RULE #1 – Scholarship Program

The purpose of the Scholarship Program is to encourage professionalism of Western Division 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 the Missouri City Clerks and Finance Officers Association Spring Institute.

The Western Division MoCCFOA will award one scholarship for the Annual Spring Institute. The Scholarship to be awarded will be known as the “Cheri Middaugh Scholarship”. The scholarship may be given to a first time attendee, return attendee, and may be given to the same person more than one year if the need is proven. Applications must be submitted and reviewed on a year-to-year basis.

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

The Executive Board and general membership may, from time to time, consider granting additional scholarships as deemed necessary. Criteria for eligibility and guidelines for selecting scholarship recipients shall generally follow those listed below for the Cheri Middaugh Scholarship.

Criteria for Eligibility:

1. Applicant must be a member in good standing of the Western Division Missouri City Clerks and Finance Officers Association. Membership fee based on the annual dues schedule may accompany the application if applicant is not already a member.
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 December 5.
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 and participating in a continuing education program.

The Scholarship Chairman:

1. Shall send information for publication by the State Association and to the MML to include in its publication.
2. Shall send the MOCCFOA guidelines for scholarship and the application to all members of the Western Division.
3. Shall send the applications received to all of the members of the scholarship committee and schedule a date to meet by mail, fax or email to determine the recipients.
4. Shall notify the applicant, MSU, and Western Division President and Treasurer of the scholarship recipient immediately following award.

RULE #2 – Recognition of Members

To honor a member leaving municipal service, the Hospitality Committee may use Association funds for purchase of a gift or gift card, providing:

1. the member being recognized is an active member of this Association at the time of separation and has been in municipal service for a minimum of ten (10) years;
2. the cost of the gift or gift card does not exceed twenty-five dollars (\$25.00);
3. gift or gift card purchases exceeding the limits set out in Rule #2 may be made if included in the budget approved by the membership; or with the prior authorization of the Executive Board, provided sufficient funds are available; and
4. the Committee notifies the President in advance and provides appropriate receipts to the Treasurer for any gift or gift card purchases.

RULE #3 – Nonpayment to Division; Procedure

When full payment is not received and, after the treasurer first attempting to collect any outstanding balance, a written request for payment will be issued over the signature of the division president. Any division bank account fees resulting from insufficient funds' or account closed checks or other improper payment to the division will be added to the amount due to the division and identified in written correspondence demanding payment.

RULE #4 – Meeting reservations

Any individual making reservations to attend a division meeting is agreeing to timely payment of the announced cost. Individuals not canceling a reservation before the deadline stated in the notice of meeting will be responsible for reimbursing the cost (of the meal, etc.) to the division, regardless of attendance. Collection of the payment is to be handled as stated in the Standing Rules.

RULE #5 – Nominations, Letter of Interest, & Procedure

Upon appointment by the Division President, the Nominating Committee shall accept letters of interest from eligible Division members to be considered for the slate of officers. Letters of interest received by the Nominating Committee no later than September 1, shall be considered in putting together the slate of officers for the annual election. A letter of interest should include the following: the office for which the individual wishes to be nominated; a declaration that the individual is a Division member, eligible and qualified to serve in the office being sought; and a declaration that, if nominated, the member is willing to be considered for the office and, if elected, is able to serve. Additional statements regarding the individual's interest in serving as an officer may be included in the letter of interest.