

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

**LAST AMENDED MARCH 2023**

**ARTICLE I: NAME**

The name of this organization shall be “Missouri City Clerk and Finance Officers Association” and it shall be known as the “Missouri CCFOA or MoCCFOA.”

**ARTICLE II: LOGO**

The logo of the Missouri City Clerks and Finance Officers Association shall be substantially in the form as designed and approved by the members of the Association.

**ARTICLE III: PURPOSE**

The Missouri City Clerks and Finance Officers Association shall operate pursuant to said Bylaws in conjunction with its established Rules of Procedures. The purpose of the Association shall be to promote the general welfare of the municipalities and to strive toward ever improving administrative techniques used in the operation of municipal governments by:

1. Cooperating with the Missouri Municipal League in carrying out the purposes set forth in the League’s Constitution and Bylaws.
2. Promoting and developing the Association as an agency for the professional benefit of Municipal Clerks, Finance Officers and other officials or persons with the same and similar powers and duties.
3. Establishing and improving methods and procedures in governmental record keeping and finance in Missouri as developed and recommended by the International Institute of Municipal Clerks, the Government Finance Officers Association and other recognized authorities in the field of municipal administration.
4. Developing a better understanding by the members of their duties, obligations and responsibilities.
5. Promoting mutual cooperation and assistance between municipal officials and all other persons involved in governmental administration.

6. Promoting the cause of good government in municipalities by performing services which may best meet the interests and needs of the public as efficiently and effectively as possible.

#### **ARTICLE IV: MEMBERSHIP**

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

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.

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

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.

4. Associate Member

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

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.

## **ARTICLE V: DUES**

The fiscal and membership year of the Association shall be May 1 through April 30. Dues shall be payable by June 1 of each year in the amount set forth herein:

1. Active Member – Based upon the population of the member’s municipality as established by the most recent federal census, the annual dues shall be as follows:

| <u>POPULATION</u> | <u>AMOUNT OF DUES</u> |
|-------------------|-----------------------|
| Less than 10,000  | \$25.00               |
| 10,000 – 30,000   | \$35.00               |
| Over 30,000       | \$50.00               |

When there is more than one (1) Active Member from a municipality, a fee of \$15.00 per year shall be paid for each additional member.

2. Life Member – No annual dues shall be assessed
3. Affiliate Member – \$25.00 annually
4. Associate Member – \$35.00 annually
5. Honorary Member – No annual dues shall be assessed

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

If a member has not paid their dues by November 1, written notification shall be sent to him/her by the Treasurer and if payment is not then made within thirty (30) days, the member shall be suspended from the Association including suspended access from the website and listserv.

Upon written request received, the Treasurer may, with the advice and consent of the Officers, waive the dues equivalent to a one year membership, for members whose cities have experienced a disaster. As referenced herein, disaster is defined as any event for

which the State or Federal government issued a formal disaster declaration including the city, for the period of May 1 of the previous membership year through October 1 of the current membership year. Such waiver, if granted, shall be noted in the official record of membership for the membership year to which it pertains. Any action by the Treasurer in waiving membership dues as provided in this section shall be submitted for ratification by the Executive Board at its next meeting.

## **ARTICLE VI: PRIVILEGES OF MEMBERSHIP AND CERTIFICATION OPTIONS**

### **Division 1. Membership**

#### Active Member

- Attend all meetings
- Attend all training/educational sessions
- Speak at all meetings
- Serve on Committees
- Serve as Chair of Committees
- Hold Officer position
- Serve as Division Director
- Receive Association Newsletter
- Make motions and vote at meetings
- Have Access to Website/Discussion Forums

#### Life Member

- Attend all meetings
- Attend all training/educational sessions
- Speak at all meetings
- Receive Association Newsletter (by request only)
- Access to Website Life Member Discussion Group

#### Affiliate Member

- Attend all meetings
- Attend all training/educational sessions
- Speak at all meetings
- Receive Association Newsletter (by request only)

#### Associate Member

- Attend all meetings
- Attend all training/education sessions as an observer (no speaking privileges unless called upon)
- Receive Association Newsletter

#### Honorary Member

- Attend all meetings
- Speak at all meetings
- Attend all training/educational sessions (no speaking privileges unless called upon)

- upon)
- Serve on Committees
- Receive Association Newsletter (by request only)

## **Division 2. Certification**

1. The Missouri City Clerks and Finance Officers Association shall maintain a certification program.
2. The educational hours of members shall be managed by the Associations' Education Director, contracted through an accredited university.
3. The Certification Commission shall review and approve all applications for certification.
4. Levels of certification shall be:
  - Missouri Registered City Clerk (MRCC)
  - Missouri Registered City Clerk – Continuing (MRCC-C)
  - Missouri Registered City Clerk – Sustaining (MRCC-S)
  - Missouri Professional City Clerk (MPCC)

## **ARTICLE VII: OFFICERS, DIRECTORS, EXECUTIVE BOARD, IIMC AND MML DIRECTORS**

All Officers and Directors shall be Active Members of the Association during their full term of office and shall serve without remuneration.

### **Officers**

The officers of the Association shall be: President, President-Elect, Secretary and Treasurer. The term of office shall be one (1) year. Term of office shall be from May 1 through April 30. All officers shall have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation. The Officers shall have completed at least one (1) of the following: Attended at least four (4) MoCCFOA Spring Institutes; Be or have been an officer in a local Division; and/or Previously held the position of Director. Candidates for the position of Treasurer are required to have served at least one (1) year on the Budget Committee.

If for any reason an Officer of the Association cannot fulfill their duties, the Executive Board can vote, by a minimum two-thirds (2/3) majority, to take action. These actions can include but are not limited to, temporary replacement of office, issuing a letter of reprimand, or permanent removal from office, if deemed necessary. If removal from office

is deemed necessary, the immediate past president or another appropriate member of the Association would be asked to serve until an election for said position could be held.

## **Directors**

There shall be one (1) Director from each of the following nine (9) geographic areas of the State: Northeast, Eastern, Southeast, Central, South Central, Northwest, Western, Southwest, and East Central; each serving a term of two (2) years. Terms of office shall be from May 1 until April 30. 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 (1) Spring Institute and be an active member of the division they represent for a minimum of two (2) years.

Following is the schedule for elections of Directors by Division:

### Even Years:

|              |              |
|--------------|--------------|
| Central      | Northwestern |
| East Central | Southeast    |
| Eastern      |              |

### Odd Years:

|               |           |
|---------------|-----------|
| Northeast     | Southwest |
| South Central | Western   |

If for any reason a Director of the Association cannot fulfill their duties, the Executive Board can vote, by a minimum two-thirds (2/3) majority, to take action. These actions can include but are not limited to, temporary replacement of office, issuing a letter of reprimand, or permanent removal from office, if deemed necessary.

In the event of a vacancy of a Division Director, due to resignation or lack of an appointee, the President of that Division shall serve as interim Division Director until a successor can be appointed by the Division members. An interim Division Director shall not be required to meet the requirements of Article VII of the Bylaws.

## **Executive Board**

The Executive Board shall consist of the four (4) elected officers, nine (9) Directors and the Immediate Past President. Active Past Presidents shall serve as ex-officio members of the Executive Board.

## **MML Director**

There shall be one (1) Director elected by the membership to serve up to two (2), two (2)-year terms.

### **IIMC Director**

There shall be one (1) Director elected by the membership to serve a three (3)-year term on a rotating basis with the other Region VII states – Illinois and Kansas.

## **ARTICLE VIII: MEETINGS AND QUORUMS**

The Association shall hold two (2) regular business meetings per year, one (1) in the Spring and one (1) in the Fall, at a time and place to be designated by the Executive Board. Notice shall be emailed to each member by the Secretary at least thirty (30) days in advance of each regular meeting. If a member has specified on the dues notice or by telephone to the Secretary that said member does not have email, the notice will be mailed. Thirty-five (35) members of the Association shall constitute a quorum.

The Executive Board shall meet at least twice a year in conjunction with the regular meetings of the Association. Eight (8) members of the Executive Board shall constitute a quorum, provided at least two (2) officers are present.

- Special Meetings of the Association or Executive Board may be called by the President or by three (3) members of the Executive Board, provided written notice is received by the members at least fifteen (15) days in advance. Upon annual approval by each Board member, notification of Executive Board meetings via email to those members, shall qualify as written notice. 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. Special meetings of the Executive Board are permitted to be held electronically or via telephone.
- Emergency meetings of the Executive Board may be called by the President or by three (3) members with no less than twenty-four (24) hour notice. The emergency meetings of the Executive board are permitted to be held electronically or via telephone.

## **ARTICLE IX: NOMINATIONS AND ELECTIONS**

The Nominating Committee shall consist of ten (10) members, one Director from each Division and a Chairperson, designated by the President, who shall be someone other than the Directors and shall be a non-voting member of the Committee. The President

shall designate the Chairperson, prior to the Officers and Committees Retreat. This committee usually meets by email. If a Division Director files a Statement of Interest to be an officer of the Association, his/her division will appoint a member meeting the qualifications for Division Director to serve as that division's voting member of the Nominating Committee.

**The Nominating Committee shall:**

1. Solicit nominations and letters of interest from the membership of active members, with at least the MRCC/CMC designation, for the positions of President-Elect, Secretary, and Treasurer; a letter of interest is only needed for the position of President in the event the President-Elect is unable to serve.
2. Accept and review nominations from members. Nominations without applications may also be accepted.
3. Notify all candidates of the results of the final slate of officers being nominated to the Board before the Spring Institute. Verify qualifications and assure nominee is willing to serve.
4. Nominate at least one (1) person who has consented to serve, if elected, for each office to be filled.
5. Provide the President with their report to be included in the notice of meeting sent to the members prior to the Spring meeting.

Nominations may be made from the floor provided the consent of the nominee has been obtained and the nominee has attained at least the MRCC/CMC designation.

The election of Officers and Directors shall take place during the regular Association meeting held in the Spring.

**ARTICLE X: COMMITTEES**

The President shall appoint all committees needed for the effective execution of the programs of the Association, except as set forth in Article IX of the Bylaws, relative to the Nominating Committee.

All Committee Chairs are to be selected by the President of the Association, unless otherwise noted in the Bylaws. Each committee chair shall complete a transition memo and send it to the Executive Board no later than April 30. If for any reason, the

Chairperson of a Committee cannot fulfill their duties, the President can replace the Chairperson, if deemed necessary.

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

**Audit:** The Audit Committee is responsible for making sure all monies received are properly recorded and deposited, all expenditures are accurate and properly recorded, bank statements are reconciled with the treasurer's records, appropriate bonding for all officers and assuring that all financial records are kept in a neat and orderly manner.

The Audit Committee shall perform quarterly reconciliation of the Association's bank statements to assure accurate record keeping and submit said report to the Executive Board within thirty (30) days of the end of the quarter.

**Budget and Finance:** Chaired by the MoCCFOA Treasurer, duties consist of preparing a balanced budget for the next fiscal year that runs from May 1 through April 30. The completed budget is submitted to the President with a written statement. At the Spring Institute, the proposed budget is submitted to the members for approval.

**Bylaws and Rules of Procedures:** The objective of this committee is to review the bylaws and Rules of Procedures for potential problems or changes. Recommendations for Bylaws are submitted to the full membership for approval. Recommendations for Rules of Procedures are submitted to the Executive Board. The approved amendments are presented to the Members at the next meeting.

**Certification:** The Certification Committee is a stand-alone committee consisting of clerks with a minimum of MRCC-Continuing designation and a minimum of five (5) years of service in the organization. Members must have served either on the Education Committee or Executive Board prior to appointment to the committee. The committee shall consist of seven (7) members, one of which shall serve as the Committee Chair and must be a Missouri Professional City Clerk (MPCC); each serving a term of three (3) years.

The role of the Certification Committee is to review and approve applications and award certification.

**Education:** This committee shall plan, coordinate and implement the training sessions for the MoCCFOA at the annual Spring Institute, the Fall MML Conference, the Fall Regional Conference and Region VII Conferences, in conjunction with the liaisons from the Missouri Municipal League and an IIMC-approved university.

**Historian Committee:** Responsible for all historical records of the Association. This committee shall obtain articles and/or pictures regarding the organization and its members and keep records of minutes and other hard copy documents as appropriate.

**Membership:** This 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. The committee works with the Treasurer to track non-renewals, retiree replacements and encourages them to renew their membership. They maintain a comprehensive list of all cities in Missouri and work with the Division Directors to contact non-member cities, city clerks and other eligible employees and invite them to join MoCCFOA.

**Mentoring:** The objective of this committee is to welcome, give assistance and mentor new city clerks and new members throughout the year along with planning activities for first time attendees at the Spring Institute. The committee develops ways to welcome new members such as: contacting new members by phone or email periodically, along with creating and distributing welcome packets. They introduce them to MoCCFOA and what it has to offer. In conjunction with the Division Directors, they work to inform them of and meet with them at various training sessions, meetings and conferences.

**Newsletter:** This committee is responsible for gathering news, preparing and distributing the quarterly newsletter to all members of the Association in the months of January, April, July and October, and to forward to the Technology Committee to post the newsletter on the Association's website.

**Outstanding City Clerk:** Committee duties include promotion and appropriate publicity of the award, to encourage nominations and distribution of nomination forms upon request. The committee is responsible for reviewing nominations to verify that nominees have met the minimum requirements.

**Oversight Committee:** This committee is comprised of one representative from each Division, whose name is to be submitted by the Division to the President for consideration and appointment by May 1st of each year. The MoCCFOA Treasurer will be a permanent position on the Oversight Committee. The main responsibility of the committee is to verify that the organization is receiving services from the University as outlined in the approved contract. At the conclusion of each conference the committee will audit the University's accounting by reviewing the bills (for the hotel, speakers, supplies, etc.) as well as the money received for registration and sponsorships. The President and Oversight Committee Chairperson will not sign off for payments until the committee is satisfied that all obligations have been met. In order to preserve continuity with the Oversight Committee, the Chairperson of this committee shall not be limited to a one (1) year term. The choice of the Chair is solely the responsibility of the President.

Members of the Oversight Committee must be able to commit to attend the Spring Institute and MML Conference.

**Public Relations Committee:** This committee shall consist of at least two (2) members from each Division. It will be the duty of the Committee to assign members to attend Board/Council meetings to present City Clerk's with their certification designation in the presence of the elected officials. Responsible for keeping open communications with IIMC and increasing elected officials' awareness of the Association's educational programs and work ethic within the organization.

**Life Member "A Circle of Friends":** The objective of this committee is to keep in contact with individuals who have been awarded life membership in the Association and to invite them to the annual conference banquet at the Spring Institute. Division Directors will be responsible for notifying the committee and the President of any prospective life members. The committee shall determine if a member is qualified to receive a Life Membership Certificate and Circle of Friends pin. The committee shall make the appropriate arrangements for the presentation of the pin and Life Membership Certificate to the member. This may be done by one of the committee members or another member of the MoCCFOA, as deemed appropriate.

Upon approval of the President, any Life Member wanting to participate on the Circle of Friends Committee as a liaison to the Committee may be allowed to do so, on a non-permanent basis.

**Scholarship Committee:** It shall be the responsibility of this committee to award scholarships to qualified applicants to attend the MoCCFOA Spring Institute, New Clerk's Conference, Regional Conferences and other conferences and/or training opportunities approved by the members of the Association or as established in the Rules of Procedure.

**Strategic Plan Committee:** The objective of this committee is to provide direction to the organization and the membership within the Strategic Plan document. The Plan should contain the purpose and mission statement, identify the organization's measurable goals and future planning areas.

**Technology Committee:** Responsible for all technological facets of the organization including, but not limited to, creation and maintenance of a website, updating the membership directory and making technical assistance available to members.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

The latest edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure for the Association, Executive Board and Committees in all cases not specifically covered by these Bylaws.

## **ARTICLE XII: AMENDMENTS**

The Bylaws may be amended at any regular or special meeting of the Association by a majority vote of the members present and voting, provided a copy of the proposed amendment has been sent to all members at least thirty (30) days before the meeting; or by a two-thirds (2/3) vote of the members present and voting without the thirty (30) day notice.

Amendments to the Bylaws shall be in full force and effect from and after the date of their passage.