

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

BYLAWS

ARTICLE I: NAME

The name of this organization shall be "The Southwest Missouri City Clerks and Finance Officers Association" and is a Division of the State of Missouri City Clerks and Finance Officers Association. (MOCCFOA)

ARTICLE II: PURPOSE

The purpose of the Division shall be to promote the general welfare of municipalities and to strive toward ever improving administrative techniques used in the operation of municipal governments by:

1. Educating our membership.
2. Developing a better understanding by the members of their duties, obligations, networking and responsibilities.
3. Promoting mutual cooperation and assistance between municipal officials and all other persons involved in governmental administration.
4. 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 III: MEMBERSHIP

The following types of Division membership and eligibility 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 Southwest District.
2. Life Member
Municipal Clerks and Finance Officers who served in that capacity at least ten (10) years and held active membership at the time of their retirement from their respective municipalities.

3. Associate Member
Representatives of businesses, public utilities, educational institutions, governmental agencies, and other political jurisdictions interested in the principal practices of government finances, and who subscribe to the purposes of this organization.

ARTICLE IV: DUES

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

1. Active and Associate Members: Annual dues payable in advance shall be \$20.00, (of which \$10.00 is for education).
2. Life Member: No annual dues shall be assessed.

If a member is six (6) months delinquent in payment of dues, written notification shall be sent to him/her by the Treasurer and if payment is not received, the member shall be suspended from the Division.

Dues are payable May 1st with billing being done by the outgoing Treasurer in April and collected by the newly elected Treasurer in May.

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.

ARTICLE V: PRIVILEGES OF MEMBERSHIP

All members may attend all meeting of the Division and speak at such meetings. All members may serve on committees.

Active and Life members may make motions.

Only Active members shall be eligible to serve as Committee Chairman.

Both Active and Associate members may hold office in the Southwest Missouri City Clerks and Finance Officers Association.

ARTICLE VI: OFFICERS AND DIRECTORS

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

Officers:

1. The officers and Executive Board of the Division shall consist of: President, Vice-President, Secretary and Treasurer.
2. The term of office shall be for one (1) year.
3. No person shall hold office unless he shall be an official member of the Southwest Missouri City Clerks and Finance Officers Association for at least twelve (12) months.
4. No person shall hold office of President unless he has served two (2) years if possible as holder of another office.
5. Officers will be elected annually in February/March, sworn in at the April meeting, and will assume office on May 1st.

Director:

1. The term of office shall be two (2) year. The term of office shall be from May 1st through April 30th.
2. Nominations for office shall be made by the Nomination Committee. Additional nominations may be made from the floor.
3. Director will be nominated every odd year in January. Each new nomination shall be reported to the President of MOCCFOA.
4. 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 Spring Institute and be an active member of the division they represent for a minimum of two (2) years.

Officers and Director:

Any vacancy shall be filled by a nomination from the floor and a majority vote of the members present at a regular meeting. Member elected to fill said vacancy serve the remainder of the term of the position vacated, unless other officers move to another position. The new member shall be sworn in by the current President or Director. If other officers move forward in position, then all members shall be sworn in by the current President or Director.

ARTICLE VII: DUTIES OF OFFICERS AND DIRECTOR

The President shall:

1. Preside at all duly called meetings of the Division.
2. Appoint Audit, Budget, By-Laws, Membership, Nominating, and Scholarship Committees.
3. Serve as *ex-officio* officer of all committees, except the Nominating Committee.
4. May appoint other committees as needed.
5. Perform all other administrative duties, as directed by the membership of the association.
6. At the beginning of his/her term, meet with all officers including the immediate past president to plan programs for the following year.

The Vice-President shall:

1. In the absence of, or at the expressed request of the President, preside and perform the duties of the President.
2. Perform any administrative duties assigned by the President.
3. Automatically become President for the unexpired term in the event the President is unable to fulfill the obligations of the office.
4. Serve as Chairman of the Membership Committee.
5. Arrange for an appropriate plaque for the retiring President to be presented at the May meeting.

The Secretary shall:

1. Keep a permanent record of all business meetings of the Division.
2. Prepare and mail notices of all meetings to members in good standing at least three (3) weeks in advance of the date of the meeting.

3. Maintain a list of all committees and a listing of any Standing and Special Rules adopted by the Division as well as a current copy of the Division Bylaws.
4. In the absence of the President, and Vice President call the meeting to order and proceed with the election of a temporary chairman.
5. Process the correspondence for the Division.
6. Prepare minutes of the proceedings of each business meeting of the Division to be duplicated and mailed along with the next meeting notice to all members for approval at the next meeting.
7. Maintain a roster of all members.
8. Prepare certificates for members in attendance at each meeting to show proof of attendance.

The Treasurer shall:

1. Send annual statements of dues payable to all members of the Division and reminders when necessary.
2. Maintain a checking account in the name of The Southwest Missouri City Clerks and Finance Officers Association. The signature card shall authorize the President, **Vice-President, Secretary** and Treasurer as signers on the account **and gives the ability to obtain credit or debit cards. The cardholder is responsible for maintaining receipts of all transactions that should be forwarded to the Treasurer within ten (10) days. When no longer serving on the Executive Board, the card shall be relinquished to the Treasurer.** This account shall be kept separate and apart from any city's treasury.
3. Collect all dues and fees receivable.
4. Pay all properly approved Division bills and invoices.
5. Prepare financial reports of all income and expenditures to be duplicated and distributed to the members prior to each regular meeting of the Division.
6. Serve as Chairman of the Budget Committee which shall prepare a proposed budget for the following fiscal year to be submitted to the Division membership for their approval at the April meeting.
7. Provide the Audit Committee with current and complete records by April 30th, following the completion of their term.

8. Keep a list of monthly meeting reservations to be turned into host city by designated date on meeting notice.
9. Shall send a packet to all new members containing our Division pin, brochure, and bylaws. The Treasurer shall notify the Secretary of all new members so meeting notices can be sent monthly.
10. After each monthly meeting Treasurer shall send a bill to each city that previously made a reservation and did not cancel prior to reservation being confirmed with the caterer.

The Director shall:

1. Prepare reports on happenings in our Division through the year at the Spring Institute, Summer Retreat, and the MML to be included in the Association's Quarterly Newsletter based on deadlines determined by the Newsletter Committee.
2. Participate actively in the Executive Board, Association, and Divisional meetings to the extent possible.
3. The Director of the Division where the current CCFOA Treasurer is a member, or his/her designee, shall perform quarterly reconciliation of the Association's bank statements to assure accurate record keeping.
4. Serve as a member of the MOCCFOA Nominating Committee.
5. Notify the Retirement "Circle of Friends" Committee and the President of the Association of any pending retirements in the Division.

ARTICLE VIII: MEETINGS

1. The division shall hold not less than six (6) meetings per year, one of which may be held in conjunction with the annual Spring Institute. A written notice shall be mailed, emailed or faxed to each member by the Secretary at least three (3) weeks in advance of each regular meeting.
2. A majority of the members present at a meeting will constitute a quorum.
3. A Special Division meeting may be held after suitable notice of at least five (5) days.
4. Cancellation of reservations for monthly meetings must be done prior to reservation being confirmed with the caterer or you will be billed.

5. The Executive Board will hold a meeting in June to discuss meeting topics, hosting of meetings and cities to hold meetings.
6. The definition of a meeting shall be when minutes are taken and networking and/or an educational topic is presented.

ARTICLE IX: NOMINATIONS AND ELECTIONS

The Nominating Committee shall consist of three (3) members, appointed by the President.

The Nominating Committee shall:

1. Nominate at least one (1) person who has consented to serve, if elected, for each office to be filled. Officers will not automatically ascend to the next office.
2. Provide the Division with their nominations at the February/March meeting.
3. Nominate one (1) person to serve on the MOCCFOA Oversight Committee and two (2) people to serve on the Public Relations Committee by January of each year. Appointments should be reported to the MOCCFOA President as soon as appointments are made.

Nominations may be made from the floor provided the consent of the nominee has been obtained.

The nomination of the Director shall take place during the regular January Division meeting. The election of Officers shall take place during the regular February/March Division meeting.

The Officers shall be installed during the April Division meeting and their term shall become effective May 1st, following the election.

Any vacancy shall be filled by a majority vote of the Executive Board with the appointee serving the remainder of the term. Vacancies in the offices of secretary or treasurer shall be temporarily filled by the Vice President.

ARTICLE X: COMMITTEES

The President shall appoint all committees needed for the effective execution of the programs of the Division. Division members may sign up for these committees starting in April.

1. 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 and assuring that all financial records are kept in a neat and orderly manner. The Audit must be completed by May 31st.
2. BUDGET: Chaired by the SWMOCCFOA Treasurer. Duties consist of preparing a balanced budget for the next fiscal year that runs from May 1st through April 30th. The completed budget is submitted to the Division with a written statement for approval at the February/March Meeting.
3. BYLAWS: The objective of this committee is to review the bylaws for potential problems or changes. Recommendations are submitted to the full membership for approval.
4. MEMBERSHIP: This committee, which is chaired by the Vice President, 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. This committee will utilize and implement the SWMOCCFOA brochure.
5. NOMINATING: This Committee shall seek out individuals that are interested in serving their organization on the executive board.
6. SCHOLARSHIP: This committee is in charge of sending and receiving applications from Clerks and Finance Officers who are interested in receiving a District Scholarship. They must compile all information and make their final selections for the successful scholarship applicants.
7. HISTORIAN: Shall keep an adequate record of special events, meetings, and significant changes that occur within the organization. Shall be the keeper of all historical documents, photographs, etc.

CHAIRMEN: The President shall designate the Chairman of each committee, except the Budget and Finance Committee, which is chaired by the Treasurer, and the Membership Committee that is chaired by the Vice-President.

MEETINGS: The Chairman shall be responsible for calling meetings and directing committee activities.

AUTHORITY: All committees of this Division shall have recommending authority only. They shall undertake no action which incurs a liability for the Division. 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.

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 XI: PARLIMENTARY AUTHORITY

The latest edition of "Robert Rules of Order Newly Revised" shall be the parliamentary authority for all matters of procedure for the Division. Secretary shall keep a current copy of "Roberts Rules of Order Newly Revised".

ARTICLE XII: AMENDMENTS

The bylaws may be amended at any regular or special meeting of the Division 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.

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

ARTICLE XIII: INCORPORATION

1. The Southwest City Clerks and Finance Officers Association was incorporated on July 17, 2000 as a not-for-profit organization under the laws of the State of Missouri.
2. The current Secretary of the Division shall hold the Seal of the SWMOCCFOA in his/her care.
3. The seal of the Division shall be placed on each oath of office and certificates issued by the organization.

ARTICLE XIV: GUIDELINES FOR SCHOLARSHIP

GENERAL INFORMATION

The Southwest Missouri City Clerks and Finance Officers Association may award scholarships for training its membership provided there is adequate funding in the annual budget. Annually when the budget is being prepared, the executive board must decide how much can be allocated for scholarships for the next year and insert the appropriate amount into the budget.

The SWMOCCFOA Board may vote to adjust the budget and award additional scholarships in any given year.

Scholarships will encompass the registration fee paid directly to the educational institution, half of single/double occupancy of the hotel cost to be determined by Scholarship Committee depending on what scholarship is awarded and up to \$50.00 for mileage or other necessary expenses. If applicant receives two (2) scholarships (i.e. New Clerks Conference and Spring Institute) and they are at the same location and the conferences are consecutive dates, the applicant will receive only up to \$50 for mileage or other expenses to cover both conferences. Note* Scholarships are meant to assist cities with budgetary constraints however they are not meant to entirely fund training. Cities must assume some responsibility for funding their clerks training.

Scholarships will be awarded after the State Scholarships have been awarded.

CRITERIA FOR SELECTION

The following criteria shall be considered by the Scholarship Committee and judged according to the information provided.

Eligibility:

1. Applicant must be a member in good standing of the Southwest Missouri City Clerks and Finance Officers Association and of the Missouri City Clerks and Finance Officers Association.
2. Applicant must be a City Clerk, Finance Officer, City Treasurer, Collector or hold similar duties
3. Applicant must first have applied to the State MOCCFOA for a Scholarship unless you are a new City Clerk with less than three (3) months experience.
4. Must be in attendance at three (3) of the seven (7) scheduled Divisional meetings for the past twelve (12) months from May to April. Unless the applicant is a new clerk-with less than three (3) months in their position.
5. If a scholarship is awarded to a Clerk, then it is anticipated the organization expects the Clerk's regular participation and attendance at monthly meetings thereafter.

6. The Scholarship committee must receive applications no later than August 31st for Regional Conferences and December 31st for Spring Institute, New Clerk or Master Academy.
7. Applicant must submit a letter written by the Mayor, City Administrator, City Manager or Council stating that funding for schooling will create a financial burden for the city with reasons given and commitment to allow attendance.
8. Applicant must accept or decline scholarship within ten (10) days of being awarded to allow scholarship to be awarded to someone else if declined.
9. Attach a statement giving reasons for members' attendance and what it will mean to work toward certification and participating in continuing education.
10. Scholarship recipients shall provide conference receipts to the Treasurer no later than fifteen (15) days from the close of the conference in order to be reimbursed for approved expenses. Any receipts submitted for reimbursement after the fifteen (15) days will not be considered for payment.