

Northern Kentucky Municipal Clerks Association

BY-LAWS

ARTICLE I **MISSION STATEMENT** The Northern Kentucky Municipal Clerks Association is a professional organization dedicated to providing a supportive network, personal and professional development, and the enhancement of leadership abilities for the purpose of promoting the office of Municipal Clerk.

PURPOSE The purpose of the Northern Kentucky Municipal Clerks Association is to establish a Regional Chapter of the Kentucky Municipal Clerks Association; to foster personal job support; to secure support of local officials and to establish an information network among cities of the Northern Kentucky Area Development District.

ARTICLE II **MEMBERSHIP AND VOTING RIGHTS** Active members shall be in the name of the governmental unit represented by the official or person having the duties heretofore stated: City Clerk, City Clerk-Administrator, City Clerk-Treasurer, Deputy City Clerk, Assistant City Clerk, or Clerk, Clerk/Administrative Assistant, or other positions under the direction of the City Clerk, performing duties commensurate to the duties performed by a Municipal Clerk. An active member is defined as a member of the Northern Kentucky Municipal Clerk's Association and Kentucky Municipal Clerk's Association.

The right to vote is limited to active members only. Unless otherwise stated a majority of those members voting on any issue will be sufficient to carry the vote.

Associate Membership: Qualified members could include Retired Clerks and other municipal administrative positions if approved by current officers.

ARTICLE III **OFFICERS/REPRESENTATIVES** A Regional Director and Vice Regional Director and a Secretary will assume office January 1; the term of office shall be one year.

A Treasurer will assume office January 1 of even numbered years and the term of office shall be two years.

A Regional Representative shall serve for a two year term concurrent with the KMCA officers. (Terms commence in April of even numbered years immediately following Spring Conference.) Regional Representatives shall be active members of KMCA for at least two years prior and shall be a Certified Kentucky Municipal Clerk.

The Regional Director, Vice Regional Director and Regional Representatives must be a Certified Kentucky Municipal Clerk or have equal education requirements approved by I.I.M.C. bestowing the Certified Municipal Clerk designation.

Expenses incurred while representing the NKMCA as an officer, representative, or member shall not be reimbursed unless voted on by the membership at a regularly convened meeting.

ARTICLE IV

POWERS AND DUTIES The Regional Director shall chair all meetings of the organization; shall appoint such committees as deemed necessary and designate the chairpersons. The Regional Director/Committee Chairperson shall appoint members to serve on the committees. The Regional Director shall submit the required Annual Report for his/her term to the Treasurer of the Kentucky Municipal Clerks Association no later than March 15th. The Annual Report shall include but not be limited to, the number of meetings held, attendance, an up-to-date list of current officers of NKMCA, and an up-to-date list of the NKADD Regional Chapter membership so that the KMCA Treasurer can reimburse the Regional Chapter on or about May 1st.

The Vice Regional Director shall chair meetings in the absence of the Regional Director and shall assist the Regional Director with any duties requested.

The Secretary shall record accurate minutes of NKMCA monthly meetings and maintain all association records and documents for the year and turn them over to the Historian at the end of his/her term.

The Treasurer shall submit an Annual Treasurer's Report to the membership for his/her term in January of each year reflecting the financial status of the previous calendar year. The fiscal powers of the Treasurer are to establish and require compliance with procedures for the receipt, disbursement and keeping the organization funds and records in connection therewith. To

establish an eligibility list for voting purposes, the Treasurer shall confirm KMCA membership with the KMCA Treasurer.

The Regional Representative shall attend all state board meetings and report board activity at the next meeting of the NKMCA. If the Regional Representative is unable to attend a state board meeting, they should make arrangements to have someone attend in their place and report at the next meeting of the NKMCA.

In the event of a vacancy in the office of Regional Director, the Vice Regional Director shall be offered the office. In the event of a vacancy in the aforementioned offices, the active membership shall appoint an active member to fill such vacancy for the unexpired term(s).

***See **Article IX**, "Exhibit A" for a Calendar of Events for more detail.

ARTICLE V

ELECTION OF OFFICERS Any active member, as defined under ARTICLE III, may run for office or Regional Representative. The Election Committee will mail nomination forms to all active members by August 1st of each year, Treasurer and Representative will only be on ballot in odd numbered years. Nomination forms must be returned by September 1st. The Election Chair shall notify and confirm all nominees for final placement on a ballot. If nominations for any office are not forthcoming, the Election Chair will solicit a candidate to be placed on the ballot. An election ballot will be mailed to active members by October 1st and returned to the Election Chair no later than November 15th. Only original ballots so marked shall be accepted by the Election Committee. New officers and Regional Representative will be announced at the November meeting.

ARTICLE VI

DUES AND ADMINISTRATIVE FEE Active members shall have \$5.00 of their KMCA annual dues reimbursed to the Regional Chapter.

All active members of the NKMCA shall be billed by the Regional Chapter Treasurer the amount of \$15.00 beginning January, 1997 and every January 1st thereafter. This charge will be used to defray the cost of administrative fees such as office supplies and postage.

ARTICLE VII

MEETINGS A regular meeting shall be held on the third Thursday of each month unless otherwise agreed upon by a majority of the active membership; at least one regular meeting shall be held per calendar quarter. Each meeting location shall be designated by the membership.

An amount of \$12.00 per member in attendance is levied for the cost of the monthly luncheon. The NKMCA will receive \$3.00 per month from said amount to be placed in the NKMCA treasury.

A maximum amount of \$9.00 per member in attendance will be reimbursed to the host city. If the cost of the luncheon exceeds the \$9.00 per person, the city hosting the meeting will be responsible for absorbing the difference.

If a reservation is made and that person does not attend the meeting without advising the host city within twenty-four (24) hours, the absent member will be billed by the Treasurer for the luncheon.

ARTICLE VIII

AMENDMENTS TO THE BY-LAWS Amendments shall be in writing setting forth a particular change or addition and shall be filed with the Regional Director. Amendments shall be voted on by the active members voting thereon. Each adopted amendment shall become effective immediately upon declaration of its adoption.

ARTICLE IX

CALENDAR OF EVENTS Attached as **Exhibit A** to the By-Laws will be a “Calendar of Events” which will serve as a reminder of cyclical duties and events. The Calendar of Events may be changed at the will of the membership and does not require a by-law amendment.

ARTICLE X

DISSOLUTION In the event of the dissolution of the Northern Kentucky Municipal Clerks Association, excess funds and assets will be transferred to the treasury of the Kentucky Municipal Clerks Association.

HISTORY OF ADOPTION AND AMENDMENTS

Original By-Laws adopted November 15, 1984

AMENDMENTS:

Article III, IV, VIII – November 15, 1984 Title of Officer was listed as Regional Director

Article III: February 20, 1992 – Term of office for Regional Director = 1 year
Treasurer = 2 years.

Article V: January 21, 1993 – Addition of Administrative Fee, \$10 annually.

Article III, IV, VII: July 21, 1994 – Incorporate changes to KMCA By-Laws.

Article VI: December 15, 1994 – Luncheon cost, host city responsibility, cost of luncheon billed to absent member.

Article III, IV, VI, VII: February 20, 1997 –Addition of V.P. Position, expense Statement position, expense statement
V.P. chairs meeting, vacancy issue \$10 fee amended to \$15. Amended various fees

Article II, IV: April 16, 1998 –Adding language to activate member to agree with KMCA by-laws and deleting “each member jurisdiction having two votes”. President shall submit the required Annual Report for Term and adding language to clarify Treasurer’s duties.

Article V, IX: August 17, 2000 – Account the process for the election of officers.
Calendar of Events was added as a tool for the Director and officers for planning the year’s activities. This is an addendum that could be used as a working document and would not cause the by-laws to be amended when the calendar was updated.
Deletion of the term “associate member”.

Article VII: February 16, 2006 – Increase the cost of monthly luncheon from \$10.00 p per member to \$12.00 per member and increase the maximum amount of \$7.00 to \$9.00 per member in in attendance will be reimbursed to the host city.

Article II, Article III, Article IV: June 15, 2006 – Adding language to allow for other administrative positions to become members.
Housekeeping of titles, terms, and dates for Annual Reports. Addition of language for Regional Representative and Secretary.