

BYLAWS OF THE NORTH TEXAS MUNICIPAL CLERKS ASSOCIATION

ARTICLE I – NAME

The name of this organization shall be North Texas Municipal Clerks Association (NTMCA). The NTMCA is a chapter of the Texas Municipal Clerks Association, Inc. (TMCA).

ARTICLE II – PURPOSE & PROCEDURES

The purpose of the NTMCA shall be to promote: the continuous improvement of the office of the City Secretary (“municipal clerk”) through attendance at chapter meetings and educational seminars; mentorship to novice municipal clerks; the development of standard operating procedures for their office in the municipality; the promotion of wider city consciousness concerning the importance of municipal government and its operation with particular reference to the services administered by the municipal clerk; the development of closer relationships, cooperation, and understanding among municipal clerks; the discussion of the various challenges arising in said office; and the expectation of the municipal clerk to serve the demands for excellence in local government.

Section 1. The fiscal year of the NTMCA shall begin on the 1st day of October and end on the 30th day of September each year.

Section 2. A budget shall be prepared for the upcoming fiscal year by the current-year Treasurer and the budget committee. The budget shall be presented to the incoming officers for consideration in August of each year. The President shall present the budget to the membership at the regular meeting held in August for discussion and present budget for approval at the regular meeting held in September.

Section 3. All voting shall be done by raising the right hand for counting or by stating aye or nay.

Section 4. The rules of procedure shall be governed by Robert’s Rules of Order.

ARTICLE III – MEMBERSHIP

Membership guidelines and eligibility for the North Texas Municipal Clerks Association are as follows:

TIER 1: Any person who serves as a municipal clerk, deputy municipal clerk and/or assistant to a municipal clerk, who is employed within the jurisdictional area of the organization, may be a member with full voting rights as long as he/she remains in good standing. This person may serve on any committee within the organization.

TIER 2: Any person who retired as a municipal clerk, deputy municipal clerk and/or assistant to a municipal clerk, shall maintain his/her voting rights if he/she remains in good standing and maintains current certification. This person may serve on any committee within the organization.

TIER 3: Any person who retired as a municipal clerk, deputy municipal clerk and/or assistant to a municipal clerk, and remains in good standing but does not maintain current certification, may maintain membership but relinquishes his/her voter rights. This person may not serve on any committee within the organization. Tier 3 membership dues shall be one half of the regular membership dues.

TIER 4: Any person who works closely with the municipal clerk, such as an employee in the city manager's office, mayor's office or city attorney's office, or someone who is pursuing certification or recertification as a Texas Registered Municipal Clerk (TRMC) through the Texas Municipal Clerks Certification Program (TMCCP) may also become a member of the NTMCA by submitting an application and paying the required dues, and will be granted voting rights. This person may serve on any committee within the organization.

TIER 5: Vendors and other sponsors may become members of the NTMCA by submitting an application and paying the required dues, but will not be granted voting rights. This member may not serve on any committee within the organization.

ARTICLE IV – OFFICERS

The officers of the NTMCA Board shall be President, Vice President, Treasurer, Secretary, and Historian.

Section 1. PRESIDENT

Position Overview: The duty of the NTMCA President is to preside at meetings; appoint members to various committees of the chapter; prepare articles of current news and events for monthly chapter newsletters and quarterly Texas Municipal Clerks Association (TMCA) newsletters; and support the chapter through mentorship. The President guides and manages the mental and fiscal soundness of the NTMCA chapter. This position requires strategic management and philosophies to ensure the membership is properly motivated and cultivated to allow each member to excel in their profession.

Major Areas of Responsibility:

- Attend chapter meetings.
- Develop and present meeting schedule to membership.
- Prepare President's message and meeting recaps for chapter's monthly newsletter
- Prepare chapter articles of news and events for TMCA quarterly newsletter
- Schedule and conduct officer meetings to enhance chapter effectiveness.
- Recruit and appoint members to various committees.
- Appoint officers as board liaisons to mentor committees.
- Prepare monthly meeting agendas.
- Preside over meetings.
- Draft a fiscal year calendar with important deadlines for newsletters, business meeting invitations, meeting reminders, due dates for article submissions, and other important chapter items and provide copy to officers.
- Maintain and provide a copy of the Officer Handbook to each NTMCA officer.

Appoint members to serve on ad-hoc committees, as deemed necessary by the Board (Example: professional seminar committee, holiday celebration committee, TMCCP reception committee, etc.)

Other areas of responsibility:

- Prepare recognition certificates to recognize committee members and Alyce Deering Scholarship recipients at June meeting.
- Prepare Oaths of Office for incoming officers.

Primary Objectives:

- Promote, market, and develop the chapter.
- Oversee and provide guidance to officers and committees.
- Mentor members.
- Ensure chapter goals identified by officers are being met, if not, determine a means to meet gap.

Education and Experience:

TRMC Designation: Required

Active Affiliations: NTMCA

TMCA

International Institute of Municipal Clerks (IIMC) (preferred)

Section 2. VICE PRESIDENT

Position Overview: The duty of the NTMCA Vice President is to arrange educational programs and acquire speakers for the monthly meetings. The Vice President assists the President in promoting the chapter.

Major Areas of Responsibility:

- Attend chapter meetings.
- Secure quality guest speakers for business meetings.
- Assist President in recruitment of members to serve on committees.
- Provide speaker information to Secretary to include in business meeting invitations and monthly newsletters.
- Coordinate details of meeting with host city secretary; provide instructions for luncheon catering, meeting set up and notice of RSVP numbers for caterer.
- Communicate meeting requirements to host city secretary and notify him/her of total number of attendees for caterer (include speaker and host city mayor or city manager).
- Serve as board liaison and mentor to chapter committees as assigned by President.

Other areas of responsibility:

- Preside over meetings in the absence of the President.
- Aid and assist the Treasurer with the budget preparation.
- Complete monthly transfer of PayPal deposit to chapter checking account.
- Order the plaque for the outgoing President for presentation at September meeting.
- Ensure assigned committee chairs are working with the appointed members to meet their responsibilities and deadlines.

Primary Objectives:

- Support the President to achieve goals set for the chapter.
- Provide quality training and educational opportunities for chapter members.
- Mentor members.

Education and Experience:

TRMC Designation: Required
Active Affiliations: NTMCA and TMCA

Section 3. TREASURER

Position Overview: The duty of the NTMCA Treasurer is to manage and serve as custodian of the chapter's funds. The Treasurer shall ensure that appropriate accounting procedures and controls are in place at all times. This position will review financial resources of the chapter to meet its present and future needs.

Major Areas of Responsibility:

- Attend chapter meetings.
- Receive revenues, make deposits, and make payments of expenses of the chapter.
- Prepare monthly Treasurer reports (details the activity of the Treasurer, including deposits and expenditures).
- Reconcile bank statements (monthly).
- Prepare quarterly Treasurer reports at the end of each quarter (December 31, March 31, June 30, and September 30).
- Prepare proposed budget with the Budget Committee members for following fiscal year, which will be discussed at officer's meeting.
- Present proposed budget to the membership in August.
- Serve as board liaison and mentor to chapter committees as assigned by President.
- Issue checks to Texas Municipal Clerk's Association to the Dorothy Byrd and Dr. Joyce Snay scholarships following approval of the membership at the September meeting.
- Assist Audit Committee, as needed.

Other areas of responsibility:

- Act as Vice President in his/her absence at monthly meetings.
- Transfer bank account to bank in Treasurer's area for convenience, if applicable. Membership approval required to transfer to a new bank.
- Provide Secretary with updated listing of paid members to update Constant Contact database.
- Ensure assigned committee chairs are working with the appointed members to meet their responsibilities and deadlines.
- Order and remit payments for flowers, plants and/or cards sent to various members, such as: hospitalization (operations and serious illness) of member, birth or adoption of a child or death of immediate family members (husband/wife/child/parent), and other occasions as deemed appropriate by the officers. In the event of a death of a member or immediate family member, a \$25.00 or \$50.00 donation is to be made (in lieu of flowers) to the Alyce Deering Scholarship, as deemed appropriate by officers.
- Write check for IIMC registration for the President (if attending).

Primary Objectives:

- Responsible for financial accountability of the chapter.
- Manage and report on the financial stability of the chapter.
- Develop and monitor the annual budget.

Specific Responsibilities of the Treasurer - Meeting Management:

- Notify President to place monthly Treasurer reports on agenda.
- Provide financial reports (monthly Treasurer report and quarterly Treasurer report) to Secretary to include in meeting notice to registered chapter members.
- Coordinate with Secretary or hosting city to pay caterer for meal.
- Purchase gift cards for speaker and door prizes, as needed.
- Invoice members who guaranteed a monthly luncheon appearance, but did not attend.
- Prepare and distribute receipts for all members attending the monthly meetings. Collect unpaid monthly meeting registrations from members who attended and did not pay at the door. Collect outstanding monies prior to the end of the month.
- Provide an original copy of the monthly Treasurer report to Secretary for inclusion with minute book records.
- Present financial reports to the membership at every meeting.
- Arrive at meeting no later than 10:45 a.m. to set up registration/check in table.
- Work registration/check in table with Secretary.

Accounting:

- Include item on October agenda to approve new bank (if needed) and authorize President and Treasurer to sign checks.
- Review/audit the previous statements and Treasurer reports provided by the former Treasurer. The Treasurer will begin the new fiscal year with books balanced.
- Remit by check or debit card reimbursements for all expenses incurred by other officers or members for the day-to-day operation of the chapter; such expenses include: luncheon invoices, plaques, Christmas door prizes, speaker gift cards/gifts, award certificates, copies, and postage.
- Print and save audit procedures in Treasurer's binder.
- Scan binder documents at end of fiscal year and retain for two years.

Education and Experience:

TRMC Designation: Preferred
Active affiliations: NTMCA and TMCA

Section 4. SECRETARY

Position Overview: The duty of the NTMCA Secretary is to create meeting notices, monthly newsletters, generate minutes of meetings and keep the membership informed about association activities. The Secretary provides communication to members through monthly newsletters and creates and preserves minutes.

Major Areas of Responsibility:

- Attend all chapter meetings.
- Create and maintain minutes of monthly meetings with Treasurer reports attached (including signed originals).
- Coordinate, create and distribute monthly newsletters and luncheon invitations in a timely manner.
- Distribute to chapter members: meeting agenda, financial reports, and minutes from previous meeting on Monday prior to meeting.
- Maintain current membership list on Constant Contact as provided by Treasurer.
- Coordinate details of meeting with host city secretary, provide instructions for luncheon catering, meeting set up and notice of RSVP numbers for caterer.
- Serve as board liaison and mentor to chapter committees as assigned by President.

Other areas of responsibility:

- Review 180-Day Plan deadlines for newsletter articles/distribution and meeting notices; communicate reminders of necessary deadlines.
- Act as Treasurer in his/her absence at monthly meetings and assist if Historian is absent.
- Ensure assigned committee chairs are working with the appointed members to meet their responsibilities and deadlines.

Primary Objectives:

- Responsible for newsletters (budgeting and gathering articles, editing and distributing) (coordinate archive link on Website with Historian).
- Distribution of meeting notices (coordinate link on Website with Historian).
- Create/maintain minutes.

Specific Responsibilities of the Secretary - Meeting Management:

- Send meeting notices to membership and link to Historian for website.
- Send attendee list to board members.
- Arrive at meeting site at 10:45 a.m. to assist Treasurer at registration/check in table as members/guests arrive.
- Take minutes of meetings (attendance and specifics of discussion).
- Assist host city, stand in for Treasurer in his/her absence, take photos if needed in the absence of the Historian, take a group photo at the end of the meeting, and remind attendees to leave nametags after the meeting for your retrieval.

Newsletter/Meeting Notice:

- Coordinate, create and distribute monthly newsletters.
- Distribute meeting invitations in a timely manner.
- Distribute agenda, minutes, and financials to all members.

Aplos:

- Maintain Aplos with current members (as updates arrive from Treasurer).
- Send notices as needed.

Education and Experience:

TRMC Designation: Preferred

Active affiliations: NTMCA and TMCA

Section 5. HISTORIAN

Position Overview: The duty of the NTMCA Historian is to maintain and manage the association's website, email account, meeting photographs and photo archives, and social media accounts.

Major Areas of Responsibility:

- Attend all chapter meetings.
- Update website in a timely manner.
- Manage chapter Facebook page, including regularly reviewing page and posting content, as deemed relevant.
- Monitor NTMCA email account.
- Provide nametags for attendees at each meeting/event from RSVP list provided by the Secretary.

- Take photos at each meeting/event.
- Retain the chapter's memorabilia and archival records.
- Work with Secretary and Treasurer to upload historical documents to Website Document Manager including, but not limited to, meeting minutes and treasurer reports.
- Hard copy document storage process.
- Provide pictures of NTMCA events for the NTMCA or TMCA newsletters as requested.
- Serve as board liaison and mentor to chapter committees as assigned by President.

Other areas of responsibility:

- Place photos on group Snapfish (or storage site as determined by board) within 24 hours of meetings or events. Make arrangements to take photos of NTMCA members who achieve certification through TMCCP; members who recertify as TRMC's; and members who are speakers or convene sessions at the TMCCP Election Law Seminar.
- Act as Secretary in his/her absence at monthly meetings and assist if Treasurer is absent.▪ Provide portions of photo records to various meetings as determined by the board for display and observance by the members and guest.
- Ensure assigned committee chairs are working with the appointed members to meet their responsibilities and deadlines.
- Other duties as requested.

Primary Objectives:

- Responsible for management of current website and chapter Facebook page.
- Manage photo archives.
- Monitor NTMCA email and communicate on behalf of the chapter (coordinate with board as needed).

Specific Responsibilities of the Historian - Meeting Management:

- Arrive at meeting sight at 10:45 a.m. to provide nametags as members/guests arrive. Set up laptop for members and guests to view Snapfish slideshow of prior meeting(s).
- Take photos, remembering to always take a group photo at the end.
- Assist host city or assist at registration/check in table in the absence of Secretary or Treasurer
- Remind attendees to leave nametags after meeting for your retrieval.

Website:

- Delete membership list on website October 1st to allow for membership renewals.
- Keep member listing current as provided by Treasurer (vital this is up to date).
- Update meeting page, newsletter archives, committees and various applicant pages and links as needed.

Email:

- Frequently monitor NTMCA email account.
- Respond to questions or forward them to appropriate board member; confer with experienced board members for appropriate responses, as needed.

Education and Experience:

TRMC Designation: Preferred
 Active affiliations: NTMCA and TMCA

ARTICLE V – ELECTION OF OFFICERS

Section 1. The President shall appoint a nominating committee composed of three members, including the incoming President, and the immediate past President, who will serve in a non-voting liaison capacity. The committee shall submit nominations for President, Vice President, Treasurer, Secretary, and Historian. The nominations so made, together with any nominations from the floor, shall be voted upon at the regular meeting held in August of each year. Any nominee receiving a simple majority vote from the members present shall be declared elected.

Section 2. To be eligible to hold a Chapter office, an individual must be a practicing municipal clerk or deputy municipal clerk under the laws of the State of Texas, and a member in good standing of the NTMCA. To be eligible to serve as President and/or Vice President, the municipal clerk or deputy municipal clerk must be a Texas Registered Municipal Clerk. A member is ineligible to serve as an officer of the NTMCA while serving as an officer of another chapter of the Texas Municipal Clerks Association, Inc.

Section 3. The officers so elected shall be administered the oaths of office in September and will assume their positions on October 1 and serve a one (1) year term, or until their successors have been duly elected or appointed.

Section 4. Any officer elected or appointed may be removed by a majority vote of the NTMCA Board, whenever, in its judgement to the best interest of the NTMCA would be served.

ARTICLE VI - VACANCIES

A vacancy created by the death, removal, resignation, or any other factor that would tend to disqualify one from serving as an officer within six (6) months after October 1 shall be filled by appointment by the remaining officers of the NTMCA. Any vacancy created within six (6) months prior to October 1 shall be filled by a majority vote of the members present at the next regular meeting. The remaining officers of the NTMCA shall serve as the nomination committee when filling a vacancy within 6 months prior to October 1.

ARTICLE VII - MEETINGS

Meetings of the NTMCA shall be held as called by the President or at least once a quarter, except for the months when there is a conflict with TMCA meetings or IIMC conferences or meetings and general elections. A schedule of meetings shall be submitted to the membership at the regular meeting held in September.

ARTICLE VIII – QUORUM

A majority of those members present at any meeting shall constitute a quorum for the transaction of business at such meeting.

ARTICLE IX – DUES

Section 1. Annual membership dues shall be determined upon recommendation of the officers of the NTMCA and by the majority vote of members present at a regular meeting of the NTMCA. Dues shall be collected on the fiscal year.

Section 2. Additional fees may be assessed from time to time as needed and approved by a majority vote of members assembled in regular meetings.

ARTICLE X – COMMITTEES

Section 1. The President of the NTMCA Board shall appoint members to serve on the following committees to serve the NTMCA, as well as additional committees as needed:

A. Alyce Deering Scholarship Fund Committee – description and duties include:

- Committee to be comprised of 3 members.
- Coordinate with Secretary to publicize nominations in newsletters.
- Coordinate with Historian to publicize nominations on website.
- Scholarship applications due by May 1st.
- Review scholarship applications and approve or deny requests.
- Submit report to NTMCA President naming recipient(s) by May 10th.
- Announce recipient(s) at the June Awards Luncheon.
- Assist the Holiday Committee with the Alyce Deering Fund silent auction.
- Assist the Professional Seminar Committee with the Alyce Deering Fund silent auction.
- Provide articles for newsletters (minimum of two per year – second and third quarters).

B. Audit /Budget Committee – description and duties include:

- Committee to be comprised of 3 members, one returning member to serve as Chair, and two new members.
- Examine all NTMCA financial records at the end of the fiscal year using set procedures.
- Coordinate with the outgoing Treasurer.
- Upon completion, report findings to the President.
- Present report to the NTMCA membership.
 - Provide article for newsletter (minimum of one per year)
- Committee to be comprised of 3 members, preferably one returning member to serve as Chair, and two new members.
- Assist current-year Board in the preparation of the upcoming fiscal year budget.
- Present proposed budget to NTMCA membership at the August meeting and for approval by the membership at the September meeting of each year.

C. Bylaws Review/Legislative Committee – in accordance with Article XI of these bylaws, description and duties include:

- Committee to be comprised of 3 members, preferably 1 member that has served as President.
- Review the NTMCA bylaws in odd-numbered years.
- Make recommendations on amendments.
 - Present recommendations to NTMCA Board, preferably in April.
 - Present proposed amendments to NTMCA membership at the June meeting and for approval by the membership at the July meeting.
 - Provide notice of vote on proposed amendments to NTMCA membership at least ten (10) days prior to the monthly meeting at which the vote will be conducted.
- Approval of amendments must be by two-thirds votes of all members present at the meeting.
- Inform Chapter of legislative and current events impacting the varying duties of the Municipal Clerk profession.
- Report to the NTMCA membership by providing monthly articles to Secretary for the NTMCA monthly newsletters.
- Provide a written end-of-the-year summary of topics of interest.

D. Membership/Communications Committee – description and duties include:

- Committee to be comprised of at least 2 members.
- Coordinate membership drive and encourage attendance at monthly meetings – utilizing TML membership base – Regions 8 and 13.
- Work with Treasurer to maintain membership list during membership drive.
- Provide Secretary “News of Interest” to include in newsletters.
 - Announcements – retirements, relocations, births (children and grandchildren), etc.
 - Achievements – marathon participant, degree, recognition by Council, state, etc.
 - Deaths and illnesses.

E. Municipal Clerk of the Year Committee – description and duties include:

- Committee to be comprised of 3 members.
- Coordinate with Secretary to publicize nominations in newsletters.
- Coordinate with Historian to publicize nominations on website.
- Receive and review nominations.
 - Nominate NTMCA Chapter member(s).
 - NTMCA Chapter Municipal Clerk of the Year.
 - TMCA City Secretary of the Year (meeting all State criteria).
- Coordinate and submit necessary paperwork for TMCA nominee for State Municipal Clerk of the Year.
- Obtain plaques to be presented at the June Awards Luncheon.
 - Coordinate attendance of City Officials and family members.
- Provide articles for NTMCA newsletters (minimum of two per year – second and third quarters).

F. Nominating Committee – description and duties include:

- Committee to be comprised of 3 members, including the incoming President. Coordinate with Secretary to publicize nominations in newsletters.
- Coordinate with Historian to publicize nominations on website.
- Receive and review applications.
- Nominate officers for consideration by the membership for the upcoming year.
- Meet in July and present slate of officers to membership in August.
- Provide articles for NTMCA newsletters (minimum of two per year – second and third quarters).

Section 2. Any member of a committee may be removed by the President or the NTMCA Board whenever, in its judgment, the best interest of the NTMCA would be served.

ARTICLE XI – BYLAWS

Section 1. Bylaws. The membership shall adopt bylaws for the purpose of governing the conduct of its meetings by a majority vote via electronic ballot of the NTMCA.

Section 2. Amendments. These bylaws may be amended at any regular meeting at which a quorum is present, by a majority vote of all members present, to send an electronic ballot to the NTMCA membership, provided notice of such proposed amendment(s) shall have been sent to each member at least ten days prior to such meeting.

Section 3. Biennial Review. The Bylaws Review Committee shall review the bylaws and make a recommendation on amendments to the membership at least once every two years.

ARTICLE XIII – ADOPTION

We, the undersigned, hereby certify that the original bylaws for the NTMCA were duly adopted by the members at the meeting on the 12th day of August 1987.

Beth Davis, President Pat Evans, Secretary

Bylaws Committee:

Kay Rainey, Chair; Linda Tidwell; Shirley Armstrong; Sheila Stephens; Carolyn Jones

PASSED AND APPROVED THIS 12TH DAY OF AUGUST 1987, AT IRVING, TEXAS.

AMENDED OCTOBER 9, 1991

AMENDED NOVEMBER 11, 1998

AMENDED SEPTEMBER 13, 2001

AMENDED NOVEMBER 9, 2005

AMENDED OCTOBER 17, 2007

AMENDED SEPTEMBER 9, 2009

AMENDED SEPTEMBER 14, 2011

AMENDED SEPTEMBER 18, 2013

AMENDED SEPTEMBER 16, 2015

AMENDED SEPTEMBER 21, 2017

AMENDED SEPTEMBER 11, 2019

AMENDED SEPTEMBER 8, 2021