

# CONSTITUTION

## ARTICLE I

### SECTION 1: ORGANIZATION

This Association shall be known as the Oklahoma Municipal Clerks, Treasurers, and Finance Officials Association. It shall have perpetual succession and its successors shall succeed to possess all rights, privileges and enjoy such other rights and privileges as are granted and conferred by any other part of this constitution.

### SECTION 2: POWERS

The enumeration of particular powers by this Constitution shall not be held or deemed to be exclusive. In addition to the powers enumerated therein, implied thereby, or appropriate to the exercise thereof, it is intended its Constitution and the general law of the State of Oklahoma shall govern the Oklahoma Municipal Clerks, Treasurers, and Finance Officials Association. All powers of the Association, whether expressed or implied, shall be exercised in the manner prescribed by this Constitution, or if not prescribed therein, then in the manner provided by Ordinance or Resolution of this Association.

### SECTION 3: PURPOSE

The purpose of this Association shall be to improve and cooperate with the administration of state, county, and local governments through officials and/or persons vested with the powers and duties commonly know as Municipal Clerks, Treasurers, or Finance Officials. The objectives include, but are not limited to the following: to promote a better understanding of the official duties and obligations of its members; to develop and encourage uniform techniques, terminology, classifications, and principles related to their specific duties; to develop, improve, exchange, and disseminate information related to the above mentioned officials; and to undertake such other programs and activities as may be proper to enhance the welfare and progress of government. The Association shall not operate for profit.

## ARTICLE II

### SECTION 1: MEMBERSHIP

Persons eligible for membership in this organization are as follows:

**A. Active Members**

Any person holding the office of Municipal Clerk, Treasurer, or Finance Official, or any Deputy/Assistant Clerk, Deputy/Assistant Treasurer, or Deputy/Assistant Finance Official, or any person in Municipal Finance Management who holds a supervisory position of responsibility and is appointed by the Clerk, Treasurer, Finance Official, or Governing Body of any Municipality of the State of Oklahoma.

**B. Retired Members**

Any previous active member who leaves public employment may continue their membership as a non-voting member.

**C. Associate Members**

Any individual who is not eligible for active or retired membership and is not a company, corporation, or business, but whose interest is in the improvement of methods in municipal government and who subscribes to the objectives of this organization.

**D. Contributing Members**

Any person or group who, or which, desires to assist in the accomplishment of the objectives of this organization through monetary contributions in an amount set forth by the Board of Officers, shall be eligible as a contributing member on recommendation of the Board of Officers.

**E. Honorary Members**

The Board of Officers, by a majority of its members present and voting at a regular meeting thereof, may designate as an honorary member any person who has made significant and exemplary contributions to municipal government and/or this organization. These memberships shall be conferred for life and payment of dues shall be waived.

**SECTION 2: ANNUAL DUES**

Dues shall be payable to the Treasurer of the Association on January 1<sup>st</sup> of each year and shall be considered delinquent February 28<sup>th</sup> of each year. Dues paid by a municipality remain the property of the municipality for the position for which they were paid. Dues paid by an individual remain the property of the individual who paid them. Membership dues of this Association shall be per year, per member as follows: Dues for Active Membership, Retired Membership, and Associate Membership shall be reviewed and established by the Association in October, prior to the renewal date.

**ARTICLE III**

**SECTION 1: OFFICERS**

The officers of this Association shall be active members and shall consist of a President, Vice-President, Secretary, Treasurer, Reporter, and such other officers as occasion may demand, and be known as the Board of Officers. They shall be elected by voice vote at the annual business meeting, and shall serve for a one year term beginning on January 1<sup>st</sup> following election and ending on December 31<sup>st</sup> of that same year. Officers shall not be eligible to serve more than two successive terms in the same office.

**SECTION 2: DUTIES**

**A. President:**

The President shall preside at all meetings, supervise all activities and shall appoint a Conference Committee, Membership Committee, Legislative Committee, Nominating Committee, Education Review Committee, Member of the Year Award Selection Committee, and such other committees as may be required. The President shall appoint each year a member from the Oklahoma Municipal League who shall be known as a member of the Conference Committee. The President shall have the power to accept resignations from the other officers of the Association. The President shall be an ex-officio member of all committees.

**B. Vice-President:**

The Vice-President shall serve to assist the President as may be requested by the same in the discharge of his or her duties and in his or her absence or inability to perform the duties as directed. The Vice-President shall also serve as Chairman of the Conference Committee.

**C. Treasurer:**

The Treasurer shall keep the accounts of the Association, which shall be open to the inspection of the Board of Officers. The Treasurer shall submit current financial reports at all meetings to the Board of Officers and at the annual business meeting of the Association. The Treasurer shall perform such other duties, as the office shall require. The Treasurer shall be bonded in the amount equal to or greater than prior year's revenue plus cash-on-hand. The board may contract for an audit at the end of the Treasurer's term of office or at any time they determine that such an audit is needed.

**D. Secretary:**

The Secretary shall keep a book of Minutes in which shall be recorded the business proceedings of the Association. The Secretary shall also keep an accurate roll of the membership with their addresses. The Secretary shall obtain said roll from the Treasurer. The Secretary shall also keep a record of attendance at the Board meetings and send out notices to advise members of Board and Committee meetings and shall perform such other duties, as the office shall require.

**E. Reporter:**

The Reporter shall keep a scrapbook of the Association and see that any newsworthy items get reported to the appropriate organizations.

## **ARTICLE IV**

### **SECTION 1: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Board of Officers, Immediate Past President, three (3) members-at-large, the Association of Oklahoma Public Treasurer's President, or his/her designee, and the Government Finance Officers of Oklahoma President, or his/her designee. The Executive Committee shall have general supervision over and management of the affairs of the Association, and shall have power to accept the resignation of and fill a vacancy in the office of President. The members-at-large shall be selected to serve over-lapping three-year terms with one officer being elected by the membership each year at the annual meeting. The President may fill a vacancy in any office or on any committee by the appointment of a qualified active member of the Association for the balance of the term. Each member of the Executive Committee shall have voting privileges for actions of the Association.

### **SECTION 2: CONFERENCE COMMITTEE**

The Conference Committee shall be charged with the duty of preparing the program and agenda for the annual conference and business meeting, selecting the meeting site and making all necessary arrangements for all functions related to the conference.

### **SECTION 3: MEMBERSHIP COMMITTEE**

The Membership Committee shall be charged with the duty of securing and maintaining the enrollment of municipal clerks, treasurers, and finance officials in Oklahoma as members in the Association.

### **SECTION 4: LEGISLATIVE COMMITTEE**

The Legislative Committee shall be charged with the duty of drafting any legislation needed to accomplish the purpose of the Association and presenting it to the appropriate authorities and proposing any needed amendments to the Constitution and Bylaws of the Association.

### **SECTION 5: NOMINATING COMMITTEE**

The Nominating Committee shall present the names of candidates for office on the Executive Committee for the following year, to be voted on at the annual business meeting. Nominations may also be made from the floor, but no nominations may be made without consent of the nominees.

### **SECTION 6: SPONSORSHIP COMMITTEE**

The Sponsorship Committee shall be charged with the duty of securing donations and sponsorships for the annual and/or for other training session as may be directed by the Executive Committee.

### **SECTION 7: SCHOLARSHIP COMMITTEE**

The Scholarship Committee shall be charged with the duty of selecting qualified applicants to receive scholarships for the annual OMCTFOA Conference, the annual Oklahoma Municipal Clerks and Treasurers Institute/Academy, and national conference for either the International Institute of Municipal Clerks (IIMC), the Association of Public Treasurers of United States and Canada (APT US&C), or the Government Finance Officials Association (GFOA).

### **SECTION 8: EDUCATION REVIEW COMMITTEE**

The Education Review Committee shall be charged with providing assurance to the OMCTFOA membership which include, but are not limited to, Oklahoma Municipal Clerks and Treasurers Education Committee compliance with national certification programs, appointment procedures, and term limits.

Membership requirements, appointment procedures, term limits, and guidelines for the Oklahoma Municipal Clerks and Treasurers Education Committee are as follows:

1. The Oklahoma Municipal Clerks and Treasurers Education Committee shall consist of at least ten (10) members. The committee shall include five (5) members representing the interest of Oklahoma Municipal Clerks and five (5) members representing the interest of Oklahoma Municipal Treasurers. In an effort to improve communication between the Oklahoma Municipal Clerk and Treasurers Education Committee and OMCTFOA, the OMCTFOA president, or his/her designee, will serve as an ex-officio, non-voting, member of the committee.
2. Members of the Oklahoma Municipal Clerk and Treasurers Education Committee will be appointed by the Oklahoma Municipal Clerks, Treasurers, and Finance Officials Association (OMCTFOA) Board of Officers. Oklahoma Municipal Clerks and Treasurers Education Committee members and OMCTFOA Board members are encouraged to present recommendations for committee appointments.
3. Members of the Oklahoma Municipal Clerks and Treasurers Education Committee will be charged with planning the Oklahoma Municipal Clerks and Treasurers Institute and Academy. The Committee will work directly with the Oklahoma Institute/Academy Director.
4. The Oklahoma Institute/Academy Director shall monitor education compliance and membership requirements for the Oklahoma Municipal Clerks and Treasurers Education Committee as set forth in the guidelines of the International Institute of Municipal Clerks (IIMC) and the Association of Public Treasurers of the United States and Canada (APT US&C). The Institute/Academy Director shall notify the OMCTFOA Board of committee vacancies.

5. Members of the Oklahoma Municipal Clerks and Treasurers Education Committee may not serve more than two (2) consecutive five-year terms.

6. Terms shall expire on the 31<sup>st</sup> day of March.

7. Membership of the Oklahoma Municipal Clerks Education Committee:

a. Members of the **Oklahoma Municipal Clerks Education Committee** shall serve for a term of five (5) years. Initially, upon adoption of the by-law amendment to include membership and appointment procedures, current serving committee members shall be appointed for the following terms:

- i. Two (2) members will serve three (3) years
- ii. Two (2) members will serve two (2) years
- iii. One (1) member will serve one (1) year

Thereafter each member shall serve for a term of five (5) years. Term limits will not apply to the initial appointment and will only commence upon the beginning of a full five (5) year term. Members of the Oklahoma Municipal Clerks Education Committee shall determine among its membership who will serve the initial one, two, and three year terms.

b. Requirements for Oklahoma Municipal Clerks Education Committee members

- i. Must hold the position of Municipal Clerk or Deputy Clerk
- ii. Must be an active or retired participating member of IIMC and OMCTFOA
- iii. Members shall be recruited from the membership of OMCTFOA and should have a strong interest in pursuing the Certified Municipal Clerk designation or the Master Municipal Clerk designation or hold either CMC or MMC designation

c. A chair representing the Oklahoma Municipal Clerks Education Committee will be elected by the members of the Oklahoma Municipal Clerks Education Committee and must hold either the CMC designation or the MMC designation. In compliance with the International Institute of Municipal Clerks Education Programs Certification and Recertification Guidelines, the chair representing the Oklahoma Municipal Clerks Education Committee will be designated as the State Education Chair for IIMC.

8. Membership of the Oklahoma Municipal Treasurers Education Committee

a. Members of the Oklahoma Municipal Treasurers Education Committee shall serve for a term of five (5) years. Initially, upon adoption of the by-law amendment to include membership and appointment procedures, current serving committee members shall be appointed for the following terms:

- i. Two (2) members will serve three (3) years
- ii. Two (2) members will serve two (2) years
- iii. One (1) member will serve one (1) year

Thereafter each member shall serve for a term of five (5) years. Term limits will not apply to the initial appointment and will only commence upon the beginning of a full five (5) year term. Members of the Oklahoma Municipal Treasurers Education Committee shall determine among its membership who will serve the initial one, two, and three year terms.

b. Requirements for Oklahoma Municipal Treasurers Education Committee members:

- i. Must hold the position of Municipal Treasurer, Deputy Treasurer, Finance Official or Administrator, or Deputy Finance Officer or Deputy Administrator.
- ii. Must be an active participating member of the Association of Public Treasurers of the United States and Canada (APT US&C) and the Oklahoma Association of

Public Treasurers of the United States and Canada (OAPT US&C) and OMCTFOA.

- iii. Members shall be recruited from the membership of OMCTFOA and should have a strong interest in continuing education in the field of public finance or be pursuing the Certified Public Finance Administrator designation or the Advanced Certified Public Finance Administrator designation.
- c. A chair representing the Oklahoma Municipal Treasurers Education Committee will be elected by the members of the Oklahoma Municipal Treasurers Education Committee and must hold either a Certified Public Finance Administrator designation or an Advanced Certified Public Finance Administrator designation. The chair representing the Oklahoma Municipal Treasurers Education Committee will be designated as the State Education Chair for APT US&C.

### **SECTION 9: IIMC REGION IV MEETING COMMITTEE**

The IIMC Region IV Meeting Committee shall be charged with working with the current Region IV Directors in arranging for the International Institute of Municipal Clerks (IIMC) Region IV training/meeting. Hosting of the meeting rotates annually among the five (5) Region IV member states (Arkansas, Louisiana, Mississippi, Oklahoma, and Texas). Historically, Oklahoma has hosted the meeting in the years ending in three (3) and eight (8) (i.e. 2003 and 2008) however that can be subject to change.

### **SECTION 10: IIMC REGION IV DIRECTOR NOMINATING COMMITTEE**

The IIMC Region IV Director Nominating Committee shall be charged with seeking nominations of eligible members, all of which meet the criteria established by IIMC, to represent OMCTFOA as their candidate for the election of Region IV Director on the International Institute of Municipal Clerks (IIMC) Board of Directors. The OMCTFOA Executive Committee will be responsible for selecting the candidate they choose to endorse from the nominations submitted by the committee. Historically, the director position has rotated among the five (5) Region IV member states (Arkansas, Louisiana, Mississippi, Oklahoma, and Texas). The term of office for each director is three (3) years with two (2) directors, each from different states within Region IV, serving at all times. It is foreseeable that this committee is necessary only when it is time for Oklahoma to nominate a director, as any vacancies created during a term of office are filled by the IIMC President.

### **SECTION 11: INSTRUCTION AND ATTENDANCE**

All Standing Committees are, in all respects, subject to instructions as may from time to time be prescribed by the Association. Excessive absences from meetings by officers or committee members as determined by the Executive Committee may result in removal from any office or committee.

## **ARTICLE V**

### **SECTION 1: AMENDMENTS TO THE CONSTITUTION**

The Constitution of the Association may be amended by a majority of the active members present and voting at the annual business meeting. Notice of any proposed amendments must be given to the active members at least fifteen (15) days prior to the date of the annual business meeting.

## **BYLAWS**

### **ARTICLE I**

#### **SECTION 1: MEETINGS**

**A. Annual Meeting**

An annual meeting of this Association shall be held each year in conjunction with the annual conference at a time and place specified.

**B. Special Meeting**

A special meeting may be called by the President, either when deemed expedient, or upon the written request of 25% of the members in good standing of the number of members attending the last annual conference. Notice of a special meeting shall be given to all members at least seven (7) days in advance of such a meeting.

**C. Other Meetings**

In addition to the annual meeting, there shall be such other meetings as the President shall determine for the Executive Committee. The time and place of, and the business to be transacted at such meetings, shall be within the discretion of the Executive Committee. Any of the executive committee members may participate in a meeting of the Executive Committee by means of a conference telephone call or other means of communication by which all members participating are able to hear each other at the same time. A written record shall be made of all actions taken.

**D. Quorum**

Except as in this Constitution otherwise provided, a majority of the Board of Officers or Executive Committee shall constitute a quorum for the transaction of official business. Any business conducted at any meeting must be approved by at least 50% of those attending the meeting. Proxies or Absentee Ballots are not allowed.

**E. Politics**

The discussion of Partisan Politics is prohibited.

### **ARTICLE II**

#### **SECTION 1: COMMITTEES**

Directly after taking office, the President shall appoint the Committees provided for by the Constitution. Such other special committees as may be required may be appointed as the occasion arises.

## **ARTICLE III**

### **SECTION 1: AGENDA**

At the annual business meeting, the order of business shall be as follows:

1. Call Meeting to Order
2. Approval of Minutes
3. Discussion and Action on:
  - a. Reports of Officers
  - b. Reports of Standing Committees
  - c. Reports of Special Committees
  - d. Election of Officers
4. New Business
5. Adjournment

## **ARTICLE IV**

### **SECTION 1: RULES OF ORDER**

Robert's Rules of Order of the last published edition shall govern all proceedings insofar as they are not inconsistent with the Constitution and the Bylaws of this Association.

## **ARTICLE V**

### **SECTION 1: AMENDMENTS TO BYLAWS**

The Bylaws of this Association may be amended by a majority of active members present at the annual business meeting. Notice of any amendments to be proposed at the annual meeting must be given by mail to all active members at least fifteen (15) days prior to the date of the business meeting.

## **ARTICLE VI**

### **SECTION 1: REPEALER**

All laws of this Association enacted prior to the adoption of these Bylaws are hereby repealed.