

Constitution  
And  
By-Laws

As amended 2014

Montana Municipal Clerks, Treasurers &  
Finance Officers Association



## ARTICLE I- NAME

This organization shall be known as the M.M.C.T. & F.O.A. and hereinafter will be referred to as the organization.

## ARTICLE II – PURPOSE

This organization has been formed to improve local governmental administration in Montana through local government officials universally known as Municipal Clerks, Treasurers and Finance Officers. In keeping with this purpose, the organization will encourage the use of a common terminology, the exchange of ideas and information and the advancement of sound government. The organization will also develop, exchange and disseminate information, ideas and techniques relating to local government. And the organization will initiate and perform other activities which promote the best interest of the public.

## ARTICLE III- MEMBERSHIP

### Section 1. Classes of Membership

There will be six classes of membership:

- a) **Active Membership.** The Municipal Clerk or Assistant Municipal Clerk, Clerk of the Commission, Administrative Assistant or any other titles under new forms of government which bear similarity in classification and duties now associated with the title City Clerk, Treasurer or Finance Officer of any municipality who wants to have an active membership in only the organization may be an Active Member.
- b) **Associate Membership.** Any person who is not eligible for Active Membership but supports the purpose of this organization may be considered for membership in this category.
- c) **Supporting membership.** Any corporation which supports the purpose of this organization may be considered for membership in this category. Active Memberships belong to the origination municipality and may be permanently transferred to any eligible person. They can never be held by an ineligible person.
- d) **Honorary membership.** Any individual may be nominated and elected to Honorary Membership. Election must be by a simple majority vote of the eligible members present at the fall semi-annual meeting. No more than ten persons can be on the Honorary Membership at any one time. The Executive Director and the President of the Montana League of Cities and Towns shall be ex-officio members of the Association. The Executive Director of the Montana League of Cities and Towns shall serve as Executive Director of the M.M.C.T. & F.O.A.

- e) **Affiliate Membership.** Any person who is a Finance Officer from other local government entities may be considered for membership in this category.
- f) **Retiree Membership.** Any person who has retired in the field as a Municipal Clerk or Assistant Municipal Clerk, Clerk of the Commission, Administrative Assistant or any other titles under new forms of government which bear similarity in classification and duties now associated with the title City Clerk, Treasurer or Finance Officer of any municipality who would like to remain as a member of the Association.

**Section 2. Classification of Members**

The Executive Committee shall have the power to determine the membership classification of any member, and it may reject application for membership other than a Municipal Clerk, Assistant Municipal Clerk, Clerk of the Commission, Administrative Assistant or any other titles under new forms of government which bear similarity in classification and duties now associated with the title City Clerk, Treasurer or Finance Officer.

**Section 3. Debate or Discussion**

All members are eligible to participate in debate or discussion on any question or proposition at any meeting of the organization

**Section 4. Voting.**

Voting is restricted to one vote for each represented municipality. That one vote may be cast by any Active Member in good standing from that municipality. Unless otherwise stated, a simple majority of those members voting on any issue will be sufficient to carry the vote.

**ARTICLE IV – FEES**

The annual membership fee for this organization shall be determined annually by the members of the organization at its fall semi-annual meeting, but shall at no time be less than ten dollars (\$10.00) per annum. Retiree memberships shall be set at 50% of the full membership fee. Honorary Members shall be exempt from payment dues.

**ARTICLE V - MEETINGS**

The semi-annual meetings of the organization shall be held on such dates and at such time and place as the Municipal Clerk's Institute and the Montana League of Cities and Towns annual convention, unless

the Executive Committee may previously fix a date and for which at least thirty (30) days written notice to all members has been given.

Other meetings, formal and informal, may be arranged by the President or by the Executive Committee with ten (10) day written notice to all members. At all business meetings twenty percent (20%) of members in good standing shall constitute a quorum.

#### ARTICLE VI- OFFICERS

The right to hold office is reserved for Active Members in good standing. The officers of the organization shall be a President; three (3) Vice-Presidents, one from each division, i.e. one (1) representing 1<sup>st</sup> and 2<sup>nd</sup> class cities, one (1) representing 3<sup>rd</sup> class cities and one (1) representing towns; a Treasurer; and a Secretary, each of whom shall be elected by the membership at the ~~fall~~<sup>spring</sup> semi-annual meeting of the organization and shall hold office for a two-year term with a maximum of two consecutive terms in an office. Terms will be based on a fiscal year, beginning June 1<sup>st</sup>. Any vacancy in any office because of death, resignation, removal, disqualification or otherwise, will be filled by appointment by the Executive board of Officers. Any officer appointed to fill a vacancy shall be appointed for the unexpired term of his or her predecessor.

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#### ARTICLES VII – ELECTIONS

Beginning with the election of officers at the annual convention of 1985, the following three officers (President, Vice-President of 3<sup>rd</sup> Class Cities and Secretary) will be elected for terms of two years; the remaining three officers (Vice-President of 1<sup>st</sup> and 2<sup>nd</sup> Class Cities, Vice-President of Towns and Treasurer) will be elected for a two-year term of office.

The President shall preside at all meetings of the organization. She/he shall appoint all committees including the chairman thereof and perform such other duties as may be required of him/her by the organization. In the absence of the President, he/she may appoint someone from the Executive committee to perform all of the duties of the President during his/her absence. The three (3) Vice-Presidents shall have pre scribed and designated duties to perform.

The Secretary shall keep the minutes and records of all meetings of the organization and shall take care of all correspondence thereof as directed or delegate such authority to the Executive Director of the Montana League of Cities and Towns. The Treasurer shall receive and administer all funds of the organization, keep accurate accounting of all financial transactions of the organization, and shall submit

at the fall semi-annual meeting a full report of all receipts and disbursements made during the preceding year. The funds shall be kept in the name of the organization and banked in a separate fund. Checks shall be signed by the Treasurer and President of the organization.

Before the nomination committee presents names of candidates for new officers, acceptance of a nomination must be assured in writing to the nomination committee by the nominees. Additional nominations for all elective offices may be made from the floor.

#### **ARTICLE VIII – EXECUTIVE COMMITTEE**

There shall be an Executive Committee consisting of the officers of the organization and the immediate past president. The Executive committee shall have full power and responsibility to carry out all of the purposes of the organization and shall have general charge and control of its affairs, funds and property but shall not have the right to amend its by-laws. A meeting of the Executive Committee may be called by the President or any three (3) members of the Executive committee. A majority of the Executive Committee called into session will constitute quorum for official business. Written notice of meetings of the Executive Committee shall be mailed by the Secretary not less than five (5) days prior to the holding of such meeting.

#### **ARTICLE IX – AMENDMENTS**

This constitution and by-laws may be amended at the fall semi-annual business meeting of the organization by a two-thirds vote of those present, provided that any proposed amendment be submitted in writing to each member at least two weeks prior to the pending fall semi-annual meeting.

#### **ARTICLE X – DISSOLUTION**

In the event of the dissolution of this organization, the assets shall be dedicated or transferred only in accordance with the purpose of the organization, preferably to the Montana League of Cities and Towns.