

TENNESSEE ASSOCIATION OF MUNICIPAL CLERKS AND RECORDERS

BYLAWS

ARTICLE I – NAME

The Association shall be known as the Tennessee Association of Municipal Clerks and Recorders.

ARTICLE II – CREATION

The Association shall be an unincorporated organization and is created by the adoption of these bylaws.

ARTICLE III – PURPOSE

The purpose of the Association shall be to promote efficiency, economy, and professionalism for municipal record keepers in the conduct of their official duties by:

- a. cultivating and promoting a better understanding of the functions and responsibilities of the municipal clerk and recorder;
- b. gathering and disseminating information to improve the procedures and professional image of the municipal clerk and recorder;
- c. promoting cooperation among municipal clerks and recorders through the exchange of ideas, information, and experiences;
- d. offering professional development opportunities for municipal record keepers;
- e. supporting legislation of benefit to municipal clerks and recorders.

ARTICLE IV – MEMBERSHIP

Active membership in the Association shall be open to any municipal clerk or recorder, to any deputy clerk or recorder, or to any person who performs the duties and functions of the municipal clerk or recorder for a Tennessee municipality.

Associate membership in the Association shall be open to any staff member of a municipal clerk or recorder's office other than the deputy or assistant clerk or recorder, as well as to any other municipal record keeper or interested business representative. The associate member shall have no voting privileges on fiscal matters or on election of officers but may serve, as appointed, on any Association committees.

Affiliate membership in the Association shall be open to organizations or individuals who are not eligible for active or associate membership but who are interested in the improvement of methods in government and who subscribe to the objectives of the Association. The affiliate member shall have no voting privileges on fiscal matters or on election of officers but may serve as appointed, on any Association committees.

Honorary membership in the Association shall be bestowed upon selected persons who have made significant and exemplary contributions to the municipal clerk profession and/or to the Association. The Board of Directors shall promulgate standards for this membership category and shall confer designate those who receive this honor. The honorary member shall pay no annual dues and shall have no voting privileges in the Association.

Retiree membership in the Association shall be open to any individual who has been an active member of TAMCAR and who has retired from their duties and functions of the municipal clerk or recorder for a Tennessee municipality. The Board of Directors will set the annual dues for the retiree member.

ARTICLE V – DUES

The annual membership dues in the Association shall be set by the Board of Directors and may be reviewed at the annual business meeting, as deemed necessary.

ARTICLE VI – MEETINGS

There shall be at least one annual meeting of the Association each year and other meetings may be held upon proper notice of the membership. A quorum of any meeting shall consist of the officers and members present at the meeting.

Each member in good standing may cast one vote on matters brought before the organization, except that, associate members may not vote on fiscal matters or for the election of officers.

The Board of Directors, which shall be composed of the Association officers and directors, shall meet from time to time by order of the President or upon written request directed to the president by any three (3) members of the Board.

Committees shall meet no less than one time during the Association year. The committee chairperson shall be responsible for arranging the meeting, and a majority of the committee members shall constitute a quorum.

ARTICLE VII – OFFICERS AND TERMS

The officers of the Association shall consist of a president, a vice president (president-elect), a secretary, and a treasurer, all of whom shall be active members in good standing. All officers shall be elected for a term of two (2) years, and the Vice-President shall succeed the President upon completion of the President’s two-year term.

There shall be three (3) directors elected by the membership, one from each of the three geographic regions of the state, who shall each serve for a term of two (2) years.

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All Officers/Directors shall be employed in the full-time capacity as an appointed or elected Municipal Clerk or Recorder or duly appointed Deputy City Clerk, Recorder or be the person performing duties commensurate to the duties performed by a City Clerk. If an Officer/Director shall cease to possess qualifications during the term of office for a period in excess of ninety (90) days, the office shall be forfeited.

To be eligible to hold office as President, Vice President, Secretary, or Treasurer, one must: (1) have been a member of TAMCAR for three (3) years; (2) possess or be actively pursuing a CMC (Certified Municipal Clerk) or SCC (State Certified Clerk) designation; and (3) have attended at least two (2) TAMCAR Conferences.

The President and Vice President shall serve no more than one full term; the Secretary & Treasurer shall serve no more than two (2) consecutive terms in the same office, and there is no limit on the number of consecutive terms one may serve as a Director.

To be eligible to hold office as a Director, one must possess or be actively pursuing the CMC or SCC designation, and provide proof of such pursuit.

A vacancy in any office shall be filled by the President with the approval of the Board of Directors for the unexpired portion of a term of office by appointment of an active member in good standing.

In the event it becomes necessary for the Vice President to fill an unexpired term of the President, the President will still be eligible to serve his/her full term.

ARTICLE VIII – DUTIES OF OFFICERS

The President shall preside at all meetings of the Association and the Board of Directors, issue the call for regular or special meetings of the Association, appoint all committees, and perform such other duties as may be required by the Association.

The Vice-President shall occupy the position and perform the duties of President if for any reason the President is absent or unable to attend to the duties of the office. The Vice President shall succeed to the office of President in the event of a vacancy in the office. The Vice President shall oversee the functioning of the various committees.

The Secretary shall keep all records and proceedings of the Association and handle all correspondence thereof as directed.

The Treasurer shall receive and administer all funds of the Association, keep an accurate accounting of all financial transactions of the Association and shall submit at the annual meeting a full report of all receipts and disbursements made during the preceding year and a budget for the ensuing fiscal year. The funds shall be kept in the name of the Association and banked convenient to the Treasurer.

ARTICLE IX – COMMITTEES

The President shall have the power to establish such standing and special committees from time to time as may be deemed necessary for the proper transaction of business.

ARTICLE X – BUDGET AND AUDIT

The Board of Directors shall present a proposed budget to the membership for consideration and approval at the annual meeting, which budget shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year.

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The expenditure of organization funds in excess of the amount of \$250.00, for any purpose whatsoever, shall not be made except on recommendation by the Board of Directors, or as specified in the organization budget.

The Board of Directors shall require an annual audit of the books and accounts of the Association. The President, with approval of the Board of Directors, shall appoint an Audit Committee composed of three (3) Association members, which shall audit the books prior to the annual meeting. The Treasurer shall present the books to the committee for audit and the signatures of the Audit Committee members shall be affixed to the Treasurer's annual report. The Treasurer shall present an annual financial report from the preceding year to the membership at the annual meeting.

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The President and the Treasurer shall be authorized to sign checks on behalf of the Association; one of the two authorized signatures shall be required on all checks.

ARTICLE XI – MISCELLANEOUS

Robert's Rules of Order, Newly Revised, shall apply to any meeting of the Association where parliamentary rules of procedure are observed.

In the event of dissolution of the Association, all assets of the Association shall be distributed to such organizations as agreed upon by the Board of Directors, which organizations shall qualify under the IRS Code 501(c) (3); and none of the assets of the Association shall be distributed to any individual member of the Association.

ARTICLE XII – AMENDMENTS

These bylaws may be amended by a two-thirds majority of the voting members present at any annual meeting of the Association, provided that notice of any proposed amendment shall have been given by mail to the membership at least twenty (20) days prior to the meeting at which vote on such amendment is to be taken.

ADOPTED: SEPTEMBER 23, 1988

ADOPTED: SEPTEMBER 20, 1990

ADOPTED: SEPTEMBER 24, 1992

ADOPTED: SEPTEMBER 15, 1994

ADOPTED: SEPTEMBER 08, 2004