

**BY-LAWS OF THE  
NEW MEXICO MUNICIPAL COURT CLERKS ASSOCIATION**

A Subsection of the New Mexico Municipal League

**ARTICLE I. NAME AND LOCATION**

- A. The name of this association shall be the New Mexico Municipal Court Clerks Association.
- B. The location of the principal office of this Association shall be the office of the New Mexico Municipal League in Santa Fe, New Mexico.

**ARTICLE II. MISSION STATEMENT**

The mission of this Association shall be to increase the proficiency of its members through sponsorship of professional educational training programs and sharing experiences and techniques that will result in efficient and effective administration and communication with the individual municipal courts, law enforcement agencies, and the public for the betterment of the community.

**ARTICLE III. MEMBERSHIP**

- A. Full membership in the Association is open to but not mandatory for all Municipal Court personnel.  
  
All full members who have paid dues for the current fiscal year shall be deemed to be members in good standing and shall be entitled to vote, and to hold office in the Association.
- B. Associate membership shall be open to all other individuals interested in the municipal court system. Associate members shall not be eligible to hold office in the Association and shall not have voting privileges.
- C. Honorary Members shall be chosen because of distinguished service and advancement of the Association. All proposed honorary members shall be nominated by at least three (3) full members, and shall be approved only upon unanimous recommendation of the Association Board, and a majority vote of the members present at an annual business meeting. Honorary members shall not be eligible to hold office in the Association and shall not have voting privileges.
- D. The Executive Director of the Municipal League, or a designated alternate, shall be an ex-officio member of the Association.
- E. Annual dues shall be sixty dollars (60.00) for each full and associate member, payable within thirty (30) days after joining the Association and annually thereafter. Honorary members shall be exempt from dues.

In the event of a vacancy in the municipal court, an annual membership is transferable to the individual filling a vacancy through the end of the remaining fiscal year. The municipal court shall notify the secretary-treasurer of any vacancy replacement.

## **ARTICLE IV. EXECUTIVE COMMITTEE**

A. Executive Committee of the Association shall be the following Officers:

- |                    |                             |
|--------------------|-----------------------------|
| 1. President       | 4. Treasurer/Historian      |
| 2. President-Elect | 5. Immediate Past President |
| 3. Secretary       |                             |

B. Qualifications:

Only a full member in good standing shall qualify to hold office in the Association.

C. Election and Term of Office:

1. Officers shall be elected annually for a term of one (1) fiscal year.
2. The President-Elect shall automatically assume the office of President at the conclusion of the annual conference.
3. Election of officers shall be held at the Annual Business Meeting of the Association, with the new officers assuming their offices at the conclusion of the Annual Conference. The report of the Nominating Committee shall be submitted for approval of the full members present at the annual business meeting. Nominations from the floor may be made by any full member in attendance at the business meeting for any office to be filled excluding the office of President.
4. If the slate of officers is not elected by acclamation then the full members present shall vote by secret ballot. The candidate receiving the largest number of votes for the office shall be deemed elected. An individual may hold only one office at any one time.
5. Any Officer not attending two (2) consecutive board meetings shall automatically forfeit the office held unless such absence is excused upon request of the Officer by a majority of the Board of Directors.

## **ARTICLE V. DUTIES OF OFFICERS**

A. President:

1. The President shall preside at all meetings and functions in which the Association participates.
2. The President shall appoint all committees as needed.
3. The President shall act as Association Representative on the New Mexico Municipal League Board of Directors.
4. The President or designee shall participate as Association Representative at meetings outside of the Association that affect municipal courts.
5. The President may appoint one or more assistant secretaries to record minutes as appropriate.

B. President-Elect:

1. The President-Elect shall act as President in the President's absence or upon the President's resignation.
2. The President-Elect shall assist the President in all matters when called upon to do so.
3. The President-Elect shall serve as the Chair of the Education Committee.

C. Secretary:

1. The Secretary shall keep minutes of all meetings and records of correspondence.
2. On behalf of the Association, the Executive Director of the New Mexico Municipal League shall maintain an up-to-date mailing list of all members and mail notices of all meetings and events of the Association and any other matters as directed by the President.
3. Upon the vacancy of the President-Elect, the Secretary shall assume the position of President-Elect.

D. Treasurer/Historian:

1. On behalf of the Association, the Executive Director of the New Mexico Municipal League shall collect and keep a record of all dues paid, shall deposit all dues paid in an account opened in the name of the Association, shall mail notices to members who are delinquent in their dues, shall insure that all outstanding accounts payable are paid in a timely manner, shall prepare current financial reports for presentation by the Treasurer, and shall insure that the Association account and financial records are audited at least annually.
2. The Treasurer/Historian shall present a current financial report at every meeting of the Association.
3. The Treasurer/Historian shall keep a historical record of newly elected officers and all Association activities i.e. conference programs, amended by-laws, newspaper clippings, photographs, and such other archival materials as appropriate.
4. The Treasurer/Historian shall bring the Association history to the Annual Conference and make it available to the members for their examination.
5. Upon the vacancy of the Secretary, the Treasurer/Historian shall assume the position of Secretary.
6. Upon the vacancy of the Treasurer/Historian, a successor shall be selected by majority vote of the Board of Directors.

E. Immediate Past President:

1. The Immediate Past President shall serve as Chair of the Nominating Committee as well as Chair of the Handbook Committee.

**ARTICLE VI. BOARD OF DIRECTORS**

A. Composition:

The Board of Directors shall consist of the current officers of the Association and the Past Presidents' who are current full members.

B. Powers:

1. The Board of Directors shall manage the affairs of the Association.

C. Removal:

An officer or member of the Board of Directors may be removed at any time by the majority vote of the Association.

D. Resignation:

1. Any officer or member of the Board of Directors may resign at any time by giving written notice to the President.
2. Such resignation shall take effect on the date of receipt of such notice or any later time specified in the notice.

E. Filling of Vacancies:

1. When an Executive Committee member dies, resigns or is removed, a successor shall be selected by majority vote of the remaining Board of Directors.
2. The person elected to fill the vacancy shall complete the unexpired term of the predecessor.
3. When a Past President who is a current Board Member dies, resigns or is removed, the vacancy shall not be filled.

**ARTICLE VII. MEETINGS OF MEMBERS**

A. Annual Conference:

The Annual Conference of the membership shall be held in conjunction with the Annual Municipal Judges Conference and at the direction of the Board of Directors.

B. Special Meetings:

1. The President, or the Board of Directors with the advice and consent of the Executive Director of the Municipal League, or a two-thirds (2/3<sup>rd</sup>) majority of the membership may call a special meeting wherever or whenever they deem necessary.
2. Special meetings must be called with at least twenty (20) working days written notice to the membership before such meeting.

C. Quorum:

1. One half plus one (1) of the members in good standing present at the Annual Business Meeting shall constitute a quorum for any action except as otherwise provided in these By-Laws or required by law.
2. A quorum shall continue throughout a meeting once it has been identified.
3. If a quorum is present, the vote of a majority of members at the meeting shall become an act of the Association.

D. Rules of Order:

All meetings of this Association shall be conducted in accordance with these By-Laws; to the extent that rules of order are not covered by these By-Laws, Robert's Rules of Order shall control.

### **ARTICLE VIII. COMMITTEES**

A. Appointment:

The President shall appoint the chairman and members of all committees required by these By-Laws or established by the Association from among the members in good standing of the Association.

B. Nominating Committee:

1. The Nominating Committee shall be comprised of three (3) members in good standing including the Immediate Past President who shall serve as Chair.
2. The Nominating Committee shall submit to the Annual Business Meeting a list of nominations for all offices of the Association.
3. Additional nominations shall be accepted from the floor.

C. Education Committee:

1. The Education Committee shall be comprised of six (6) members in good standing including the President-Elect who shall serve as Chair.
2. This Committee, in cooperation with the New Mexico Municipal League

and the Judicial Education Center, develops the educational program for the Annual Conference.

D. Handbook Committee:

1. The Handbook Committee shall be comprised of Past Presidents' in good standing not to exceed five (5) members including the Immediate Past President who shall serve as Chair.
2. The Handbook Committee shall annually review the Handbook to update and amend it as is feasible.

**ARTICLE IX. FISCAL YEAR**

The fiscal year of the Association shall be from July 1st to June 30th.

**ARTICLE X. AMENDMENTS**

- A. Any part of these By-Laws may be amended by a two-thirds (2/3<sup>rd</sup>) majority vote of the voting membership present at the Annual Business Meeting.
- B. Notice of the proposed amendment must be sent through the Municipal League in writing to each member of the Association at least thirty (30) days prior to the Annual Conference at which the proposed amendment will be voted upon.
- C. Any amendments adopted by the Association shall become effective upon approval by the Board of Directors of the New Mexico Municipal League.

ADOPTED BY THE NEW MEXICO MUNICIPAL COURT CLERKS' ASSOCIATION, JUNE 10, 1986.

AMENDED BY THE ASSOCIATION, JUNE 15, 1993; APPROVED BY THE NMML BOARD OF DIRECTORS, FEBRUARY 3, 1994; EFFECTIVE JULY 1, 1994.

AMENDED BY THE ASSOCIATION, JUNE 15, 1999; APPROVED BY THE NMML BOARD OF DIRECTORS, OCTOBER 2, 1999.

AMENDED BY THE ASSOCIATION, JUNE 21, 2004; APPROVED BY THE NMML BOARD OF DIRECTORS, FEBRUARY 22, 2005.

AMENDED BY THE ASSOCIATION, JUNE 12, 2006. DUES INCREASE DOES NOT REQUIRE NMML BOARD OF DIRECTORS APPROVAL.