

**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 MEMBERS.** 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 annual membership period shall be deemed to be members in good standing and shall be entitled to vote, and to hold office in the Association.

- B. **RETIRED MEMBERS.** Retired membership shall be open to any person who previously held a full membership in the Association, but has retired from their position.
- C. The Executive Director of the Municipal League, or a designated alternate, shall be an ex-officio member of the Association.
- D. The annual membership period shall be from July 1 through June 30 of each year. Annual dues shall be one hundred dollars (\$100.00) for each full and associate member, and thirty-five dollars (\$35.00) for retired members, payable immediately upon applying for membership to the Association and annually thereafter. Honorary members shall be exempt from dues.

In the event of a vacancy by a paying member, an annual membership is transferable to the individual filling the vacancy within the municipality through the end of the remaining annual membership period, provided that the individual submit a membership application to the Municipal League.

ARTICLE IV. EXECUTIVE COMMITTEE

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

1. President
2. Vice – President
3. Secretary/Treasurer
- 4.Immediate Past President

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 for a term of two (2) years.
2. The Vice - President shall automatically assume the office of President at the conclusion of the Annual Conference.
3. Election of officers shall be held in even-numbered years at the Annual Business Meeting of the Association, with the new officers assuming their offices at the conclusion of the Annual Conference.
4. Any members in good standing may nominate any eligible official, or may declare their candidacy, for any office to be filled. Such nominations or declarations of candidacy shall be submitted in writing to the Chair of the Nominating Committee no later than twenty (20) days prior to the Annual Business Meeting.
5. The Nominating Committee shall meet no later than ten (10) days prior to the Annual Business Meeting to prepare a Nominating Committee Report containing the list of nominations for each office to be emailed to members in good standing no later than (5) days prior to the meeting.
6. Nominations from the floor may be made by any full member in attendance at the Annual Business meeting for any office to be filled excluding the office of President.
7. 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.

8. 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.

B. Vice - President:

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

C. Secretary/Treasurer:

1. The Secretary/Treasurer shall keep minutes of all meetings and records of correspondence.
2. On behalf of the Association, the New Mexico Municipal League shall maintain an up-to-date list of all members, to include contact information so that the Secretary/Treasurer can email notices of all meetings and events of the Association and any other matters as directed by the President.
3. Upon the vacancy of the Vice - President, the Secretary/Treasurer shall assume the position for the remainder of the term.
4. On behalf of the Association, the 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 email 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 Secretary/Treasurer, and shall insure that the Association account and financial records are audited at least annually.

5. Shall present a current financial report at every meeting of the Association.
6. Upon the vacancy of the Secretary/Treasurer, a successor shall be selected by majority vote of the Board of Directors.

E. Immediate Past President:

The Immediate Past President shall serve as Chair of the Nominating Committee. If the Immediate Past President seat is vacant, the President must fulfill this role.

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:

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 for the remainder of the unexpired term.

ARTICLE VII. MEETINGS OF MEMBERS

A. Professional Development Conference:

The Professional Development Conference of the membership shall be held annually either in person or remotely.

B. Annual Business Meeting:

The Annual Business Meeting shall be held at the Annual Conference of the New Mexico Municipal League. This meeting can include remote accessibility for those unable to attend in-person.

C. Special Meetings:

1. The President, or the Board of Directors with the advice and consent of a two-thirds (2/3rd) majority of the membership may call a special meeting, to be held in-person or remotely, wherever or whenever they deem necessary.
2. Special meetings must be called with at least ten(10) working days notice to the membership before such meeting.

D. 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.

E. 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, Newly Revised 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:

The Nominating Committee shall be comprised of three (3) members in good standing including the Immediate Past President who shall serve as Chair.

C. Education Committee:

1. The Education Committee shall be comprised of eight (8) members in good standing to ideally involve statewide representation if possible including the Vice - President who shall serve as Chair.
2. This Committee, in cooperation with the New Mexico Municipal League and the Court Education Institute, develops the educational program for the Annual Professional Development Conference.

D. Handbook Committee:

1. The Handbook Committee shall be comprised of Past Presidents' and Board Members and/or members in good standing not to exceed five (5) members.
2. The Handbook Committee shall 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 (2/3rd) 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.

AMENDED BY THE ASSOCIATION, JUNE 24, 2009. DUES INCREASE DOES NOT REQUIRE NMML BOARD OF DIRECTORS APPROVAL.

AMENDED BY THE ASSOCIATION, AUGUST 14, 2024.