

**CONSTITUTION  
OF THE  
NEW MEXICO MUNICIPAL CLERKS  
AND  
FINANCE OFFICERS' ASSOCIATION**

**ARTICLE I. NAME**

The name of this organization shall be the New Mexico Municipal Clerks' and Finance Officers' Association.

**ARTICLE II. SUBDIVISION**

The New Mexico Municipal Clerks' and Finance Officers' Association so created shall be, and hereby is, a subdivision of the New Mexico Municipal League with headquarters in the City of Santa Fe, Santa Fe County in the State of New Mexico.

**ARTICLE III. PURPOSE**

The New Mexico Municipal Clerks' and Finance Officers' Association is a subsection of the New Mexico Municipal League organized to increase the proficiency of its members through sponsorship of professional training programs and sharing experiences and techniques that will result in efficient and effective administration on the local level.

**ARTICLE IV. OFFICERS**

The officers of this Association shall be the President, President-Elect, Vice-President and Secretary-Treasurer.

- a. Each officer shall be a full member in good standing of the Association as defined in Article X of this Constitution.
- b. There shall be only one officer from any one-member municipality.
- c. The officers shall assume office, October 1 and serve until September 30. The term of office shall be for one year or until the respective successor takes office.
- d. The President-Elect shall automatically assume the office of President on October 1 for the ensuing year.
- e. If the President-Elect or Vice-President ceases municipal employment as a Clerk, Treasurer, or Finance Officer, the resulting vacancy shall be filled by a majority vote of the Executive Board within 30 days after such vacancy occurs.
- f. The President of the Association is a member of the New Mexico Municipal League Board of Directors for a period of one year, October 1 through September 30.
- g. The Secretary-Treasurer shall always be filled by the Executive Director of the New Mexico Municipal League

## **ARTICLE V. DISTRICT DIRECTORS**

There shall be one director and one alternate director elected by the members in good standing of the Association from each of the (8) eight Districts established by the New Mexico Municipal League Board of Directors.

- a. Each director or alternate director shall be a full or associate member in good standing of the Association as defined in Article X of this constitution.
- b. There shall be only one director from any one municipality.
- c. The Board members shall be elected at the New Mexico Municipal Clerks' and Finance Officers' Association Spring Meeting.
- d. Vacancies shall be filled by the President with the approval of the Executive Committee.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, the President-Elect, Vice-President, Secretary-Treasurer and the Immediate Past President in active service as a municipal official or employee in New Mexico, who shall serve on the Executive Committee for one year after retirement as President of the Association.

## **ARTICLE VII. BOARD OF DIRECTORS**

The Board of Directors shall consist of the President, President-Elect, Vice-President, Secretary-Treasurer, Immediate Past President and Board of Directors.

- a. The Board of Directors shall meet at the call of the President or a majority of the Executive Committee by notice to the Secretary-Treasurer, provided that no more than four meetings per year are called. Scheduling of Board meetings must be approved by the Executive Director of the New Mexico Municipal League.
- b. The Board of Directors shall have general supervision of the affairs of the Association, including but not limited to approval of expenditures and such other business as deemed necessary to ensure continued welfare of the Association.
- c. For the purposes of this section, a conference telephone call of a majority of the members of the Executive Committee shall be considered a valid meeting.

## **ARTICLE VIII. ELECTION OF BOARD OF DIRECTORS**

**SECTION 1.** At each Spring Meeting of the New Mexico Municipal Clerks' and Finance Officers' Association, the full members of the Association shall elect a President (if there is no President-Elect), President-Elect, Vice-President. In even-numbered years, the Association shall elect District Directors and Alternate District Directors from even-numbered districts. In odd-numbered years, the Association shall elect District Directors and Alternate District Directors from odd-numbered districts. Any candidate receiving a majority of all votes cast for any office shall be declared elected.

**SECTION 2.** Not later than 60 days prior to the Spring Meeting of the New Mexico Municipal Clerks' and Finance Officers' Association the Association President shall appoint not less than three members in good standing to serve as the Nominating Committee.

**SECTION 3.** Not later than 50 days prior to the Spring Meeting of the New Mexico Municipal Clerks' and Finance Officers' Association the Association members in good standing shall be notified in writing:

- a. Vacancies in office to be filled;
- b. Names of Nominating Committee members; and,
- c. Procedures to nominate members in good standing to vacancies.

**SECTION 4.** Any Association members in good standing may nominate any eligible official, or may declare his or her candidacy, for any office or directorship to be filled. Such nominations or declarations of candidacy shall be submitted in writing to the Chair of the Nominating Committee no later than 30 days prior to the Spring Meeting. Nominations received after that date will be returned.

**SECTION 5.** The Nominating Committee shall meet not later than 20 days prior to the Spring Meeting and prepare a Nominating Committee report to be mailed to members in good standing no later than 15 days prior to the meeting.

- a. The Nominating Committee will submit the names of all timely declarations and nominations for each office or directorship to be filled in the Nominating Committee Report.
- b. If no nomination or declaration is received for an office or directorship, the Nominating Committee shall submit the name of one member in good standing for each office or directorship to be filled for which no nomination or declaration was received.

**SECTION 6.** At the Spring Business Meeting, the report of the Nominating Committee will be submitted for approval of the members in good standing, registered and attending the business meeting. Nominations from the floor may be made by any member in good standing in attendance at the business meeting, for any office or directorship to be filled.

**SECTION 7.** A person who has served the Association as an officer shall not be eligible for re-election to the same office, except of a person filling an unexpired term in the Association, to succeed himself, provided, however, that this section does not affect the office of Secretary-Treasurer who shall always be filled by the Executive Director of the New Mexico Municipal League.

**SECTION 8.** The Board of Directors elected as provided for in this Article shall take office on October 1 and serve until September 30 of the ensuing year.

## **ARTICLE IX. COMMITTEES**

The New Mexico Municipal Clerks' and Finance Officers' Association shall have committees appointed by the President to perform administrative responsibilities of the Association. There shall be Standing Committees and there may be Ad Hoc Committees. The Association President is an ex-officio member of all committees of this Association.

## ARTICLE X. MEMBERSHIP

**SECTION 1.** The members of this Association shall consist of full members, Associate members, honorary members, and retired members.

**SECTION 2. FULL MEMBERS.** Any person who is a clerk, treasurer, clerk-treasurer, clerk-manager, finance officer, purchasing officer or their assistants shall be eligible for full membership in the Association. It shall be the duty of the President to invite each person to exercise his rights to such membership.

**SECTION 3. ASSOCIATE MEMBERS.** Municipal employees not defined in Section 2 or county and state officials in related positions or fields shall be eligible for associate membership in the Association. Application for such membership shall be approved by the Executive Committee before election to membership.

**SECTION 4. HONORARY MEMBERS.** Honorary members shall be chosen because of distinguished service to local government. They shall be proposed by at least three active members, and shall be elected only upon a unanimous recommendation of the Executive Committee and a majority vote of the members present at a semi-annual meeting. An election of an honorary member shall be canceled if an acceptance is not received within six months after the candidate has received the notice of his election.

**SECTION 5. RETIRED MEMBERS.** Any person who has previously held a full membership in the Association, but has retired from their position, shall be eligible for retired membership in the Association.

**SECTION 6. ELIGIBILITY.** Eligibility in any grade of membership shall be as determined by the Executive Committee.

**SECTION 7. MEMBER IN GOOD STANDING.** A member in good standing means that the current year's dues are paid in full.

## ARTICLE XI. DUES

The annual dues for full members shall be \$50.00; for associate members \$40.00; and for retired members \$25.00. Honorary members shall be exempt from dues. The fiscal year shall date from July 1 to June 30. Dues shall be payable annually on or before July 1 and shall be considered delinquent on August 15. Any full or associate member whose dues are in arrears for a period of six months may be suspended from membership and notified by the Secretary-Treasurer in writing of their suspension.

## ARTICLE XII. TERMINATION OF MEMBERSHIP

**SECTION 1. INVOLUNTARY TERMINATION OF MEMBERSHIP.** The Board of Directors may upon written request of four or more full members, setting forth reasons, suspend any member of the Association if the Board of Directors considers the reasons just cause for action, provided that such suspension shall be for a period of not more than one year. If it appears there is sufficient reason for termination of membership, the committee shall advise the accused of the charges against him. He may, if he so desires, present a written defense which shall be considered by the Board of Directors. Within one month after preferring of charges, the Board of Directors shall consider the

case. If a resignation has not been tendered, or a satisfactory defense made, the Board of Directors shall expel the person and notify him and the membership of its action. A member who has been expelled may only be restored to membership by a three-fourths majority vote of the members at an annual meeting.

**SECTION 2. RESIGNATION.** Any member may resign their membership by a written notice to the Secretary-Treasurer of their desire to do so after which their resignation shall be accepted.

### **ARTICLE XIII. MEETINGS**

Meetings of this Association shall be held at least semi-annually. One semi-annual meeting shall be held during the Annual Conference of the New Mexico Municipal League. All other meetings shall be held at a time and place as determined by the Executive Committee. Notice of the time and place of the semi-annual meetings shall be sent by the Secretary-Treasurer to all members not less than thirty days in advance of the meeting date.

### **ARTICLE XIV. AMENDMENTS**

This constitution may be amended or repealed by a majority vote of the full members in good standing present at a semi-annual meeting, and shall become effective upon approval by the Board of Directors of the New Mexico Municipal League.

### **ARTICLE XV. EFFECTIVE DATE**

This constitution shall become effective after its approval by a majority of the full membership present at a semi-annual meeting, and upon approval of the Board of Directors of the New Mexico Municipal League.

**BY-LAWS  
OF THE  
NEW MEXICO MUNICIPAL CLERKS'  
AND  
FINANCE OFFICERS' ASSOCIATION**

**I. ORGANIZATION**

**A. EXECUTIVE COMMITTEE** - Shall supervise and control the affairs of the Association when the Association is not in session.

1. The President shall appoint such committees as may be necessary. The President is Chair of the Executive Committee and responsible for conducting their meetings. The President is an ex-officio member of all appointed committees. The President of the Association is a voting member of the New Mexico Municipal League Board of Directors for a period of one year, October 1 through September 30. The President reviews applications with the Scholarship Committee.
2. The President-Elect assists in the supervision of the Association. The President-Elect serves in the absence of the President during official meetings of the New Mexico Municipal Clerks' and Finance Officers' Association or any other Association meeting. The President-Elect serves as the Chair of the Public Relations Committee.
3. The Vice-President assists in the supervision of the Association. The Vice-President serves as the Chair of the Education Committee.
4. The Secretary-Treasurer shall transact the necessary financial business of the Association, and keep a complete record of all transactions which shall be submitted for auditing at a semi-annual meeting of the Association. He shall keep a record of the minutes of all meetings, give proper notice of meetings to the membership, and perform such other duties as may be delegated to him by the Executive Committee.
5. The Immediate Past President assists in the supervision of the Association. The Immediate Past President serves as the Chair of the Nominating Committee.
6. The Executive Committee with the Secretary-Treasurer shall develop an annual association budget to bring to the Association at its annual business meeting.

**B. BOARD OF DIRECTORS**

The Board of Directors of the New Mexico Municipal Clerks' and Finance Officers' Association consists of the following positions:

1. President; 2. President-Elect; 3. Vice-President; 4. Secretary-Treasurer; 5. Immediate Past President; 6. District Directors; 7. Alternate District Directors.

## **C. DISTRICT DIRECTORS**

District Directors are elected from each of the eight (8) Districts established by the New Mexico Municipal League Board of Directors. There shall also be Alternate District Directors elected from each of the eight (8) Districts. The duties of the Alternate District Director shall be to perform all the duties and have all the powers of the District Director in case of absence of such District Directors from meetings of the Board of Directors.

The District Directors will serve as the Membership Committee. They provide information about events and members in their district to the Association. They are the contact source to provide information to district members from the Association.

## **D. COMMITTEES**

### **1. Standing Committees:**

- a. Education Committee. The Vice President is Chair for this Committee. This committee creates programs for the Spring Meeting, Association Meeting held in conjunction with the Annual Conference of the New Mexico Municipal League, and Election School. This committee works with the Institute Director to find topics to be used at the Clerk's Certification Institute and at the Master Municipal Clerk Academy. This committee also educates the membership on the Certification Program and the Academy Program.
- b. Election Code Committee. This committee works to review and make amendments to the Municipal Election Code. The committee also follows the legislative process and provides testimony on proposed legislation.
- c. Fund Raising Committee. Fund Raising is done to create funds for scholarships to the Clerk's Institute and Academy. Funds are also raised for other programs of the Association. Members who have received scholarships to the training programs should serve at least one year on this committee.
- d. Membership Committee. The District Directors serve as the Membership Committee. There is no Chair for this committee, one member serves as a facilitator for each meeting. This committee contacts new clerks and potential members in the district. The Membership Committee acts as an information source between the Association and members in their district.
- e. Records Management Committee. This committee is Chaired by an appointed Association Historian. Reference materials on past policies of the Association are maintained in the office of the New Mexico Municipal League. This committee maintains an index of the information available.
- f. Public Relations Committee. The President-Elect serves as the Chair for this committee. Promotion of Municipal Clerks' Week, Clerk's Corner in the Municipal League Reporter, and other information sources to increase the awareness of the professionalism of the Municipal Clerk.

2. Ad Hoc Committees may be appointed for a specific task at any time during the term of the office of the President. Examples of those committees may include:
  - a. Nominating Committee. Prepares a slate of officers for the Spring Meeting.
  - b. Clerk's Handbook Committee. Reviews and recommends updates to the Handbook of Clerk functions.
  - c. Policies, Procedures and Committee Handbook. Reviews and recommends updates to the Association Handbook.
  - d. Awards Committee. Determines the recipients of any awards presented by the Association.
  - e. Institute Program Committee. Works with the Institute Director to review and update curriculum for the Institute Program.
  - f. Survey Committee. Surveys the membership on wants and needs of education periodically.

## **II. MEETINGS**

### **A. SEMI-ANNUAL MEETING**

The semi-annual meeting of the New Mexico Municipal Clerks' and Finance Officers' Association is held no later than May 15 of each year. A business meeting shall be held during the Spring Meeting. There is an emphasis on education and training during this session. The selection of the site of the semi-annual meeting is a responsibility of the Executive Committee.

### **B. NMML ANNUAL CONFERENCE**

The New Mexico Municipal Clerks' and Finance Officers' Association will hold a Sub-Section meeting during the New Mexico Municipal League Annual Conference. This Sub-Section meeting can be held with other Sub-Sections of the New Mexico Municipal League. The Education Committee needs to coordinate the training with the other Sub-Sections.

### **C. COMMITTEE MEETING**

Committee meetings may be held during a semi-annual meeting of the New Mexico Municipal Clerks' and Finance Officers' Association. Committee meetings may be held by telephone conference call to complete duties assigned by the President.

### **D. ORDER OF BUSINESS**

At semi-annual meetings of the New Mexico Municipal Clerks' and Finance Officers' Association, the order of business shall be as follows, but may be suspended by a majority vote of full members present:

1. Roll Call
2. Reading and Approval of Minutes
3. Reading and Approval of the Treasurer's Report



4. Reports of the Executive Committee
5. Committee Reports
6. Communications
7. Election of Officers
8. Unfinished Business
9. New Business
10. Adjournment

#### **E. VOTING PROCEDURES**

Each full member in good standing, registered and attending a semi-annual meeting of the Association shall be entitled to one vote. Where there is more than one nominee for office, the voting shall be only by written ballot. All other voting shall be by showing of hands; except that upon request of one-third of the delegates present, a roll call shall be done upon any question. Upon any vote, a majority of the full members in good standing present and voting shall prevail, except upon questions which required more than a majority vote under the provisions of these By-Laws.

### **III. AMENDMENTS**

These By-Laws may be amended or repealed by a majority vote of the full members in good standing present at a semi-annual meeting, and shall become effective upon approval by the Board of Directors of the New Mexico Municipal League.

**AMENDED BY THE NEW MEXICO MUNICIPAL CLERKS' AND FINANCE OFFICERS' ASSOCIATION ON MAY 3, 1991 AND APPROVED BY THE NEW MEXICO MUNICIPAL LEAGUE BOARD OF DIRECTORS ON MAY 11, 1991.**

**AMENDED BY THE NEW MEXICO MUNICIPAL CLERKS' AND FINANCE OFFICERS' ASSOCIATION ON APRIL 30, 1993 AND APPROVED BY THE NEW MEXICO MUNICIPAL LEAGUE BOARD OF DIRECTORS ON JUNE 5, 1993.**

**AMENDED BY THE NEW MEXICO MUNICIPAL CLERKS' AND FINANCE OFFICERS' ASSOCIATION ON APRIL 4, 1996 AND APPROVED BY THE NEW MEXICO MUNICIPAL LEAGUE BOARD OF DIRECTORS ON OCTOBER 5, 1996.**

**AMENDED BY THE NEW MEXICO MUNICIPAL CLERKS' AND FINANCE OFFICERS' ASSOCIATION ON APRIL 21, 1999 AND APPROVED BY THE NEW MEXICO MUNICIPAL LEAGUE BOARD OF DIRECTORS ON JUNE 12, 1999.**

**AMENDED BY THE NEW MEXICO MUNICIPAL CLERKS' AND FINANCE OFFICERS' ASSOCIATION ON APRIL 21, 2006 AND APPROVED BY THE NEW MEXICO MUNICIPAL LEAGUE BOARD OF DIRECTORS ON JUNE 10, 2006.**