

# OKLAHOMA MUNICIPAL COURT CLERKS ASSOCIATION CONSTITUTION and BYLAWS

## ARTICLE I. NAME AND PURPOSE

**SECTION 1.** The name of this organization shall be “The Oklahoma Municipal Court Clerks Association.”

**SECTION 2.** The purpose of this association shall be to:

- a) Provide training and promote professionalism for municipal court clerks;
- b) Facilitate the exchange of knowledge and experience among municipal court clerks in Oklahoma; and
- c) Provide the means of dissemination of information on matters of interest or concern to municipal court clerks.

## ARTICLE II. MEMBERSHIP

**SECTION 1. Active Members:** Any person holding the office of Municipal Court Clerk or Deputy Municipal Court Clerk of any Municipality of the State of Oklahoma.

**SECTION 2. Honorary Members:** Any certified Court Clerk or certified Deputy Court Clerk wishing to remain active in the association. Honorary members shall not have the right to vote or hold office.

**SECTION 3. Associate Members:** Any individual who is not eligible for active or honorary membership and is not a company, corporation, or business but whose interest is in the improvement of methods in government and who subscribes to the objectives of this organization. Associate members shall not have the right to vote or hold office.

**SECTION 4. Contributing Members:** Any person or group who, or which, desires to assist in the accomplishment of the objectives of this organization through monetary contributions in an amount set forth by the Board of Officers, shall be eligible as a contributing member on recommendation of the Board of Officers. Contributing members shall not have the right to vote or hold office.

**SECTION 5. Annual Dues.** Dues shall be payable on January 1st of each year for the fiscal year of the organization which shall be from January 1 through December 31 in the amount of \$55.00 for active members and \$45.00 for honorary, associate and contributing members. Dues shall be considered delinquent after March 15th of each year. Dues paid by or for an individual remain the property of the individual. Dues may be increased if established by the Executive Committee. The general voting membership may disapprove any increase in dues at the meeting next following such increase.

**SECTION 6. Revocation for non-payment.** Any invoices not paid for by the cities within a year of due date will forfeit any future memberships with the Association until past due amounts are paid in full.

### **ARTICLE III. EXECUTIVE COMMITTEE AND OFFICERS**

**SECTION 1.** The Association shall be governed by an Executive Committee. The Executive Committee shall consist of active members of the organization. The Executive Committee shall have authority necessary for carrying out the purposes of the Association. The Executive Committee shall be authorized to contract with an appropriate person or organization for administrative or secretarial services or otherwise provide for such services.

**SECTION 2.** The Officers and Duties of the Executive Committee of the Association shall be as follows:

- A. President:** The president shall preside at all meetings and supervise all activities. The president shall have a term of two (2) years and shall provide executive direction for the Association. The president shall have the authority to designate from the membership any special assistants or committees required to discharge the duties of the office.
- B. Vice President:** The Vice President shall be president-elect and shall have a term of two (2) years and approved by a majority vote of the OMCCA members on even calendar years. Vice President shall automatically succeed to the office of the president. The vice-president shall serve to assist the President as may be requested by the same in the discharge of his or her duties and in his or her absence or inability to perform the duties as directed.
- C. Secretary:** The Secretary shall have a term of two (2) years and approved by a majority vote of the OMCCA members on even calendar years. The Secretary shall keep a book of Minutes in which shall be recorded the business proceedings of the Association. The Secretary shall also keep an accurate roll of the membership with their addresses. The Secretary shall obtain said roll from the Treasurer. The Secretary shall also keep a record of attendance at the Board meetings and send out notices to advise members of Board and Committee meetings and shall perform such other duties as the office shall require.
- D. Treasurer:** The Treasurer shall have a term of two (2) years and approved by a majority vote of the OMCCA members on odd calendar years. The Treasurer shall keep the accounts of the Association which shall be open to the inspection of the Board of Officers. The Treasurer shall submit current financial reports at all meetings of the Executive Committee. The Treasurer shall perform such other duties as the office shall require. The Treasurer shall be bonded in the amount equal to or greater than the prior year's revenue plus cash-on-hand. The Executive Committee may contract for an audit at the end of the Treasurer's term of office or at any time they determine that such an audit is needed.

**E. Immediate Past-President:** The Immediate Past-President shall have a term of two (2) years and normally shall serve as chairman of the nominating committee.

**F. Regional Representatives:** There shall be five (5) Regional Representatives who shall have staggered terms of two years. Representatives from Regions Two A and B (2A/B) and Four (4) shall be approved by a majority vote of the OMCCA members on even calendar years. Representatives from Regions One (1) and Three (3) shall be approved by a majority vote of the OMCCA members on odd calendar years. A regional representative must hold a municipal court clerk or deputy court clerk position in the district which he or she represents. Each representative shall be responsible to help workshops and orientations.

**SECTION 3.** Unless approved by the Executive Committee each officer shall be required to regularly attend official meetings. Any board seat shall be declared automatically vacant if:

- (a) Attendance is less than 75 percent of the meetings in any 12-month period;
- (b) More than 50 percent of any meetings are missed in any six-month period;
- (c) Any four consecutive meetings are missed.

A vacancy shall exist when the elective officer, dies, resigns, no longer an active Association member, or if any elected officer is convicted of a felony.

All officers shall serve until their successors are elected or appointed. The president shall make any interim appointments to fill any vacancies with the approval of the Executive Committee. All interim appointees shall serve until the next regular election.

**SECTION 4. Quorum:** A quorum of the Executive Committee shall consist of five (5) members one of which must be either the president or the president-elect.

**SECTION 5. Regions:** There shall be five regions consisting of the quadrants of the state created by the intersection of Interstate 35 with Interstate 40 and the NE quadrant will be separated by Highway 75. Region One (1) shall consist of the Northwest Quadrant; Region Two A (2A) shall consist of the Northeast quadrant West of Highway 75; Region Two B (2B) shall consist of the Northeast quadrant East of Highway 75; Region Three (3) shall consist of the Southeast quadrant; and, Region Four (4) shall consist of the Southwest Quadrant. Any municipality which is located in more than one region shall be deemed to be in the region which contains the greatest portion of the municipality.

#### **ARTICLE IV. MEETINGS**

**SECTION 1. General Membership Meetings:** There shall be an Annual Conference. The conference shall include a business meeting and the election of officers. There shall be at least one workshop held bi-annually and an orientation for new clerks held annually.

**SECTION 2. General Membership Quorum:** A quorum for any meeting of the Association membership shall be a simple majority of voting members present.

**SECTION 3. Notice of Meeting:** Notice and agenda of all meetings shall be given at least ten (10) working days before such meeting.

## **ARTICLE V. ELECTIONS**

**SECTION 1. Election of Officers:** The Association shall elect its officers at the Annual Conference. Any candidate receiving a majority of all the votes cast by the voting members for the office shall be declared elected.

**SECTION 2. Nominations for Officers:** Nominations for officers shall be made by the Executive Committee and may also be made from the floor by any active voting member of the Association.

**SECTION 3. Terms of Office:** The terms of each office shall begin at the adjournment of the Annual Conference and shall run as outlined in Section 2 of Article III of these by-laws.

## **ARTICLE VI. AMENDMENTS**

**SECTION 1.** These by-laws may be amended at any meeting of the Association membership by a two-thirds vote of all the voting members present. In order to be considered by the membership, proposed amendments shall be prepared in writing and distributed to the membership present prior to any vote on the amendment.