



**KENTUCKY MUNICIPAL CLERKS
ASSOCIATION BYLAWS**

Updated 2019

KENTUCKY MUNICIPAL CLERKS ASSOCIATION BYLAWS

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KENTUCKY MUNICIPAL CLERKS ASSOCIATION BYLAWS

ARTICLE I:

NAME

The name of this Association shall be the Kentucky Municipal Clerks Association.

ARTICLE II:

PURPOSE

The purpose and objectives of this Association shall be:

- Develop a better understanding of the official duties and obligations of its members,
- Promote the improvement of their offices by development of standard procedures through discussion of various issues arising in these offices,
- Promote wider city consciousness concerning the importance of municipal government and its operation with particular reference to those services and facilities administered by the city clerks,
- Develop closer relationships and understanding within this organization, and improvement of municipal affairs, which addresses legislative matters relating to the municipal clerk's responsibilities and how Municipal bodies function,
- Full members shall adopt and adhere to the IIMC Code of Ethics.

ARTICLE III:

MEMBERSHIP

The Kentucky Municipal Clerks Association shall have four (4) membership classifications however, voting privileges are only granted to Full Memberships.

- 1) Full Membership
- 2) Associate Membership
- 3) Honorary Membership
- 4) Affiliate Membership

Full Membership: Any appointed or elected City Clerk in any city in the Commonwealth of Kentucky as stated in KRS 83A.085 or duly-appointed Deputy Clerk, Assistant Clerk, Clerk of the Council, or other-municipal employee performing or contributing to the performance of any duties of a City Clerk as outlined by statute or ordinance shall be eligible for membership upon payment of annual dues.

Associate Membership: Any former full member who, because of retirement or other reason and wishes to continue affiliation with the Association, may apply to the Governing Board for an Associate Membership. Said Associate Member shall not have the privilege of voting on fiscal matters or for the election of officers, but may serve as appointed on any Associate Committee. An Associate Member who returns to employment within a municipality shall return to Full Membership status and will be required to pay dues accordingly.

Honorary Membership: Person designated by the Governing Board may be elected to Honorary Membership. Candidates for Honorary Membership may also be nominated from the floor at the annual meeting of the Association and be considered by the Board.

Affiliate Membership: Any business representative (such as an attorney, financial consultant, corporate representative, etc.) who seeks to assist in the accomplishments of the objectives of KMCA may, upon payment of annual dues, be an Affiliate Member without voting or other full member privileges.

ARTICLE IV:

MEMBERSHIP DUES

The annual membership dues of the Kentucky Municipal Clerks Association shall be payable during January of each year. Any member may be suspended from the Association by the Governing Board for delinquency in payment of annual dues after the last day of February each year.

The annual membership dues for Full Membership shall be Forty (\$40.00) Dollars. The annual membership dues for Associate Membership shall be Ten (\$10.00) Dollars. The annual membership dues for Affiliate Membership shall be One Hundred Dollars (\$100.00). There shall be no membership dues for Honorary Members. Any new members joining throughout the year will be required to pay the full membership dues.

When a full member is no longer associated with the office which qualifies them for membership, the full membership shall be transferred to the member's successor. The inactive member may continue as retired or Associate Member with a waiver of dues for the remainder of the year.

ARTICLE V:

OFFICERS/GOVERNING BOARD

The Officers of the Executive Board of this association shall be a President, a Vice-President, a Secretary, and a Treasurer.

The Governing Board of this association shall include Executive Board Officers and a Regional Representative elected by each organized regional chapter. See Addendum A. In years which the office of IIMC Region V Director is held by a Kentucky Municipal Clerk, that person shall be an ex-officio member of the Governing Board. A person serving as a Regional Representative and as an Executive Board Officer concurrently shall only have one vote.

All Executive Board Officers and the Region V Director shall be full members of the Association for at least two consecutive years prior to election and shall be a Certified Kentucky Municipal Clerk in order to qualify for office. See Addendum B. All Regional Representatives shall be full members of the Association and shall be a Certified Kentucky Municipal Clerk or enrolled in the Kentucky Municipal Clerk Institute and actively working towards their certification. The President and Region V Director shall be an IIMC Member, and must have served two years as an Officer or as a Regional Representative. All board members shall serve without pay.

The Association shall elect the following: President, Vice-President, Secretary, Treasurer, and Region V Director. Nominations shall be sent to the Election Chair. The Election Committee shall consist of not less than four members appointed by the President. All candidates filing for an office shall have their letter of intent, along with a letter of endorsement from their Mayor and/or City Manager or Administrator, in the hand of the Election Committee Chair by February 28th. No more than two officers may be elected from the same organized regional chapter. If a letter of intent is received from more than one qualified person per office, the Election Committee Chair shall distribute ballots to the full membership for voting. The report of the election Committee shall be given to all members present at the annual meeting.

The term of office for the President, Vice-President, Secretary, Treasurer, and Regional Representative shall be for two (2) years, commencing immediately following adjournment of the annual spring meeting. Each officer shall hold his or her office until his or her successor is elected and qualified; however, the President, Vice-President, Secretary, and Treasurer, shall not succeed himself or herself to the same office unless (1) no other qualified member has presented a letter of intent and therefore, a vacant position would be created, and he or she shall not serve for more than two consecutive terms or (2) they have presented a letter of intent to have their name placed on the ballot for the next term, and if elected cannot serve for more than two consecutive terms in total. No elected officer shall hold office after he or she ceases to be a full member. A partial term does not constitute a full term for succession purposes.

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A vacancy in the office of President shall be filled by the Vice-President for the unexpired term of the President. Vacancies in the office of the Vice-President, Secretary, Treasurer, and Region V Director shall be filled for the remainder of the term by a majority vote of the Governing Board. Vacancy in the office of Regional Representative shall be filled by the affected organized Regional Chapter.

The President shall preside at all meetings of the Association and shall have such other powers and duties as may be delegated to him or her by the Governing Board. The Vice-President shall perform the duties of the President during his or her absence. The Vice-President shall serve as Conference Site Selection Chair and shall inform the membership of the time and place of all association meetings.

The Secretary shall keep the minutes and records of all meetings and serve as historian of the Association and shall take care of all correspondence thereof as directed by the Governing Board.

The Treasurer shall, by January 10th of each year, distribute annual dues forms to each city with a January 31st due date, and distribute delinquent notices by February 10th of each year. The Treasurer shall ensure that an updated version of the dues form is available on the Association's website at all times and posted to the Association's social media accounts by January 10th of each year. A reminder to pay shall be posted to the Association's social media accounts concurrent with the distribution of delinquency notices. The Treasurer shall receive and administer all funds of the association and shall reimburse five (\$5.00) dollars of each member's annual dues to the organized regional chapters by April 5th of each year, for those persons holding regional membership.

The Treasurer shall keep an accurate accounting of all financial transactions of the Association and shall submit at each State Association meeting and each quarterly board meeting a full report of all receipts and disbursements. The funds shall be kept in the name of the Association and banked in a depository named by the Governing Board. Checks shall be signed only by the Treasurer upon approval by the President. The Treasurer shall be bonded.

Except as otherwise provided, the powers and duties of the officers of this organization shall be such as by general usage; are indicated by the titles of their offices.

The Governing Board shall meet at least semi-annually. A majority of the Governing Board shall constitute a quorum for the transaction of official business. Any member of the Board who demonstrates any dereliction of duties or who fails to attend two consecutive Board meetings without presenting a valid reason shall have his or her office declared vacant by the Governing Board.

The Governing Board shall exercise such powers and control as are usually exercised by governing boards, and shall, in the interim between meetings of the Association, have control of the affairs of the organization with power to act on its behalf.

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The Board shall follow the KMCA travel policy as follows: All expenses for the IIMC Conference will be paid for the President to attend. In the event that the President cannot attend the IIMC Conference, and if Kentucky is not represented by a Region V Director, then expenses will be paid in the following order:

1. VICE-PRESIDENT
2. SECRETARY
3. TREASURER

In the event that none of the KMCA officers can attend the IIMC Conference, the funds will be used for a Regional Representative to attend with the decision on which Regional Representative being made by the Board. See Addendum C.

If Kentucky has a member serving on the Board of the International Institute of Municipal Clerks as Regional Director representing Region V, then KMCA will pay expenses, as per Addendum C as budgeted, for said individual to attend the IIMC Conference held each year of their term as an IIMC Board Member.

ARTICLE VI:

MEETINGS

The Kentucky Municipal Clerks Association shall hold one meeting during the spring of each year, which shall be designated as the annual meeting.

Cities or Regional Chapters may bid for location of the Spring Conference in their city or area; and the decision will be made by the site selection committee. Preference will be given to the organized Regional Chapters.

One additional meeting shall be held each year and may be in conjunction with the Kentucky League of Cities annual convention or with the Master Municipal Clerks Academy.

Other meetings of the Association may be called by the President provided that proper notification of the meeting shall be given either individually in writing to all members, or published in a timely manner in one of the official publications of this Association.

ARTICLE VII:
COMMITTEES

The President shall appoint such committees as he or she may deem necessary.

Committee members must be a Full Member in good standing.

Committee members shall serve a two-year term beginning after Spring Conference in April of even numbered years.

The President shall designate a Chair for each committee. This person must be a Certified Kentucky Municipal Clerk.

No committee shall be authorized to create financial liabilities unless approved in nature and amount by the President and Treasurer.

ARTICLE VIII:

OFFICIAL PUBLICATION

The official publications of this Association shall be the KMCA Website, www.kyclerks.com and any other Board approved social media sites.

ARTICLE IX:

PARLIAMENTARY AUTHORITY

The rules contained in “Robert’s Rules of Order Revised” shall govern the proceedings of the Association in all cases in which they are applicable, and where they are not inconsistent with the bylaws. Each President may appoint a Parliamentarian to serve at State Association meetings.

ARTICLE X:
AMENDMENTS

These bylaws may be amended in conjunction with the annual Spring Conference of the Association by two-thirds of votes received provided that copies of the proposed amendments and a ballot shall be given in writing or electronically to all members and posted on the KMCA website twenty (20) days prior to such meeting. Ballots must be received within 10 days of the close of Spring Conference. Proposed bylaw amendments must first be approved by the Governing Board.

ARTICLE XI:

ANNUAL BUDGET

The Treasurer shall submit the proposed General budget for review to the Governing board thirty (30) days prior to the annual meeting where it is presented to the membership for approval and adoption. The proposed Education budget shall be submitted by the Treasurer to the Governing Board fourteen (14) days prior to requested approval and adoption by the Governing Board. KMCA fiscal year shall be defined as May 1st through April 30th.

ARTICLE XII:

REGIONAL CHAPTERS

Regional Chapters shall be organized with geographical boundaries in keeping with Area Development Districts, and one district may be combined with others to form an organized Regional Chapter. No more than one Regional Chapter may be organized within an Area Development District.

All organized Regional Chapters may adopt their own bylaws provided they are not in conflict with KMCA bylaws. Upon organization of a Regional Chapter, the President of the Kentucky Municipal Clerks Association shall be notified in writing of such action and furnished a list of its officers. Each organized Regional Chapter shall also notify the President in writing of any changes of its officers.

Each organized Regional Chapter shall elect from their membership a Regional Director, and Secretary/Treasurer. Holding a regional office shall not preclude a member from holding an office of the KMCA.

Each organized Regional Chapter shall elect or appoint an individual to the KMCA Governing Board every two years to serve as it's Representative, and whose term shall run concurrent with the elected officers of the association. Expenses incurred in conjunction with Governing Board meeting attendance or other activities shall not be an expense of the KMCA but may be borne by the organized Regional Chapter.

Organized Regional Chapter Directors shall issue an Annual Report of its membership, for the previous year, to the State KMCA Treasurer on or before March 15th prior to the State Annual Meeting. The Five (\$5.00) Dollars Regional Chapter Membership reimbursements will not be made to any organized Chapter failing to submit the annual membership report by March 15th. Remittance to the organized Regional Chapters shall be on or about April 5th of each year.

Under no circumstances may an organized Regional Chapter incur expenses as an obligation of the Kentucky Municipal Clerks Association.

ADDENDUMS

ADDENDUM A

Organized Regional Chapters as of April 20, 2005:

- | | |
|----------------------|-------------------|
| 1. NORTHERN KENTUCKY | 7. KIPDA |
| 2. LINCOLN TRAIL | 8. PENNYRILE |
| 3. PURCHASE | 9. GREEN RIVER |
| 4. BARREN RIVER | 10. GATEWAY |
| 5. LAKE CUMBERLAND | 11. BUFFALO TRACE |
| 6. BLUEGRASS | |

An organized regional chapter is a chapter formed within an Area Development District, with a President, Secretary, and Treasurer, and which meets on a timely basis.

ADDENDUM B

To become a Certified Municipal Clerk in the State of Kentucky one must complete one-hundred and twenty (120) hours of training in an IIMC Certified Program. The one-hundred and twenty hours of training includes:

- 50 % in Public Administration
- 30 % in Social and Interpersonal Concerns
- 20 % of Electives

If it becomes necessary, due to extenuating circumstances, to miss credit hours during a 40-hour session of the Institute, missed hours must be completed at a subsequent Institute in order to complete certification. Participants may attend a half-day session if four hours or less are needed or a full-day session if more than four hours are needed. The course(s) taken should correspond as closely as possible to the missed course(s).

No course substitutions may be made for KMCI course hours. One hundred and twenty (120) hours of IIMC approved sessions must be completed in order to complete CKMC certification. Requests to complete Institute hours outside the state of Kentucky at an IIMC-approved Institute must be submitted in writing to and approved by the KMCA Education Committee prior to the Institute.

Those eligible for CKMC designation include clerks who have been paid Full Members as defined in Article III above for two years.

ADDENDUM C

Expenses paid for the President and Region V Director for the IIMC Conference are:

Registration.

Travel which includes airline fare, fees, parking fees, and mileage.

Hotel Expense.

Meals incurred during travel and conference.

ADDENDUM D

HISTORY OF ADOPTION AND AMENDMENTS STARTING IN 2009

AMENDMENTS:

<u>YEAR</u>	<u>ARTICLE</u>	<u>AMENDMENT MADE</u>
2019	V	Removed "immediate past president" as including Executive Board Officers and Regional Representatives
Designated Governing Board		Added that the IIMC Region V Director shall be an ex-officio member of the Governing Board
Added that the IIMC Region V		Added that a person serving as a Regional Representative and as an Executive Board Officer concurrently shall only have one vote
Added that all Regional Representatives shall be a Certified Kentucky Municipal Clerk or enrolled in the Kentucky Municipal Clerk Institute and actively working towards their certification		Defined how to fill vacancies on the Governing Board
2018	IV	Replaced the date "June 30 th " with "the last day of February"
version of	V	Replaced the word "mail" with "distribute"
at all		Replaced the word "statements" with "forms"
accounts by		Replaced the date March 1 st with February 10 th
posted to		Added "The Treasurer shall ensure that an updated
the		the dues form is available on the Association's website
2017		times and posted to the Association's social media
regards to		January 10 th of each year. A reminder to pay shall be
		the Association's social media accounts concurrent with
		distribution of delinquency notices"
		Replaced the word "active" with the word "full" in
		membership throughout the Bylaws

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twice per
social
submitted by
days prior
Board.”
2016
as stated in KRS 83A.085...”
to
the duties by a City Clerk...”
contributing to the performance of any duties of a City
Clerk as outlined by statute or ordinance...”
as stated in KRS 83A.085...”
position
more
a
for the
consecutive terms in total. “
in good standing.”
term

III Replaced the word “active” with the word “full”
IV Replaced the word “active” with the word “full”
IV Replaced the word “an” with “a” in the third paragraph
VIII Deleted “KMCA Newsletter, which shall be published
calendar year, and the...”
VIII Added “www.kyclerks.com and other Board approved
media sites”
XI Added the word “General” in front of budget
XI Added “The proposed Education budget shall be
the Treasurer to the Governing Board fourteen (14)
to requested approval and adoption by the Governing
Board.”
III Added “...in any city in the Commonwealth of Kentucky
as stated in KRS 83A.085...”
III Deleted “...individual performing duties commensurate
the duties by a City Clerk...”
III Added “...other municipal employee performing or
contributing to the performance of any duties of a City
Clerk as outlined by statute or ordinance...”
III Deleted “...in any city in the Commonwealth of Kentucky
as stated in KRS 83A.085...”
V Added “...unless (1) no other qualified member has
presented a letter of intent and therefore, a vacant
would be created, and he or she shall not serve for
than two consecutive terms or (2) they have presented
letter of intent to have their name placed on the ballot
next term, and if elected cannot serve more than two
consecutive terms in total. “
V Deleted “..., and...”
VII Added “Committee members must be an active member
in good standing.”
VII Added “Committee members shall serve a two-year
beginning after Spring Conference in April of even
numbered years.”

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- Municipal Clerk.”
2013
- VII Added “The President shall designate a Chair for each committee. This person must be a Certified Kentucky
 - II Deleted “To...”
 - II Deleted “...by...”
 - II Added “...through...”
 - II Deleted “...problems...”
 - II Added “...issues...”
 - II Deleted “Promotion...”
 - II Added “Promote...”
 - II Deleted “...of...”
 - II Deleted “Development of”
 - II Added “Develop”
 - III Added “...or...”
 - III Deleted “...clerk...”
 - III Added “...individual...”
 - III Added “...as stated in KRS 83A.085...”
 - III Added “An Associate member who returns to employment within a municipality shall return to Active Membership status and will be required to pay dues amounts accordingly.”
 - III Deleted “...that...”
 - III Added “...who...”
 - IV Replaced all “fees” with “dues”
 - IV Added “...retired or...”
 - X Replaced “kyclerks.com” with “KMCA website”
 - XI Deleted “The Treasurer shall, thirty (30) days prior to the annual meeting submit to the Governing Board the proposed budget before being presented to the membership at the annual meeting, for approval and adoption.”
 - XI Added “The Treasurer shall submit the proposed budget for review to the Governing board thirty (30) days prior to the annual meeting where it is presented to the membership for approval and adoption.”
 - XII Replaced “their” with “its”
 - Addendum A Replaced “who meet” with “which meets”
 - Addendum B Replaced “you must have completed” with “one must complete”
 - Addendum B Deleted “...in a three (3) year cycle.”
 - Addendum B Added “If it becomes necessary, due to extenuating circumstances, to miss credit hours during a 40-hour session of the Institute, missed hours must be completed at a subsequent Institute in order to complete

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certification. Participants may attend a half-day session if four hours or less are needed or a full-day session if more than four hours are needed. The course(s) taken should correspond as closely as possible to the missed course(s)."

Addendum B Added "No course substitutions may be made for KMCI course hours. One hundred and twenty (120) hours of IIMC approved sessions must be completed in order to complete CKMC certification. Requests to complete Institute hours outside the state of Kentucky at an IIMC-approved Institute must be submitted in writing to and approved by the KMCA Education Committee prior to the Institute."

Addendum B Added "Those eligible for CKMC designation include clerks who have been paid Active Members as defined in Article III above for two years."

2011 year term and is elected in rotation with Indiana and Tennessee taking office at the May IIMC Conference." V Added "...an IIMC Region V Director shall serve a (3)

V Added "...Region V Director"

V Added "...and Region V Director"

V Added "...and Region V Director"

V Added "The Region V Director term shall be Three (3)

years

within the rotation of Indiana and Tennessee, taking office at the May IIMC Conference."

V Added "...Regional"

V Added "A partial term does not constitute a full term for succession purposes."

V Added "...10th..."

V Deleted "...as stipulated for the President..."

V Added "...as budgeted..."

V Added "...an..."

V Deleted "...with a maximum amount to be up to \$1,500

per

IIMC Conference, effective with the IIMC Conference of 2005."

VI Deleted "One additional meeting shall be held each year and may be in conjunction with the Kentucky League of Cities annual convention."

VI Deleted "...annual meeting..."

VI Added "...Spring Conference..."

VI Added "One additional meeting shall be held each year

and

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may be in conjunction with the Kentucky League of Cities annual convention or with the Master Municipal Clerks Academy.”

- X Added “...in conjunction with...”
- X Deleted “...at...”
- X Deleted “...a two-thirds vote of the members present...”

- X Added “...two thirds of votes received...”
- X Added “...and a ballot...”
- X Added “...or electronically...”
- X Added “...and posted on kyclerks.com...”
- X Added “Ballots must be received within 10 days of the

close

of Spring Conference.”

- ADDENDUM C Added “...President and Region V Director...”
- ADDENDUM C Added “...fees...”

2009

- II Under “Purpose”, reformatted & added sentence to Fourth (4th) and fifth (5th) bullet.
- III Added “Affiliate Membership” Classification and definition
- IV Added: dues of \$100.00 for Affiliate Membership
- V Added that Immediate Past President is part of the Executive Board
- V Added Secretary serves as Historian
- V Added “The Treasurer shall be Bonded.”
- V Added “...who demonstrates any dereliction of duties...”
- V Last ¶, last sentence added, “...up to...”
- V 3rd ¶, 2nd sentence removing “Committee” and adding “Chair”; adding “The Election”...
- V 11th ¶, 1st sentence, changed “at least quarterly” to “semi-annually”
- VIII Updated publication to just “twice yearly” from “twice yearly in June and December”; added “per” calendar...
- IX Last sentence, changed “shall” to “may”
- X Bylaws may be amended at the “Spring Conference”, and deleted “meeting”.
- XII 3rd ¶, Changed “President” to “Regional Director”; 5th ¶, Changed “Presidents” to “Directors”

ADDENDUM B Changed “100 Hours” to “120 Hours”; Added, “... in an IIMC Certified Program”; Changed “50, 30 & 20 Hours” to “50, 30 & 20 (percent) %”

ADDENDUM D NEW – History of Adoptions & Amendments