

CONSTITUTION AND BY- LAWS OF THE MUNICIPAL CLERKS' ASSOCIATION OF MONMOUTH COUNTY, N.J.

ARTICLE I NAME

Section 1 Name

This organization shall be known and designated as "Municipal Clerks' Association of Monmouth County, New Jersey.

ARTICLE II PURPOSE

Section 1 Purpose

- 1) To promote a better understanding of the official duties and obligations of Municipal Clerks and to promote programs of education.
- 2) To establish insofar as possible uniform methods of procedure and administration in the municipalities of Monmouth County.
- 3) To promote the cause of good government in the various municipalities and higher echelons of government, cooperate with municipal and higher authorities in administering the provisions of Law.
- 4) To enlighten the general public as to the true nature and importance of the many and various duties performed by Municipal Clerks.
- 5) Initiate and carry on such other activities as may be deemed to be in the public interest of the general welfare.

Section 2 Meetings

- 1) There shall be at least three (3) meetings per calendar year, the reorganization meeting shall constitute as a meeting. At the reorganization meeting it shall be voted upon as to establish a dollar limit for gift purchases ex: Retirement, Illness. Condolences
- 2) Fifteen (15) members shall constitute a quorum for the transaction of business, but no meeting shall be considered as having a quorum unless at least fifteen (15) municipalities are represented.
- 3) Notices as to date, place and time of all meetings shall be sent to all members via email, at least ten (10) days in advance.
- 4) Special meetings may be called by the President or the Executive Board either when deemed necessary or upon the written request of four (4) members.
- 5) A discussion of partisan politics is prohibited during the business session of all meetings.

ARTICLE III OFFICERS & COMMITTEES

Section I Officers and Committees

Officers shall consist of the President, Vice President, Treasurer and Secretary. Each officer shall hold that office for a two (2) year term, beginning with the 'Installation meeting/dinner' which shall be held in January, or at least within the first (1st) quarter, every other calendar year. Upon the end of the term of each officer, (usually in

December, before that term actually expires) a Secretary shall be nominated and elected. After the election takes place, each officer moves up to the next rank as follows:

Secretary to Treasurer
Treasurer to Vice President
Vice President to president

If for some reason, an officer shall resign his/her position, a nomination and election shall be held as soon as possible following the procedure in Section I above and the newly elected officer, shall finish the unexpired term of his/her predecessor.

Section II Executive Board

- 1) The executive board shall consist of the President, Vice-President, Treasurer, Secretary, and Immediate Past President.
- 2) The executive board may call for the formation of a committee and shall ask members to volunteer to a named committee.
- 3) All Committees shall assume their duties immediately upon their appointment by the President.

Section III Compensation

- 1) No officer of the association shall be compensated for performance as an officer.
- 2) The association shall be authorized to pay any reasonable compensation for services rendered by those not in the association presenting at a meeting as a speaker or instructor.

ARTICLE IV MEMBERSHIP

Section 1 Class of Membership

1. Regular Members

- a. Any person holding the office of Municipal Clerk, Acting Municipal Clerk, County Clerk, or Clerk of the Board of County Commissioners of any municipality or county of the State of New Jersey, may become a Regular Member by making application therefor and by paying the dues recited in Bylaws, Article V, Section 1.

2. Associate Members

- a. Any person holding the office of Deputy or Assistant Municipal Clerk, Deputy County Clerk, or Deputy Clerk of the Board of County Commissioners, or an individual holding the RMC Certificate may become an Associate Member by making application therefor and by paying the dues recited in the Bylaws; Article V Section 1.
- b. An Associate Member may take part in the general discussion at meetings of the association and may vote on matters to be voted.

3. Honorary Members

- a. Any Regular or Associate member in good standing may, upon retirement, continue attendance at meetings as an Honorary Member. Such Honorary Member need not pay dues but shall pay the cost of the luncheon or dinner that the Honorary Member attends.
- b. An Honorary Member may take part in the general discussion at meetings but may not vote or hold office.

ARTICLE V DUES

Section 1 Dues

- 1) Each Regular and Associate Member shall pay annual dues of \$75.00.
- 2) Honorary members will not pay annual dues.
- 3) Dues shall be payable prior to March 1st of each year. Any member who is delinquent in dues for the previous year, shall be automatically dropped from membership but may be automatically reinstated by the payment of such arrears plus dues for the current year.

Section 2 Fiscal Year

- 1) The Fiscal Year of the Association shall be the Calendar Year.

ARTICLE VI ORDER OF BUSINESS

Section 1 Order of Business

- 1) The Order of Business for regular meetings shall be:
 1. Roll Call/Flag Salute
 2. Reading of Minutes
 3. Reports of Officers
 4. Reports of Standing Committees
 5. Reports of Special Committees
 6. Communications
 7. Unfinished Business
 8. New Business
 9. General Discussion

ARTICLE VII RULES OF ORDER

Section 1 Rules of Order

- 1) "Roberts Rules of Order" shall govern all proceedings insofar as they're not inconsistent with the Constitution and By-Laws.

ARTICLE VIII BANK ACCOUNTS

Section I Bank Accounts

- 1) All funds belonging to the MCAMC shall be deposited in a checking and/or savings account or some other form of deposit such as a Certificate of Deposit with a recognized New Jersey banking institution. Access shall be permitted by all four officers of the MCAMC in the following manner:
 - (a) All four officers' names shall appear on the signature cards of the account(s). One signor shall be needed on checks or withdrawals of under \$500.00; two signors shall be needed for amounts of \$500.00 or over.

- (b) The treasurer shall make available all financial statements upon request of any member and prepare a treasurer's report to the membership regarding the account(s) on a quarterly basis.

ARTICLE IX AMENDMENTS

Section 1 Procedure

- 1) Amendment to this Constitution and Bylaws may be adopted at any meeting duly called, by a two-thirds vote of the members present, provided notice of such amendment was given to the members at least two weeks prior to the meeting at which such action is to take place.

{These By-Laws were amended December 7, 2007; December 10, 2008; December 15, 2009 and December 8, 2021 at a duly held meeting of the Municipal Clerks Association of Monmouth County.}