

BYLAWS OF THE NEVADA MUNICIPAL CLERKS ASSOCIATION

ARTICLE I

NAME AND CREATION

SECTION 1. The name of the organization shall be the Nevada Municipal Clerks Association.

SECTION 2. The Association shall be an incorporated non-profit organization. This Association, by the adoption of these Bylaws, is hereby created and shall function as an affiliated organization of the International Institute of Municipal Clerks.

ARTICLE II

PURPOSES

SECTION 1. To promote improvement and efficiency in the operation of the Municipal Clerk's offices of the cities and towns of Nevada.

a. Promoting cooperation among Municipal Clerks through the interchange of experience and methods of conducting their offices, to the end that each may profit from the experiences of others.

b. Promoting periodic conferences or meetings of Municipal Clerks for discussion of municipal problems, and by research to find solution for same.

ARTICLE III

MEMBERSHIP

SECTION 1. Every City or Town Clerk or Clerk/Treasurer, or Deputy or Assistant City or Town Clerk or Clerk/Treasurer, may become a member by notifying the Association Secretary and by paying membership dues for the current year.

SECTION 2. Membership dues shall be set for the ensuing year by a majority vote of the membership attending the Annual Meeting.

SECTION 3. Only members in attendance shall be allowed to vote. Each member shall have only one vote on all matters.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the Association shall consist of the following: President, Vice President, and Secretary-Treasurer, all of whom shall be members. The officers shall be elected for two-year terms.

SECTION 2. The President shall, prior to the Annual Meeting, appoint a Nominating Committee, who at the Annual Meeting shall submit nominees for the Association officers. Additional nominations may be made from the floor at the meeting at which the annual election is held.

SECTION 3. The election of officers shall take place at the Annual Meeting. The nominees receiving the highest number of votes cast of the respective office for which nominations are made shall be declared duly elected thereto.

SECTION 4. Officers shall begin their terms of office immediately preceding the adjournment of the meeting at which they are elected.

ARTICLE V

DUTIES OF OFFICERS

SECTION 1. The President shall be the chief executive officer of the Association and shall:

- a. preside at all meetings of the Association;
- b. issue the call for regular or special meetings of the Association;
- c. appoint all committees; and
- d. ex-officio, be a member of all committees and shall be entitled to vote at annual and all committee meetings.

SECTION 2. The Vice President shall occupy the position and perform the duties of the President if for any reason the President is absent or unable to attend to the duties of the office. The Vice President shall:

- a. succeed to the office of President in the event of a vacancy in the office; and
- b. oversee the functioning of the various committees.

SECTION 3. The Secretary-Treasurer shall:

- a. keep all records and proceedings of the Association in a book maintained for that purpose; and
- b. keep an accurate record of all moneys received by the Association; and
- c. report the status of all financial accounts to the Association at each meeting.

ARTICLE VI

COMMITTEES

SECTION 1. The President shall have the power to establish such "Standing" or "Special" committees from time to time as may be deemed necessary for the proper transaction of business.

ARTICLE VII

AMENDMENTS

SECTION 1. Amendments to these Bylaws may be made by the members of the Association at any Annual Meeting thereof, or at any special meeting called for that purpose; provided, however, that no such amendment shall be voted upon unless and until a copy of the proposed amendment has been distributed to each member of the Association at least thirty (30) days prior to the meeting at which the same is acted upon. An affirmative vote of a majority of the members present shall be sufficient to adopt such amendment.

These Bylaws of the Nevada Municipal Clerks Association are hereby adopted this 10th day of September, 1987.