

**CONSTITUTION OF THE
ALABAMA ASSOCIATION OF
MUNICIPAL CLERKS AND ADMINISTRATORS**

Revised through December 2023.

**ARTICLE I
NAME**

This Organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the AAMCA.

**ARTICLE II
PURPOSE**

The purpose of the AAMCA shall be to improve the administration of City and Town Governments in Alabama through those officials and/or persons vested with the powers and duties commonly known as Municipal (City and Town) Clerks, Assistant or Deputy Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, or Finance Officers who actually performs the duties of the City Clerk.. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following:

1. Establish a cohesive group of persons who have the responsibilities of record keeping administration and finances of the municipalities of Alabama.
2. To promote through this AAMCA a greater recognition and appreciation of the importance of the offices hereinabove referred to, in that these persons maintain a continuity of governments, which is so vital to its operation.
3. To bring about the enlistment and training of qualified public employees.
4. To exchange and disseminate information, ideas and techniques relating to the duties of the members.
5. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

**ARTICLE III
MEMBERSHIP**

Those persons as previously defined, in the State of Alabama, are eligible for membership in the AAMCA. There shall be two classes of membership.

1. Active Members - a member who is currently employed in the Municipal Government in one or more of the capacities listed in Article II with all dues currently paid in full except Assistant or Deputy Clerks who shall pay one-half the amount of dues for their City or Town.

2. Retired Members - an individual who has been an active member of the AAMCA and has retired from active employment. Members automatically change from Active to Retired status upon serving notice of retirement to the Treasurer.

Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality, and only active members will be allowed to vote on issues concerning the AAMCA.

ARTICLE IV MEETINGS

The AAMCA shall meet two times each year. The first General Business Meeting will be held concurrently with the annual Summer Conference; and the second General Business Meeting shall be held during the Winter Conference. If, for any reason, either business meeting shall be cancelled, the Executive Officers will schedule the General Business meeting as soon as practical. If the Executive Officers find a scheduled meeting is impossible, in such event, the Executive Officers shall either schedule a virtual meeting or advise the AAMCA members that the General Business Meeting has been cancelled.

ARTICLE V OFFICERS AND TERM OF OFFICE

Any Active Member in good standing is eligible to hold office.

The Executive Officers of the AAMCA shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The President-Elect, the Secretary, and the Treasurer shall be elected by the membership during the Winter Conference each year. The President-Elect shall automatically be elevated to the Office of President the year immediately following the year served as President-Elect. An officer is not prohibited from seeking re-election or election to another position with the exception of President-Elect. If more than two candidates are seeking the same office and no one receives a majority of the votes, then a run-off election will be held between the top two candidates for that office. Elected officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning 1 January through 31 December, or until their successors have been duly elected and installed.

Should any officer be unable to complete his/her term after installation, a replacement shall be appointed by a committee composed of the remaining officers plus two immediate past-presidents. If said committee agrees that a replacement is needed to complete the unexpired term for the good of the AAMCA, the chairman of this committee shall be first, the President; second; the President-Elect; third, the Secretary; fourth, the Treasurer; fifth, the most immediate Past President; and sixth, the second-most immediate Past President.

ARTICLE IV
POWERS AND DUTIES OF OFFICERS

The Executive Officers shall conduct the routine business of the AAMCA except for matters that should be acted upon by the Board of Trustees or the general membership—during a regularly scheduled meeting.

The duties outlined below are not considered all inclusive:

1. The President shall be the chief administrative officer of the AAMCA and shall:
 - a. Preside at all meetings of the AAMCA.
 - b. Appoint all Committees and chairpersons.
 - c. Serve as ex-officio member of all committees.
 - d. Perform a review of the Treasurer records on a monthly basis.
 - e. Perform all duties necessary for the normal operation of the AAMCA not otherwise provided.

2. The President-Elect, in addition to the usual duties of the office shall:
 - a. Assist in the organizational and educational programs.
 - b. Serve as a general director of all Districts, working with these mini- organizations toward the betterment of the statewide Association in terms of service, recognition, legislative action, and cooperation. District Directors are asked to notify the President-Elect to attend as many District meetings as possible.
 - c. He/she will prepare to assume the Office of President at the close of his/her term as President-Elect.

3. The Secretary shall:
 - a. Send notices to appropriate parties.
 - b. Prepare and maintain minutes of all business meetings of the AAMCA.
 - c. Update the Constitution as provided in Article X.

4. The Treasurer shall:
 - a. Serve as chief financial officer of the AAMCA.
 - b. Be responsible for the receipt and deposit of all funds of the AAMCA in one or more depositories· are-designated.
 - c. Properly disburse funds of the AAMCA in accordance with the authorities, restrictions and budgetary requirements authorized.
 - d. Send notices for dues to Active Members.
 - e. Maintain membership rolls including current address, telephone numbers and email addresses.
 - f. Maintain a current listing of all municipalities in the State of Alabama for the purpose of sending AAMCA information to new clerks, ensuring all Clerks have the opportunity to become an active member of AAMCA.
 - g. Prior to the Winter Conference or prior to December 31st of that year, the Treasurer shall obtain new signature cards from all financial institution who act as a repository

of AAMCA funds, including the treasury, education fund, certificates of deposit, etc. Following installation of officers at the Winter Conference, the Treasurer shall obtain executed signature cards and deliver to the Incoming Treasurer along with all Treasurer records. The Outgoing Treasurer shall deliver the executed cards to the respective banks in a timely manner to prepare for the January payments. If, for any reason, the Treasurer is unable to attend the Winter Conference, the President, or his/her designee, shall obtain said signature cards prior to the Winter Conference.

Except as in this constitution otherwise provided, all other powers and duties of the officers of this AAMCA shall be such as by general usage are indicated by the title of their office.

ARTICLE VII

BOARD OF TRUSTEES

The Board of Trustees (the “Board”) shall act as informational and supplemental advisory to the Executive Officers and shall offer historical information as well as supplemental recommendation on long-term decisions that affect the AAMCA through financial and educational commitments, contracts, finances, etc.

The Board of Trustees shall be comprised of five (5) seasoned Municipal Clerks that are Active members of the AAMCA, have served as a Municipal Clerk a minimum of five (5) years, and have served a minimum of two (2) years as an AAMCA Executive Officer. These are the Clerks that are familiar with the Constitution and By-Laws of the AAMCA and have also shared its history and are willing to commit their time and expertise toward the individual tasks to which they are assigned.

The Board of Trustees, at its inception, shall be chosen by the Executive Officers and shall serve terms equivalent to their status as “Active Members.” The definition of an Active Member for a Trustee would mean all dues are paid and current and said member stays engaged and active in meetings/trainings and attends a minimum of one business meeting per year. If, for any reason, a Trustee fails to remain an Active Member of the AAMCA as previously defined, that member shall no longer serve as a Trustee and shall be replaced by the remaining Trustees as soon as possible by a vote of the Executive Officers.

An active roster of the Board of Trustees shall be maintained on the AAMCA website along with contact information (email address).

Trustees shall also serve with the following additional duties:

1. Trustee 1: Chairperson
 - a. Serves as Chairperson over the Board of Trustees. If a meeting of an issue is desired or deemed needed by the Chair, the Executive Officers or two Trustee members, the Chairperson shall call a meeting of the Board of Trustees as soon as practical in order to share/obtain information with Trustees .

- b. Shall serve as final interpretation of the AAMCA Constitution and Bylaws if any question shall arise.
 - c. Shall issue any written recommendations of the Board following a majority vote of the Board.
- 2. Trustee 2: Parliamentarian and Rule Keeper
 - a. Serves as informational support for the Board, the Executive Officers and the membership of the AAMCA.
 - b. Keeps and maintains a copy of the AAMCA Constitution, as amended, as well as the AAMCA ByLaws, as amended and ensures that all actions are accomplished in accordance with said documents.
 - c. Shall ensure each year that the Executive Officers, namely the President, is entrusted with a current and updated copy of the “President’s Manual.”
 - d. Shall serve as advisory to the Executive Officers along with other Trustees.
- 3. Trustee 3: Parliamentarian and Rule Keeper
 - a. Shall serve the same duties as Trustee 2 in order that the information have redundancy and consistency.
 - b. Trustee 2 and 3 should work hand-in-hand to determine that all information is correctly addressed in the AAMCA Constitution and ByLaws.
 - c. Shall serve as advisory to the Executive Officers along with other Trustees.
- 4. Trustee 4: Technology
 - a. Shall serve as technology support for the AAMCA. This Trustee will review and work with the Executive Officers to ensure that all email services, social media for the AAMCA and printed documents are up-to-date and consistent for use by all AAMCA members.
 - b. Shall serve as advisory to the Executive Officers along with the other Trustees.
- 5. Trustee 5: Historian, Records Keeper
 - a. Shall act as repository for all contracts, agreements, etc., in which the duration is in excess of a year.
 - b. Shall retain all photographs, maintain photo albums.
 - c. Shall serve as historian for the AAMCA.
 - d. Shall serve as advisory to the Executive Officers along with the other Trustees.

No actions shall be taken by the Executive Officers which affect long-term finances or commitments of the AAMCA without first obtaining a written recommendation from the Board of Trustees. The Executive Officer President shall then address said proposed action along with the recommendation of the Board of Trustees to the General Membership at a regular General Business Meeting. Through a vote at a regular meeting as defined in this Constitution, the issue/commitment shall be approved and/or denied by the Association.

ARTICLE VIII DUES

Membership dues shall be on a graduated basis according to municipal populations; said basis or rate to be determined by the general membership from time to time. Dues are due and

payable on January 1 each year and are for one calendar year beginning January 1. Any member failing to pay dues by January 1 will no longer be considered an active member.

Deputy clerks and/or Assistant Municipal Clerks may become members by paying one-half the regular membership dues provided the Municipal Clerk within the city is a member and has paid the regular membership dues amount.

Retired Clerks will be allowed to remain as Active Members of AAMCA and pay a flat-rate of \$10.00 dues with member privileges, except voting on matters pertaining to AAMCA unless voting on an issue as a Board of Trustee recommendation.

ARTICLE IX DISTRICTS

The State of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Clerks in each District shall, prior to each Winter Conference General Business Meeting, elect a Director for that District, who shall assume office for a period of one year beginning the following January 1. In the event a District fails to elect a Director, the President shall appoint a Director to serve that District. It is suggested that each District hold at least two meetings each calendar year within the District.

ARTICLE X AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the Constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the President and with the Secretary, who shall furnish copies to the general membership as far ahead of a General Meeting as possible. Proposed amendments may be voted on during that particular General Meeting if it is the pleasure of the members in attendance. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the Constitution. Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

ARTICLE XI MISCELLANEOUS

The fiscal and administrative year shall be effective January 1 of each year. The Secretary, in coordination with the appropriate Board of Trustee, shall be responsible for the updating of this Constitution when, and each time, the general membership, in either of the General Business Meetings, duly adopt a change. The Constitution shall be revised and retyped according to the Secretary's minutes, properly dated and inserted in the minute book and online on the AAMCA website. A copy of the newly revised Constitution shall immediately be sent by the Secretary to each of the three Executive Officers, and each Trustee. A copy shall be placed upon the AAMCA website for the Association membership and a copy shall be sent to the Editors and Publishers of

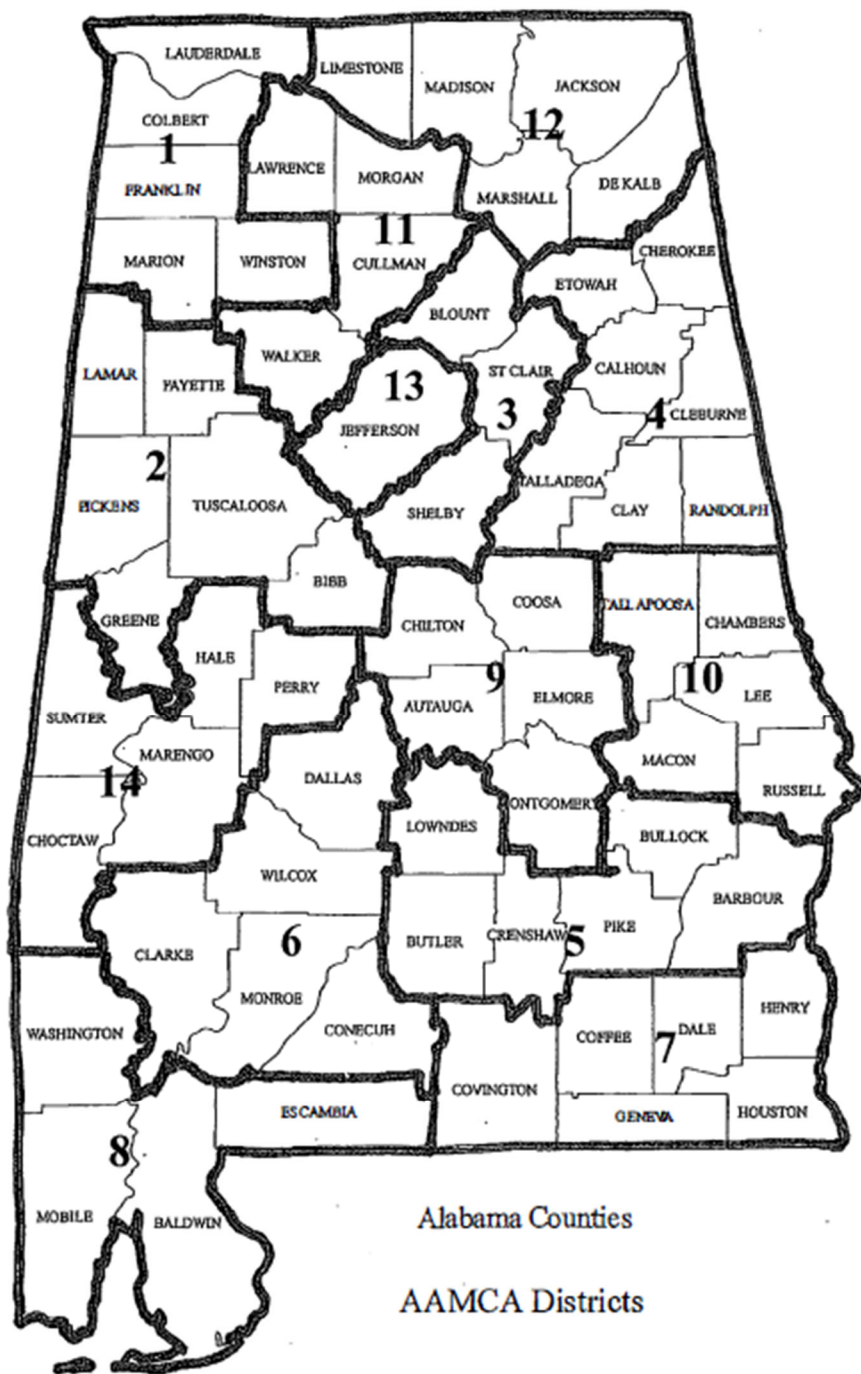
the AAMCA's newsletter (The Clerk's Chatter) for publication, thus providing each member with an updated version at all times.

Whenever in the affairs of the AAMCA, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control. When a question shall arise concerning rules or procedures, the appropriate Board of Trustees member shall be consulted.

ARTICLE XII EDUCATION FUND

The AAMCA establishes a separate education fund to be used for education purposes only. The AAMCA may budget funds from its regular operating account to go into the education fund. Individual clerks, businesses or the AAMCA may make donations to the education fund as memorial gifts and honorary gifts in Municipal Clerks' names.

A board shall be appointed by the President to review scholarship applications from the AAMCA's membership. Scholarship funds may be used to pay for training and travel expenses to attend certification programs. The fund shall not be used for any other purpose except to further education opportunities for the AAMCA's members. The AAMCA can, from time to time have fundraiser events to generate more money for this account and costs associated with the fundraiser can be paid from the fund.



Produced by the Dept. of Geography
College of Arts and Sciences
The University of Alabama

ALABAMA ASSOCIATION OF
MUNICIPAL CLERKS AND ADMINISTRATORS

BYLAWS

TO BE USED AS SUPPLEMENTAL INFORMATION
TO THE AAMCA CONSTITUTION

Adopted and Approved on November 30, 2023.

ALABAMA ASSOCIATION OF
MUNICIPAL CLERKS AND ADMINISTRATORS
BYLAWS

- I. Officer Responsibilities not provided in Constitution.
 1. The President shall:
 - a) Approve all invoices to be paid by the Treasurer that are approved outside of convened sessions of the Association.
 - 1.
 2. The Treasurer shall:
 - a) Have Custody of All Association funds, making disbursements only as authorized by the Association, either by specific action or vote on the membership or upon approval of the President on invoices received at other times. Accounts shall bear the name of the Association, and signature cards shall bear the names of at least two of the four officers on each account.
 - b) Forward a copy of the bank account statements(s) to the President monthly.
 - c) Provide a copy of the membership roster to the President or other officers annually or as needed.
- II. President and Vice-President Registration and Travel
 1. Registration and travel expenses may be paid from the Association treasury only to those events at which the President presides or to IIMC or IIMC Region III meetings where the President represents the State Association. This does not include costs incurred for semi-annual AAMCA certification classes.
 2. The Vice-President's travel expenses may be paid for attendance at District meetings throughout the state.
- III. Scholarships
 1. Funding permitting, a maximum of three scholarships per year may be approved to IIMC Annual Conference.
 2. Any member whose dues are current may apply for scholarship by filing the prescribed application. The Scholarship Committee shall determine the approval of funding based upon need and/or other demonstrated criteria.
 3. Scholarships will not be awarded to the same individual more frequently than every 3 years, with new applicants being given first priority.
 4. In years that the state association hosts the Region III conference, one registration shall be offered by the association as a door prize at the November conference. This registration shall not include travel or lodging expenses.
- IV. Rules and Procedures for Election of Officers
 1. Establishment of Rules: In accordance with the provisions of the Constitution of the Alabama Association of Municipal Clerks and Administrators, the following

rules and procedures for election of officers are established for the information and guidance of its membership.

2. Qualified Voters: Any one (1) Active Member from a City or Town will be allowed to vote. An Active Member is described as a member who is currently employed in Municipal Government and who has all AAMCA dues currently paid in full.
3. Qualifications of Candidates and Offices to be Filled:
 - a) Any Active Member in good standing is eligible to hold office.
 - b) The officers of the AAMCA consists of President, a President-Elect, Secretary, and Treasurer. The President-Elect, Secretary, and Treasurer shall be elected by the membership. The President-Elect shall automatically take the position of President the year immediately following the year served as President-Elect.
4. Time and Place of Election: The election shall be conducted during the Winter Conference each year. The actual date of the election will be announced by the President in the month of August through email, social media, etc.
5. Qualification Requirements and Deadline:
 - a) After January 1st of each year, any active member may state their desire to run for one of the three offices by notifying in writing a member of the Election Committee (this committee is appointed by the President).
 - b) The Deadline to qualify shall be October 1st of the same year.
6. Voters List:
 - a) A list of qualified voters will be furnished by the Treasurer to the Election Committee on the first day of the Winter Conference. Only the names of the qualified voters present will appear on the voters list and be allowed to vote.
 - b) Although there may be more than one qualified active member from a City or Town, only one vote will be allowed, and that vote will be the Municipal Clerk or active member designated by the Municipal Clerk.
7. Method on Voting: It will be the discretion of the Election Committee which of the following methods is used for voting:
 - a) Paper Ballots
 - b) Electronic Machines
 - c) Other approved voting methods used in the State of Alabama.
8. Election Results, Installation and Terms of Office.
 - a) It shall require a plurality of the vote for each office to be declared the winner. If more than two (2) candidates are seeking the same office and no one receives a majority of the votes, a runoff will be held for the top two (2) candidates. If there is a tie in the run-off, the winner shall be determined by drawing of lots.
 - b) Elected Officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning January 1st through December 31st, or until their successors have been duly elected and installed.
 - c) If there is no candidate for an office, or if an elected officer is unable to complete their term, a replacement shall be appointed by a committee pursuant to Article V of the AAMCA Constitution.

V. Municipal Clerk of the Year:

1. One week in May of each year is Proclaimed as Municipal Clerk's Week and one day, as soon as practical following Municipal Clerk's Week is designated as "Municipal Clerk's Day." This is a Fun celebration for Municipal Clerks and Administrators and is held in various parts of the State and hosted by the Clerks in the District in which it is held. Municipal Clerk's Day shall be celebrated during the AAMCA Summer Conference. During years that the AAMCA hosts the IIMC Region III Conference, the Executive Officers may decide to cancel the Summer Conference and delay Clerk's Day to the Winter Conference.
2. The Municipal Clerk of the Year is chosen annually and will be honored at a banquet held at the Summer Conference. During years that the AAMCA hosts the IIMC Region III Conference, the Executive Officers may decide to cancel the Summer Conference and delay Municipal Clerk of the Year to the Winter Conference.
3. Nominees shall be nominated from each District to the Chairperson of the Municipal Clerk of the Year Committee. The Chairperson shall be the winner from the previous year. If the winner of the previous year cannot act as Chairperson, for any reason, the President of the AAMCA will designate an individual to act in his/her behalf.
4. Any Active Member of the AAMCA, who actually performs the duties of the Municipal Clerk may be nominated for the Municipal Clerk of the Year by his/her District.
5. The Application for the nominees of the Municipal Clerk of the Year Award is Marked as Exhibit A, attached and incorporated into these AAMCA bylaws as if written therein.
6. All submitted applications will be distributed to the Municipal Clerk of the Year Committee by the Committee Chairperson. The Committee is appointed by the AAMCA President and will consist of other Active Members of the AAMCA, preferably past winners of said award.
7. The Committee shall score each nominee pursuant to the scoring sheet marked as Exhibit B, attached and incorporated into these AAMCA bylaws as though written fully therein.
8. The Committee Chair will accumulate and tabulate the scoring from the Committee to designate the winner.
9. A beautifully engraved plaque is presented to the nominees and a larger plaque is presented to the Municipal Clerk of the Year and so designated to receive this honor.
10. The Chairperson of the Committee shall notify the Clerk's Mayor and/or City Manager of the City of the winning Clerk as well as local media and the Alabama League of Municipalities. Said notification should contain a photograph, small biography to identify the winner, etc.
11. This gives recognition to the Municipal Clerks and Administrators for the many and varied tasks performed by them. This recognition is begun with the local Mayors and Councils and continues to the Governor of our State so proclaiming this week and even to the President of the United States.

VI. Amendments

1. Amendments to the bylaws shall be approved in the same manner as amendments to the Constitution.