

*City Clerks and Municipal
Finance Officers
Association of Kansas
Handbook*

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FOREWORD

The purpose of the City Clerks and Municipal Finance Officers Association of Kansas (the Association) Handbook is to serve as a guide to members in understanding our association, the roles assigned to officers and committees, and to communicate to our members our policies and by-laws. It is also intended to serve as a guide to officers, directors, and committee members in planning and carrying out their duties and responsibilities.

An attempt has been made to describe the function of the officer or committee, individual responsibilities, projects routinely designated, and Association policies concerning these activities.

The guidelines are subject to change upon a majority vote of the Board of Directors. It should be understood that the role of any officer, director and/or committee member is not limited to the projects and procedures outlined in this handbook.

Every effort has been made to incorporate knowledge, experience, and expertise in the preparation of this information. It is intended to be a beneficial resource as we plan the future for the City Clerks and Municipal Finance Officers Association of Kansas.

MISSION STATEMENT

CITY CLERKS and MUNICIPAL FINANCE OFFICERS ASSOCIATION

ADOPTED MARCH 14, 1996

CCMFOA

Promoting responsive and responsible government.

In order to promote responsive and responsible government, the City Clerks and Municipal Finance Officers Association of Kansas provides a comprehensive support network of professional resources and educational opportunities for the benefit of its members and the communities they serve; encouraging competency, integrity, efficiency, and accountability in the delivery of local government services.

**CITY CLERKS AND MUNICIPAL FINANCE OFFICERS
ASSOCIATION OF KANSAS
CODE OF ETHICS**

The City Clerks and Municipal Finance Officers Association of Kansas is a professional organization of municipal clerks and finance officers who have united to:

- Impart standards of quality and integrity so that the conduct of the members shall be above reproach and merit public confidence;
- Promote the professional development of its members; and,
- Enhance and promote the professional management of governmental records.

To further these objectives, certain principles shall govern the conduct of every member of the City Clerks and Municipal Finance Officers Association of Kansas:

1. To recognize that my chief function at all times is to serve the best interests of the people;
2. To uphold both the letter and the spirit of the government and laws of the United States, State of Kansas, and my municipality;
3. To devote my time, skills and energies to my office, both independently and in cooperation with other professionals;
4. To so conduct my public and private life as to be an example to my fellow citizens;
5. To be sensitive and responsive to the rights of the public and its changing needs;
6. To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and will merit public confidence in my community;
7. To maintain my neutrality and impartially, rendering equal service to all and extend the same treatment I wish to receive myself;
8. To respect and protect privileged information to which I have access by virtue of my office;
9. To not knowingly be a party to or condone any illegal, immoral or improper activity; and
10. To use neither public property nor resources for my personal or political gain.

I do hereby subscribe to this Code of Ethics, which I affirm will govern my professional and personal conduct as a City Clerk and as a member of the City Clerks and Municipal Finance Officers Association of Kansas.

Signature

Officers

EXECUTIVE COMMITTEE

COMPOSITION

Comprised of the President, Vice President, Secretary, Treasurer and the Immediate Past President.

RESPONSIBILITY

To insure that the purpose and objectives of the Association by-laws are met.

SPECIFIC DUTIES

- As individually listed for each officer.

BOARD OF DIRECTORS

COMPOSITION

Comprised of the Executive Committee (President, Vice President, Secretary, Treasurer, and Immediate Past President) and six elected directors. Directors are appointed for 3-year terms, with 2 directors rotating off each year.

RESPONSIBILITY

To prescribe and provide for supervision, control, and administration of the affairs of the Association, and for the accomplishment of its objectives through the Executive Committee.

SPECIFIC DUTIES

- Meet three times a year as outlined in the by-laws, or as otherwise required, making the decisions necessary to fulfill their responsibilities. Board members must make every attempt to attend any regular and/or special board meeting that may be held. Any board member that fails to attend two board meetings in a row may be asked to step down. The board member may be asked to provide information pertaining to the reason for the absences before a request for resignation is made. With consensus of the Board the President may ask the member to resign pending the reason for not attending. The President shall call for a vote of the Board to either accept the member's resignation or to terminate said member. This will allow the organization to run as smoothly and efficiently as possible.
- Serve on Education/Program Planning Committee.

PRESIDENT

RESPONSIBILITY

To preside as the chairperson of the Executive Committee and Board of Directors and oversee and direct the programs and activities of the Association.

SPECIFIC DUTIES

- Preside at all general meetings and board meetings.
- Set the time and place, and issue notifications of all regular and special board meetings.
- Appoint all committees and designate chairperson.
- Issue general instructions to committees.
- Serve as ex-officio of each committee.
- Perform any duties as may be assigned by the Board of Directors.
- Inform the Vice President of all activities in order to insure a smooth transition.
- Contribute article(s) to the *Wings* newsletter.
- Contribute article(s) to the IIMC Region VII newsletter.
- Serve as convener at the round-table session at the League of Kansas Municipalities Annual Conference and announce Clerk of the Year award.
- Submit the Association's nomination(s) for the Quill Award to IIMC.
- Annually review the Association's records, documents and pictures for safekeeping including maintaining a list of past presidents, Clerk of the Year award recipients and IIMC Quill recipients.
- Ensure that all Association materials stored are being adequately preserved.

VICE PRESIDENT

RESPONSIBILITY

To act in the capacity of, and perform the duties of, the President in the event the President is unable to perform or is absent from a meeting.

To keep abreast of, and involved in, the programs and activities of the Association.

SPECIFIC DUTIES

- Oversee committees as assigned by the President.
- Perform other duties as assigned by the President.
- Prepare committee assignments for announcement upon installation of President.
- Serve as chairperson of the Education/Program Planning Committee and Education/Certification Committee.
- Assist the Secretary with the Vendor Fair for the Spring Conference
- Annually review the Association's records, documents and pictures for safekeeping.
- Maintain the Association records retention schedule.
- Ensure that all Association materials stored are being adequately preserved.

SECRETARY

RESPONSIBILITY

To keep a full and accurate record of all proceedings of the Association.

SPECIFIC DUTIES

- Attend and take minutes of all meetings of the Association.
- Maintain a book to record all proceedings of each meeting.
- Make copies of the minutes of each meeting and distribute copies to members of the Board of Directors.
- Serve as a member of the Education/Program Planning Committee.
- Ensure action items of the general business meetings are published in the *Wings* newsletter and that the minutes are published on the organization's website.
- Organize, coordinate and manage the Vendor Fair at the Spring Conference.
- Annually review the Association's records, documents and pictures for safekeeping.
- Ensure that all Association materials stored are being adequately preserved.

TREASURER

RESPONSIBILITY

To maintain, administer and account for all financial records of the Association.

SPECIFIC DUTIES

- Attend all meetings of the Association and present a current financial statement at each meeting.
- Publish the financial reports presented at the spring and fall business meetings in the first *Wings* newsletter after each meeting.
- Collect, deposit, invest and disburse all Association funds and maintain complete and accurate records of all financial transactions for the Association in accordance with Kansas laws.
- Maintain an accurate, up-to-date membership listing, assist the Membership Mentoring Regional Committee in soliciting and enrolling new members, and issue annual membership renewal statements and collect membership dues.
- Serve as a member of the Education/Program Planning Committee and other such committees as appointed by the President.
- Chair of the Membership/Mentoring Regional Committee
- Perform other such duties as assigned by the President.
- Purchase an appreciation plaque or gift for the outgoing Association President which is to be presented by the incoming President during Spring Conference.
- Award Certification Institute and Spring Conference Scholarships in accordance with the Association policy.
- Complete IRS form 990 annually regarding non-profit 501c6 “business league” status.
- Send membership list to LKM annually for member access to CCMFOA ListServ.
- To ensure member access to ListServ, notify LKM of any new members or changes in member information on an ongoing basis.
- Annually review the Association’s records, documents and pictures for safekeeping.
- Ensure that all Association materials store are being adequately preserved.

IMMEDIATE PAST PRESIDENT

RESPONSIBILITY

To provide guidance to other members of the Executive Committee.

SPECIFIC DUTIES

- Attend all meetings of the Association.
- Perform other duties as assigned by the President.
- Serve as chairperson of the Nominating Committee.

Committees

COMMUNICATIONS COMMITTEE

COMPOSITION

The President will appoint a chairperson and committee. The committee will be comprised of the editor of the *Wings* newsletter, the association webmaster, and other members appointed by the President.

RESPONSIBILITY

To coordinate and prepare the Association's quarterly *Wings* newsletter for printing, to keep the website current and submit newsworthy releases to IIMC and appropriate local newspapers.

SPECIFIC DUTIES

Committee

Collect news articles for inclusion in the quarterly newsletter by the 15th of the month preceding publication. Include newsworthy articles and information on the website as well.

Chairperson

- Solicit dates, locations, times and information concerning meetings and educational opportunities from officers, directors and committee chairpersons.
- Prepare the *Wings* newsletter and use email for distribution if possible. *Wings* will be published in January, April, July and October of each year.
- When a newsworthy event involving the Association or any of its members occurs, submit a press release to IIMC for inclusion in the News Digest. In addition, when the event involves a member of the Association, send a press release to the local newspaper that serves the area where the member lives.
- Oversee information that needs to be placed on the website and ensure that all information published is up to date.

EDUCATION/CERTIFICATION COMMITTEE

COMPOSITION

The Vice President will chair the committee. The committee will be comprised of no more than three (3) members of the Board of Directors and five (5) at large members who must be a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC), with preference of one (1) in each region when possible.

RESPONSIBILITY

To assist city clerks and/or finance officers in making application for their CMC or MMC.

SPECIFIC DUTIES

Committee

The committee will hold a session at the March conference to cover changes in Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) applications, answer questions, etc. for those making application to IIMC for certification.

The committee will send letters of recognition to the governing body of the new CMC or MMC for supporting the education program of CCMFOA and IIMC; and a letter of congratulations to city clerks and finance officers receiving their Certified Municipal Clerk or Master Municipal Clerk designations.

Chairperson

Contribute article(s) concerning changes in CMC or MMC applications or requirements in *Wings* newsletter.

EDUCATION/PROGRAM PLANNING COMMITTEE

COMPOSITION

The Vice President will chair the Committee. The committee will be comprised of the Board of Directors and three (3) at large members. The Institute Director will be an ex-officio member.

RESPONSIBILITY

To plan the Association's educational programs and event activities for Spring Conference, Certification Institute, Master Academy and when hosting IIMC Region VII Conferences.

SPECIFIC DUTIES

Committee

Meet in June of each year to plan topics for the Association's educational programs; i.e., Spring Conference, Certification Institute and Master Academy. The Committee meets on Friday following the Spring Conference and Certification Institute/Master Academy for feedback, and to begin discussing topics and presenters for the upcoming programs.

Chairperson

- Contribute article(s) concerning education programs and conferences to the *Wings* newsletter.

HOSPITALITY COMMITTEE

COMPOSITION

The President will appoint a chairperson and committee

RESPONSIBILITY

To provide entertainment, beverages, and/or food for social hours and/or receptions unless these items are to be provided as part of an activity arranged under contract by CCMFOA/WSU.

SPECIFIC DUTIES

Committee

- Oversee the staffing of the hospitality room when it is open during Certifications Institute and Master Academy. Committee members must help staff the room to receive credit for being on the committee. This may include set-up and tear-down of the room as needed or available.
- Assist the Chairperson with the promotion of the activities/hospitality room.

Chairperson

- Coordinate and/or schedule entertainment activities during Institute and Academy.
- Coordinate/schedule committee members to staff the hospitality room when it is open.
- Oversee promotion of the activities in the hospitality room – including emails, flyers, posters and verbal promotion during lunches and/or large group gatherings during Institute and Academy.
- Contribute article(s) to the *Wings* newsletter

OTHER

When available, the Hospitality Committee will receive one “comped” room for the week of Institute/Academy for the use of the Chairperson and/or Co-Chair as agreed upon by the Chair/Co-Chair.

INTERNATIONAL CONFERENCE SCHOLARSHIP COMMITTEE

COMPOSITION

The President will appoint a chairperson and committee. The chairperson should be a past scholarship recipient.

RESPONSIBILITY

To award one scholarship each year for the IIMC Conference. During any year that the Association's Region VII Director's City will pay the director's expenses to the conference, or during the two year period where Kansas does not have a Region Director, the Association will award a second scholarship. The scholarships will pay for registration, airfare or mileage to the conference location (depending upon the cheaper mode of transportation), hotel, meals and transfers to and from the airport, up to \$2,250. It will not cover optional events such as Academy seminars, Athenian Dialogues, etc. Costs incurred by the recipient's employer will be reimbursed to the employer before costs are reimbursed to the recipient.

SPECIFIC DUTIES

Committee

Meet (via email or teleconference), prior to the business meeting in November to make the selection.

Chairperson

- Ensure the scholarship application is published in the Spring issue of the *Wings* newsletter. The deadline for submission of scholarship applications will be August 31st.
- Announce the award recipients at the Association's November business meeting held during the annual Institute/Advanced Academy and at the Spring Conference.
- Contact the recipients following the November business meeting and serve as mentor in making arrangements to attend the IIMC conference.
- Publish news releases in the *Wings* newsletter, Kansas Government Journal, News Digest, and the local newspaper where the recipients serve as City Clerk or Finance Officer.

LEAGUE OF KANSAS MUNICIPALITIES AFFILIATE BOARD MEMBER

COMPOSITION

The City Clerks and Municipal Finance Officers Association of Kansas is allotted (informally) one position on the League of Kansas Municipalities Board of Directors. At such time as the position is open, the President, with the advice of the Executive Committee shall nominate one or more representatives for the LKM Governing Body position.

RESPONSIBILITY

To represent the Association on the League of Kansas Municipalities Board of Directors.

SPECIFIC DUTIES

- Become familiar with the League of Kansas Municipalities by-laws and procedures.
- Attend new board member orientation.
- Attend all Governing Body meetings.
- Request input from the Association's Board of Directors on issues that are to be presented to the League relative to functions of the municipal clerk or finance officer.
- Inform CCMFOA President of actions that concern all municipal clerks and finance officers that are considered or acted upon by the League.
- Contribute article(s) to the *Wings* newsletter concerning League activities .
- Report to the President and Board of Directors on a regular basis.

LEGISLATIVE COMMITTEE

COMPOSITION

The President will appoint a chairperson and committee.

RESPONSIBILITY

To monitor State and Federal legislation affecting municipal clerks and finance officers and to propose legislation and/or coordinate efforts for or against such legislation consistent with the legislative goals and policies of the League of Kansas Municipalities, IIMC and the Association.

SPECIFIC DUTIES

Committee

- Monitor League of Kansas Municipalities and IIMC publications relative to State legislation in progress.
- Stay aware of legislative goals and policies of the League of Kansas Municipalities.
- Survey Association members for input as to legislative action, which would benefit municipal clerks and finance officers. (Any legislation proposed by the Association would be submitted to the League of Kansas Municipalities through proper channels.)
- Support and encourage response to action calls by the League of Kansas Municipalities.

Chairperson

- Contact the IIMC and ask to be placed on the mailing list for federal legislation affecting municipal clerks and finance officers.
- Regularly report to Association membership through the *Wings* newsletter, correspondence and at meetings.
- Contribute article(s) concerning legislative matters to the *Wings* newsletter.

MANUAL AND BY-LAWS COMMITTEE

COMPOSITION

The President will appoint a chairperson and committee.

RESPONSIBILITY

To review the Association's by-laws and handbook, submit recommendations to the Board of Directors, publish changes and ensure that the CCMFOA website is updated.

SPECIFIC DUTIES

Committee

- Annually review the Association's by-laws and handbook and submit recommendations to the Board of Directors in accordance with procedures outlined in the by-laws.

Chairperson

- Contribute article(s) to the *Wings* newsletter.

MEMBERSHIP/MENTORING/REGIONAL COMMITTEE

COMPOSITION

The Association Treasurer shall chair this committee. The Committee will be comprised of one or two representatives from each region as appointed by the President.

RESPONSIBILITY

To encourage the enrollment of every municipal clerk and finance officer as an active member in the Association, to encourage enrollment in the IIMC, and to advertise the benefits of membership to these associations.

To make sure that the Association Treasurer is aware of any new clerks that are appointed in your region.

Ensure that all clerks in your Region know how to get on the listserv and where to find the Association's website.

To coordinate with your regional contacts and at least once a year organize a Region meeting for local networking and sharing of information.

SPECIFIC DUTIES

Committee

- Meet at least annually, during the Spring Conference to evaluate effectiveness of regions and plan future activities.

Treasurer

- Provide committee chairperson(s), the *Wings* editor, and the LKM with additions or deletions of Association members on a timely basis.

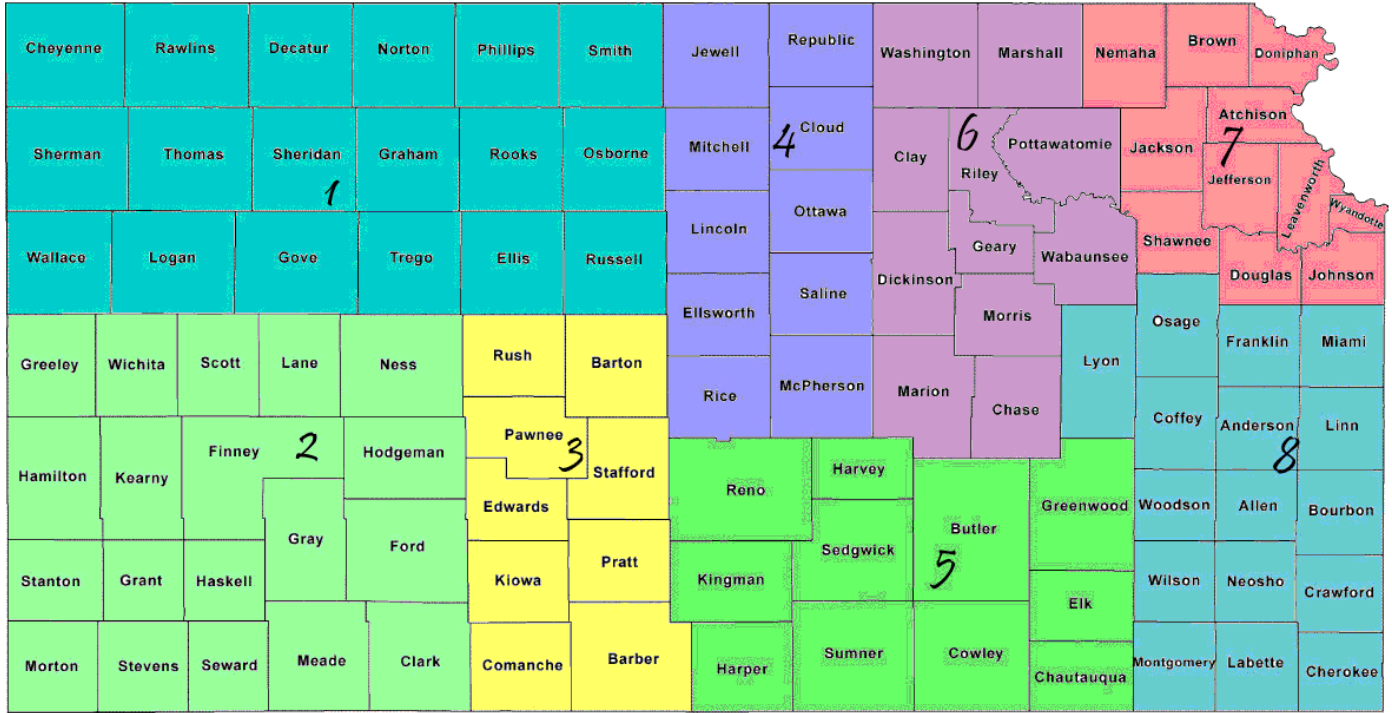
Chairperson

- Encourage regional contact to promote membership in the Association and IIMC.
- Maintain a current Association membership list.
- Coordinate the mentoring program between new city clerks and municipal finance officers and experienced members.
- Coordinate the sale of regional basket fundraiser tickets.

Regional Contacts

- Contact new city clerks and municipal finance officers within 30 days of notification of appointment and provide them with Association and IIMC membership information and information on availability of ListServ for members.
- Strive to maintain good communication and information exchange within their region. A strong regional group is a great asset to local clerks and provides a nucleus for CCMFOA.

CCMFOA REGIONS



MILDRED VANCE CITY CLERK/FINANCE OFFICER OF THE YEAR AWARD COMMITTEE

COMPOSITION

The committee will be comprised of two prior year recipients of the Mildred Vance City Clerk/Finance Officer of the Year Award; the Missouri Clerk/Finance Officers Association President, the Illinois Clerks Association President, and a League of Kansas Municipalities representative as assigned by the Executive Director of the League.

The preceding year's recipient will serve as chairperson.

RESPONSIBILITY

To identify and recognize a member of the Association who has made a significant contribution to the objectives of the Association, the city clerk/finance officer profession and/or the city clerk finance officer's own community or municipal government.

SPECIFIC DUTIES

Committee

- To the greatest extent possible solicit nominations for the award. At a minimum, include an article and nomination form in the October issue of the *Wings* newsletter and in the Kansas Government Journal.
- Make selection prior to the Association's Spring Conference.
- Following the award, submit news releases to the *Wings* newsletter, Kansas Government Journal, News Digest and the newspaper where the recipient serves as city clerk/finance officer.

Chairperson

- Contact presidents of the Missouri and Illinois Associations and Executive Director of the League of Kansas Municipalities to ensure the Selection Committee is formalized and members are aware of the judging criteria. (See policy.)
- Notify the President of award recipient.
- Obtain plaque for the Mildred Vance City Clerk/Finance Officer of the Year award, ensure the Committee Chair has the plaque for presentation at the Spring Conference.
- Provide League of Kansas Municipalities with winner's information for their Annual Conference awards ceremony in October. Make winner aware of the conference and that they are invited to attend and speak briefly about receiving the award.

NOMINATING COMMITTEE

COMPOSITION

The committee will be comprised of two past presidents and a member-at-large, with the Immediate Past President serving as chairperson.

RESPONSIBILITY

To select a slate of officers and directors from the Association membership for election during the annual Spring Conference.

SPECIFIC DUTIES

Committee

- Review the Association's by-laws to ascertain qualifications and eligibility for offices to be filled.
- Prepare a list of proposed candidates for consideration by the full committee. Selection should be based on eligibility, participation, demonstrated leadership, and other criteria to promote the Association.
- Discuss all candidates proposed and select a principal and alternate choice for each position.
- Suggest additional candidates if alternate and primary choice do not accept nomination.

Chairperson

- Obtain a list of Association offices to be filled from the Secretary.
- Provide committee members with a list of offices and the membership list.
- Ask committee members to prepare a list of proposed candidates in August for consideration by the full committee.
- When the slate is tentatively agreed upon by the committee, contact the candidates for confirmation. Advise the committee of the findings if additional candidates are needed upon making contact. Upon receiving confirmation, advise the committee that the proposed slate is confirmed.
- Submit the proposed slate of nominations to the President by September 5th.
- Prepare a report from the Nominating Committee and announce the slate of officers at Academy and present the slate for election at the Spring Conference. Request any nominations from the floor prior to the vote at the Spring Conference.
- Publish the Nominating Committee's report in the *Wings* newsletter prior to the Spring Conference.

SILENT AUCTION/PROMOTIONAL SALES COMMITTEE

COMPOSITION

The President will appoint a chairperson and committee.

RESPONSIBILITY

To coordinate the annual Silent Auction held at the Spring Conference, coordinate CCMFOA's presence at the LKM Conference, oversee the sale of CCMFOA promotional items as determined by the Board of Directors, and coordinate the sale of 50/50 fundraiser tickets.

SPECIFIC DUTIES

Committee

- To collect, display and sell items for the silent auction as directed by the chairperson.
- To assist with preparing for and staffing of the organization's booth at the LKM Annual Conference.
- To assist with the sales and storage of the CCMFOA promotional items as directed by the chairperson.
- To assist with the sale of 50/50 fundraiser tickets at Institute/Academy and Spring Conference.

Chairperson

- To coordinate the annual Silent Auction held at Spring Conference including, but not limited to, advertising the event, collecting auction items, and coordinating the equipment needs for the auction (i.e. bid sheets, ensuring tables are available from the hotel, coordinate petty cash with Treasurer).
- To coordinate CCMFOA's presence at the annual LKM Conference including registering for a booth at the affiliate rate, ensuring CCMFOA informational materials and registration forms are available, and coordinating staffing of the booth with committee members and other CCMFOA members.
- To maintain an inventory of CCMFOA promotional items available for sale, store promotional items as necessary between events, and coordinate the sale of the promotional items at Institute/Academy and Spring Conference.
- Give all monies earned from the Silent Auction and sale of promotional items to the CCMFOA Treasurer after each event.
- Contribute articles to the *Wings* newsletter concerning the Silent Auction and promotional items.
- Coordinate the sale of 50/50 fundraiser tickets at Institute/Academy and Spring Conference.

Policies

POLICY FOR AWARD OF CERTIFICATION INSTITUTE SCHOLARSHIPS

ELIGIBILITY

The scholarship recipient must be an Association member in good standing (membership dues paid).

AMOUNT OF SCHOLARSHIPS

The amount of the scholarship will be the registration fee for the Institute and one-half of a single/double occupancy room and up to \$100 for mileage and other expenses.

NUMBER OF SCHOLARSHIPS TO BE AWARDED

The number of scholarships available for the Institute will be determined each year at Spring Conference based upon funding available.

SCHOLARSHIP CRITERIA

The applicant must be a City Clerk, Assistant City Clerk, Deputy Clerk or Finance Officer; must be a member in good standing in CCMFOA (dues paid); must submit an application for the scholarship; and provide a letter of support from their Mayor/City Administrator. Preference will be given to first time attendees and cities of the second and third classes.

HOW TO APPLY

Scholarship applicants must complete and submit the Certification Institute Scholarship application to the Association Treasurer. Applications will be accepted from July 1st – August 31st prior to the Institute.

HOW THE AWARD WILL BE MADE

The Association Treasurer will notify the recipients. Reimbursement will be made to the awarded City.

POLICY FOR AWARD OF MASTER MUNICIPAL CLERK SCHOLARSHIP

ELIGIBILITY

The scholarship recipient must be an association member in good standing (membership dues paid).

AMOUNT OF SCHOLARSHIP

The amount of the scholarship will be the registration fee for the Academy and one-half of a single/double occupancy room and up to \$75 for mileage and other expenses.

NUMBER OF SCHOLARSHIPS TO BE AWARDED

One scholarship will be awarded each year. The Master Academy scholarship will be in memory of Susan Jacobs, City Clerk from Peabody, who supported the Association's silent auction and promoted education and life-long learning for Association members.

SCHOLARSHIP CRITERIA

The applicant must be a CCMFOA member in good standing (dues paid); must be a CMC; and submit the Master Municipal Clerk Scholarship Application; can only receive the scholarship one time to provide opportunities to all members.

HOW TO APPLY

Scholarship applicants must submit an application to the Association Treasurer. Applications will be accepted from July 1st through August 31st (prior to the Master Academy).

HOW THE AWARD WILL BE MADE

The Association Treasurer will notify the recipients. Reimbursement will be made to the awarded City.

POLICY FOR AWARD OF THE IIMC CONFERENCE SCHOLARSHIPS

ELIGIBILITY

The nominee must be a member of CCMFOA and a member of IIMC in order to be eligible for the IIMC Conference scholarship. Individuals who have previously been awarded this scholarship are allowed to apply at any time; however, preference will be given to first time attendees.

AMOUNT OF SCHOLARSHIPS

The scholarships will pay for registration, airfare or mileage to the conference location (depending upon the cheaper mode of transportation), hotel, meals and transfers to and from the airport, up to \$2,250. It will not cover optional events such as Academy seminars, Athenian Dialogues, etc. Costs incurred by the recipient's employer will be reimbursed to the employer before costs are reimbursed to the recipient. The total cost of expenses shall not exceed \$2,250. Any questions regarding reimbursable expenses will be addressed by the CCMFOA Executive Committee.

NUMBER OF SCHOLARSHIPS TO BE AWARDED

The Association will award one scholarship each year for the IIMC Conference. During any year that the Association's Region VII Director's City will pay the director's expenses to the conference, or during the two year period where Kansas does not have a Region Director, the Association will award a second scholarship. The recipient winners will be announced at the November business meeting.

SCHOLARSHIP CRITERIA

The committee will review each application and select a scholarship recipient based on the following judging standards:

- Why the applicant wishes to attend the conference
- Financial need
- Activities within CCMFOA and national organizations that are deserving of the scholarship

HOW TO APPLY

The applicant will submit an application to the chairperson of the IIMC Conference Scholarship Committee. Applications are accepted July 1st through August 31st of the year prior to the conference.

POLICY FOR AWARD OF SPRING CONFERENCE SCHOLARSHIPS

ELIGIBILITY

The scholarship recipient must be a current member of CCMFOA and have never received this scholarship before.

AMOUNT OF SCHOLARSHIPS

The scholarship will cover the Spring Conference registration fee.

NUMBER OF SCHOLARSHIPS TO BE AWARDED

A maximum of three scholarships will be awarded each year.

SCHOLARSHIP CRITERIA

Scholarships will be awarded based on the following criteria:

The applicant must be a Association member in good standing; must be a City Clerk, Assistant City Clerk, Deputy City Clerk or Finance Officer; must never have received this scholarship before; and must submit a written statement of why you want to receive the scholarship. There will be no restriction on the size of the city; class 1, 2 and 3 cities are eligible. Only one scholarship will be awarded per city for the same year.

HOW TO APPLY

Scholarship applicants must submit a letter to the Association Treasurer. Applications will be accepted from December 1st through February 1st prior to the Spring Conference.

HOW THE AWARD WILL BE MADE

The Association Treasurer will notify recipients who have been awarded scholarships. Payment for the conference scholarship amount will be made directly to Wichita State University.

POLICY FOR AWARD OF REGION SCHOLARSHIPS

ELIGIBILITY

Any chair or co-chair of the Membership/Mentoring/Regional Committee may apply.

AMOUNT OF SCHOLARSHIPS

The scholarship will cover the region meeting up to \$250.00 per event.

NUMBER OF SCHOLARSHIPS TO BE AWARDED

A maximum of one scholarship will be awarded to each region each year.

SCHOLARSHIP CRITERIA

Scholarships will be awarded based on the following criteria:

The applicant must be a chair or co-chair of the Membership/Mentoring/Regional Committee. The application and agenda must be presented to the Association Vice President, with a financial breakdown of expenses expected to be incurred. In order to receive funds, actual costs must be presented to the Association Treasurer for payment.

HOW TO APPLY

Scholarship applicants must submit a working agenda and estimation of expenses to the Association Vice President, as chair of the Education/Planning Committee. Applications can be accepted at any time during the year.

HOW THE AWARD WILL BE MADE

The Association Vice President will notify recipients who have been awarded scholarships. Payment for the conference scholarship amount will be made directly to the scholarship recipient upon receipt of the final actual financial report of the region meeting.

POLICY FOR VENDOR CANCELLATIONS AND REFUNDS

Full refunds of Spring Conference vendor booth fees and sponsorships are allowed through February 1st, prior to the conference. Partial refunds requested after February 1st will be considered by the Vendor Fair Coordinator and Executive Committee on a case-by-case basis.

POLICY FOR CONTRIBUTION TO THE IIMC FOUNDATION FUND

The Association will attempt to make annual contributions to the IIMC Foundation.

The IIMC Foundation provides scholarships to IIMC members to attend a state certification institute or Master Academy training session.

The Board of Directors will approve the Association's contribution to this fund each year. The contribution will be made if, in the opinion of the Treasurer, the Association can afford to make the contribution. If, in the opinion of the Treasurer, the financial condition of the Association cannot support the contribution, the Treasurer will recommend to the Board of Directors that a contribution not be made.

Currently, IIMC member clerks can contribute to the IIMC Foundation with IIMC member dues.

POLICY FOR REFUNDS AND PARTIAL CONFERENCE ATTENDANCE RATES

Due to costs associated with partial attendance at Institute, Academy, or Spring Conference, reasonable conference rates, and the logistics associated with managing a partial attendance enrollment system, CCMFOA will not offer discounted, partial or pro-rated attendance rates. Refunds of attendance fees will be allowed and processed in accordance with information provided at the time of registration.

POLICY FOR CCMFOA MEMORIAL/EDUCATION FUND

The Association established a memorial education fund in honor of Dorothy Soderblom. All contributions are recorded by the Treasurer. Contributions can be made in memory of family, friends and associates.

**POLICY FOR AWARD OF MILDRED VANCE CITY CLERK AND
MUNICIPAL FINANCE OFFICER OF THE YEAR AWARD**

ELIGIBILITY

The nominee must be a city clerk or finance officer for a municipality in the state of Kansas, serving at least three years, and have been a member of the Association for three years. The city clerk or finance officer must have attained the status of Certified Municipal Clerk or have received the GFOA Certification of Achievement in Financial Reporting to be eligible for this award.

NOMINATIONS

Nominations may be submitted by a fellow city clerk or finance officer, councilmember, city manager/administrator, or fellow employee. The nomination form (Attachment A) should be completed and sent to the chairperson of the award’s Selection Committee by January 1st preceding the Association’s Spring Conference.

SELECTION

A selection committee of five impartial judges will review all nominations and selections will be on a point system. The selection committee will consist of the two prior year recipients, the Missouri Clerk/Finance Officer Association President, the Illinois Clerks Association President, and a League of Kansas Municipalities representative as assigned by the Executive Director of the League. The preceding year’s recipient of the Mildred Vance City Clerk/Finance Officer of the Year Award shall automatically serve as chairperson. If any judge is unable to complete his/her service, a replacement must be selected and appointed by the President of the Association.

JUDGING STANDARDS WILL INCLUDE

POINTS

Summary of why nominee should be selected to receive award	10
Service and contributions to the Association, including serving as an officer, director, or committee member	25
Contributions to profession.....	10
Contributions to own community or municipal government.....	10
Professional development/education/training.....	10
General information (honors, awards, education, civic membership)	10
TOTAL POSSIBLE POINTS	75

Attachment A

CITY CLERKS AND MUNICIPAL FINANCE OFFICERS OF KANSAS MILDRED VANCE CITY CLERK/FINANCE OFFICER OF THE YEAR AWARD

NOMINEE BIOGRAPHICAL INFORMATION

Name of Nominee _____

Title _____ Date Appointed _____

Office Address _____

City _____ Zip Code _____

Spouse's Name (if applicable) _____

Children's names and ages (if applicable) _____

NOMINATOR'S INFORMATION

Name _____

Office Address _____

City _____ Zip Code _____

Phone Number (____) _____ Best time to call _____

PUBLICITY INFORMATION

Please list names and addresses of newspapers, radio stations, public officials, etc. to whom the announcement of this nomination and/or award should be sent. (Attach additional pages if necessary.)

**CITY CLERKS AND MUNICIPAL FINANCE OFFICERS OF KANSAS
MILDRED VANCE CITY CLERK/FINANCE OFFICER OF THE YEAR AWARD**

Nomination Form

1. Summary of reason for nomination.

<p>POINTS 10 pts maximum *For Judges Use Only*</p>

In 500 words or less, please describe why you believe this nominee should be selected to receive the Mildred Vance City Clerk/Finance Officer of the Year Award.

2. List or describe the nominee's service and/or contributions to the City Clerks & Municipal Finance Officers of Kansas. List all offices, committees, or special projects in CCMFOA. (Attach additional pages if necessary.)

POINTS
25 pts maximum
For Judges Use Only

3. List or describe any contribution(s) made by the nominee to the profession, including papers written or published, major legislation developed, and/or individual service to other professional associations, such as IIMC. (Attach additional pages if necessary.)

POINTS
10 pts maximum
For Judges Use Only

4. List or describe any contributions made by the nominee to their own community or municipal government. (Attach additional pages if necessary.)

POINTS
10 pts maximum
For Judges Use Only

5. List or describe any efforts made by the nominee to enhance his/her professional development; such things may include CMC or AAE status, Certified Government Financial Manager, attendance at Municipal Clerk/Finance Officer seminars or conferences, college work or degree in clerk/finance related field, etc. (Attach additional pages if necessary.)

POINTS
10 pts maximum
For Judges Use Only

6. List or describe any honors, awards, achievements or memberships in other organizations, which contribute to the outstanding qualifications of the nominee. (Attach additional pages if necessary.)

POINTS
10 pts maximum
For Judges Use Only

TOTAL POINTS
75 pts maximum
For Judges Use Only

7. CERTIFICATION

I hereby announce to the best of my knowledge and belief the foregoing information to be true and correct and I offer this person as a nominee for the Mildred Vance City Clerk/Finance Officer of the Year Award.

Date _____
Signature of Nominator

8. ENDORSEMENT (By Mayor, Councilmember or Commissioner)

I, _____,
Name Title

concur with the nomination above and endorse the candidate and agree with the contents of this nomination application. (Attach additional information if you desire.)

Date _____
Signature

POLICY FOR NOMINATION FOR IIMC QUILL AWARD

The IIMC Quill Award recognizes IIMC members who have a significant and exemplary contribution to their community, CCMFOA, and IIMC. The criteria includes length of service, strength and extent of participation in IIMC, service in teaching fellow municipal clerks, involvement with the initiation or administration of an IIMC approved training institute or program, or any other activity that enhances the professionalism of IIMC members.

The deadline for nomination is set by IIMC and announced in the News Digest. Association members may nominate a colleague they feel is worthy of the award by submitting the nominee's resume with a statement of why they deserve the award, to the Executive Committee. The Executive Committee will review the nominees and submit them to the IIMC Region VII Directors, who will then forward their written recommendations to IIMC Headquarters. The Quill Award recipients will be announced at the IIMC Annual Conference in May of each year.

It will be the Association's policy that in addition to other nominations, the recipients of the Mildred Vance City Clerk and Finance Officer of the Year Award, who meet the criteria for the Quill Award, will be nominated for the IIMC Quill Award the following year. The Executive Committee will review the nomination form submitted for the City Clerk/Finance Officer of the Year Award, and if in the judgment of the Executive Committee the criteria for the Quill Award are met, a nomination will be prepared and submitted by the President.

POLICY FOR THE PAYMENT OF EXPENSES FOR THE EXECUTIVE COMMITTEE

It will be the Association's policy to pay the following expenses for the President and the Vice President:

- Expenses for attendance at IIMC International Conference to include registration (but not optional events including: Academy Sessions, Athenian Dialogues, etc.), travel expense, lodging and meals up to \$2,250.
- Expenses that might be incurred in attending IIMC Region VII official meetings.

The Association will pay the following expenses for the Executive Committee, if the member's city will not pay:

- 100% of the registration fee for the President for Spring Conference and Institute or Master Academy; 50% of the registration fee for the Immediate Past President, Vice President, Secretary, and Treasurer for Spring Conference and Institute or Master Academy.
- Expenses, mileage, etc., incurred in travel, in the accomplishment of their official duties.
- Members should use the most economical travel method inclusive of airfare and the mileage required for travel to and from the airport, whenever possible.

It is expected that the Executive Committee members will look to their respective cities as the first source, and only use the Association funds where necessary.

**POLICY FOR THE PAYMENT OF EXPENSES FOR
IIMC REGION VII DIRECTOR, IIMC PRESIDENT, PRESIDENT ELECT,
VICE PRESIDENT OR IMMEDIATE PAST PRESIDENT**

If a member of the Association is serving as an IIMC Region VII Director, and his/her city will not pay his/her expenses, the Association will reimburse that member for expenses incurred in attending meetings outside of Kansas that are to accomplish the duties of Director, with prior approval from the Association's Executive Committee. Expenses for attendance at IIMC International Conference to include registration (but not optional events including: Academy Sessions, Athenian Dialogues, etc.), airfare, travel expense, lodging and meals up to \$2,250. Members should use the most economical travel method inclusive of airfare and the mileage required for travel to and from the airport, whenever possible.

If a member of the Association is serving as President, President Elect, Vice President or Immediate Past President of IIMC and is asked to attend a meeting outside of Kansas that IIMC will not pay for, the Association will reimburse that person for expenses incurred, with prior approval from the Executive Committee. The member must provide proof that IIMC has denied payment.

If a member of the Association is elected President of IIMC, the Association will be responsible for paying the expenses for the incoming reception of that member to the office of IIMC President at the IIMC Conference.

POLICY FOR PRINTING OF THE NEWSLETTER

The *Wings* newsletter will be sent via email whenever possible. Printing of any paper copies needed for distribution will be left to the discretion of the editor of the newsletter.

POLICY ON SELECTION OF IIMC BOARD MEMBER

IIMC Region VII is comprised of the states of Kansas, Missouri and Illinois. Each region has two members serving on the IIMC Board of Directors. The state Associations take turns selecting a member to serve on the board for a period of three (3) years. Specific guidelines for candidates are available through IIMC.

When it is the Kansas Association's turn to select one of our members, our selection must be made at the Association's November business meeting at the Certification/Advanced Academy Institute. At that meeting, the Executive Committee will receive nominations for the position, and the Association members present will select a person to serve. Members who are interested in serving as a director should submit their interest in writing to the Association's President prior to the November meeting.

Immediately following the November Business Meeting, a letter of support, including information on the Association's vote during the business meeting, will be prepared by the Association President and forwarded to the candidate for submission with his/her application. The CCMFOA President, in association with the candidate, will also contact the presidents of both the Missouri and Illinois associations to request letters of support to be submitted with the candidate's application. The full application for the position of IIMC Region VII Director will be submitted to IIMC by the candidate.

POLICY FOR MEMBERSHIP DUES

The Association membership dues will be based upon the class of the municipality. The following schedule will be used.

Class 1 City.....	\$125.00
Class 2 City.....	\$75.00
Class 3 City.....	\$50.00
Associate*	\$25.00

*Associate member is any member no longer serving in a position with a city.

Membership dues statements will be sent/mailed to the municipality by the Association Treasurer in late fall. Dues are collected for the next calendar year. (i.e. - The statement sent in October of this year will be for the following calendar year).

Membership dues remain with the city. They do not follow the individual.

POLICY FOR LAPTOP COMPUTER

The Association will provide a laptop computer for the *Wings* newsletter editor of the organization.

The computer will be used only for the organization's *Wings* newsletter and any other duties assigned by the board to the newsletter editor.

Service, maintenance of the laptop to include upgrading of software, will be paid by the Association subject to approval by the Executive Committee. The Association will not provide for internet service.

POLICY FOR DIGITAL CAMERA

The Association will provide a digital camera for the use of the newsletter committee (Chairman) in taking pictures for the *Wings* newsletter and documenting significant CCMFOA events.

The camera will be used for the organization's interests.

The cost to replace batteries and electronic data cards will be paid by the Association subject to approval by the Executive Committee.

FACEBOOK AND SOCIAL MEDIA USE POLICY

PURPOSE/OBJECTIVE:

The City Clerk and Municipal Finance Officer Association (CCMFOA/Association) Facebook page is provided to promote CCMFOA activities and events, foster networking, and support the sharing of information which serves the interests of the Association and its members. Members are expected to use the resource properly and in accordance with this policy. This policy is intended to ensure the social media tool serves the purpose for which it is being provided.

ESTABLISHMENT AND ADMINISTRATION:

The Facebook page shall be established as a communication resource for CCMFOA members to network and promote membership in CCMFOA, and to serve as an outreach to municipal clerks. The Facebook page shall be kept active as a forum for sharing Association activities and events.

The Executive Committee shall designate the individuals who will have administrative rights on the social media account. A minimum of two individuals will have administrative rights at all times. Administrators will be responsible for establishing the page settings, creating permissions and approval levels for the posting of information to the Association Facebook page, and for keeping the social media resource active and the information current. The Executive Committee and/or the Board President shall direct and coordinate the posting of new content and information to the Facebook page.

The Executive Committee shall review the effectiveness of the page biannually at their Board meetings.

STANDARDS FOR USE:

CCMFOA considers Facebook to be an essential means of communication and recognizes the importance of conveying a professional image through the posting of proper content. Pages, posts, comments and content shall be framed in a positive manner with the intent to provide factual information which is suitable for public display. This policy shall not limit protected First Amendment speech.

Users should adhere to the following guidelines:

- Content shall be associated with and shall not conflict with the interests of the municipal clerk profession, CCMFOA or the International Institute of Municipal Clerks (IIMC).
- Content should include, but not be limited to, highlighting CCMFOA programs and events, municipal clerk achievements, local training resources and new regulations applicable to the municipal clerk profession.
- Content should promote and direct users to the Association website and other Association resources.
- Comments, posts and content should be professional and concise.
- Comments, posts and content should relate to the posted topic - should not be jokes or stories.

Articles and comments containing any of the following forms of content, including but not limited to, shall not be allowed:

- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Vulgar, offensive, profane, threatening, defamatory, harassing language or content harmful to others.
- Sexual content or links to sexual content.
- Solicitations of commerce.
- Conduct or encouragement of illegal activity.
- Content that violates privacy protection laws, confidential information, legal ownership interests, copyright infringement, intellectual property rights or other licensing requirements of third parties should never be posted.

Comments posted to the CCMFOA Facebook page shall be monitored and CCMFOA reserves the right to access, view and remove social media content, messages and electronic files. Comments and opinions expressed by the network (friends, followers, etc.) in response to CCMFOA published information is theirs alone and shall not reflect the opinions of the Association or its members. CCMFOA accepts no liability for the content of pages, posts and comments. The Executive Board reserves the right to change this policy at any time.

POLICY FOR CCMFOA LISTSERV

PURPOSE:

The CCMFOA Listserv is a communication resource provided to promote CCMFOA activities and events; foster networking; and support the sharing of information which serves the interests of the Association and its members. Members are expected to use the resource professionally and in accordance with this policy.

ESTABLISHMENT AND ADMINISTRATION:

As referenced under the specific duties of the CCMFOA Treasurer, the League of Kansas Municipalities (LKM) will maintain and operate an email Listserv for CCMFOA. Only active members of CCMFOA will be allowed to utilize the Listserv. The acting CCMFOA Treasurer is responsible for providing a current membership list to LKM annually. To ensure member access, the Treasurer will notify LKM of any new members or changes in member information on an ongoing basis. All requests to join the CCMFOA Listserv should be directed to the acting Treasurer; as should all inquiries regarding the functionality of the Listserv. The Treasurer will work directly with a representative of LKM to resolve all administrative issues.

STANDARDS FOR USE:

- All Listserv communications should be sent to ccmfoa@list.ink.org.
- [Ccmfoa] should be in the subject line, followed by a short acknowledgement of what the communication is pertaining to. Example: [Ccmfoa] Water Rates
- All correspondence will be framed in a positive, professional, concise manner.
- Content shall be associated with and shall not conflict with the interests of the municipal clerk profession, CCMFOA or the International Institute of Municipal Clerks (IIMC).
- When replying to a Listserv request for information, reply only to the sender. "Reply all" only if the information provided could affect or would benefit the entire membership.
- To receive replies to a Listserv request for information, reply to the original sender by adding "Interested" to the subject line (rather than in the message of your reply). The original sender will be responsible to provide those interested with any replies they may receive. If there is a large volume of "interested" replies, the original sender may summarize the responses and post the summary to Listserv for all membership to see.
- All content is subject to the Kansas Open Records Act (KORA).

Members who utilize the CCMFOA Listserv must keep in mind that, though Listserv is reserved only for active members and LKM, the potential that information shared on Listserv could be forwarded to non-members does exist. This policy shall not limit protected First Amendment speech. Comments and opinions expressed through Listserv email are those of the person issuing the message or response and shall not reflect the opinions of the Association or its members. CCMFOA accepts no liability for the content of messages sent through the Listserv. Responses to questions posed on the Listserv should not be considered legal advice, unless offered by LKM legal counsel.

The Executive Board reserves the right to change this policy at any time.

ASSOCIATION BY-LAWS

ARTICLE I – NAME

The name of this organization shall be the City Clerks and Municipal Finance Officers Association of Kansas.

ARTICLE II – PURPOSE

The purpose and objective of this Association shall be to develop a better understanding of the official duties and obligations of its members and to promote the improvement of their offices by development of standard procedures, discussion of various problems arising in these offices, promoting wider city consciousness concerning the importance of municipal government and its operation with particular reference to those services and facilities administered by city clerks and municipal finance officers, development of closer relationships and understanding within this organization, cooperation with other organizations, and dedicated to the improvement of municipal affairs.

ARTICLE III – MEMBERSHIP

There shall be two classes of membership in the Association: Active and Associate. Any person serving in the capacity of City Clerk and/or Municipal Finance Officer of any city or government agency of the state of Kansas, either elected or appointed; or any Assistant City Clerk, Deputy City Clerk, City Treasurer, Assistant City Treasurer, Assistant City Finance Officer, and other management positions within a finance department (i.e. - Accounting Manager and/or Revenue Manager) shall be eligible for active membership in this organization.

Associate membership may be retained by any member no longer serving in the capacity described in the first paragraph of this Article III. Associate membership may be obtained by those holding full membership and voting rights in City Clerks and Municipal Finance Officers Associations of other states. Associate members shall have no voting privileges and are not eligible to serve on the Executive Committee, Board of Directors, as Committee Chair and cannot be considered for scholarships.

The annual membership dues of the City Clerks and Municipal Finance Officers Association of Kansas shall be established or amended by the Board of Directors, based on discussion by the membership during a regular meeting. The new dues structure shall become effective one year after approval. Dues may vary depending upon the size of the city; cities of the first class, cities of the second class, and cities of the third class. Dues of “other agencies” shall be the same as established by cities of the second class. Annual dues for associate members shall be one-half the amount established for Kansas cities of the second class. Membership dues shall provide for membership for one calendar year, from January 1st – December 31st.

ARTICLE IV – OFFICERS

The officers of this Association shall be an Executive Committee and a Board of Directors. All officers shall be active members.

The Board of Directors shall consist of the Executive Committee and six elected Directors. The Executive Committee shall be the President, Vice President, Secretary, Treasurer and Past President. The president shall be the chairperson of the Executive Committee and the Board of Directors.

The terms of the office of the President, Vice President, Secretary and Treasurer shall be one year. Two Directors shall be elected each year, for three-year terms.

At the annual Spring business meeting, the Association members present shall elect the Executive Committee and two Directors. Nominations shall be made by the Nominating Committee comprised of two Past Presidents and a member-at-large, with the Immediate Past President serving as chairperson. Additional nominations may be made from the floor. Where more than one person is nominated for an office, the election for that position shall be made by ballot. No elected officer shall succeed himself or herself to the same office and no elected officer may hold office for more than 90 days after they cease to be an active member.

Should a vacancy occur in the office of the President, the Vice President would assume the duties of the President, and the Secretary would assume the duties of Vice President. If the vacancy occurs leaving more than 120 days left in the unexpired term, the Executive Committee shall appoint by a majority vote someone to fill the vacant position. The person must be a full time member of CCMFOA in good standing. Should the vacancy occur leaving less than 120 days in the unexpired term, the Secretary will assume both the position of Vice President and Secretary for the remainder of the term. A vacancy in the office of Secretary or Treasurer would be filled for the remainder of the term by a majority vote of the Executive Committee. In the event that the Immediate Past President should retire and maintain status as an associate member, he/she will be allowed to serve in that capacity if so willing. Should the Immediate Past President be unable or unwilling to assume the duties of this position, the President may fill the position with the Past Immediate Past President. Should that person be unable or unwilling to fill the position, the position will remain vacant.

Except as otherwise provided, the powers and duties of the officers of the Association shall be such, as by the general usage, are indicated by the title of their office. The President shall have such other powers and duties as may be delegated by the Board of Directors.

ARTICLE V - MEETINGS

The Board of Directors will meet three times each year. Board of Directors' meetings will be in conjunction with the CCMFOA Spring Conference and the Education/Program Planning Committee meeting held in June. At least one additional Board of Directors' meeting shall be scheduled by the President as may be required to transact the business of the Association.

The Regular annual membership meeting will be held at the CCMFOA Spring Conference. A fall membership meeting will be held each year at a time and place to be determined by the Board of Directors generally at the Fall Institute/Academy session. Notice of the time and place of such

meeting shall be announced at the Spring Conference, and notice published in the *Wings* newsletter.

The President may call a Special Board Meeting from time to time to transact business of the Association that requires a decision prior to the next regularly scheduled meeting. Special meetings may be held via phone conference or by e-mail. A quorum must be established in order to call for a vote, and any motion must be made, seconded and approved by a majority of the quorum present.

ARTICLE VI - QUORUM

A majority of the Board of Directors or Executive Committee shall constitute a quorum for the transaction of official business.

ARTICLE VII – OFFICIAL PUBLICATION

The official publication of this Association shall be the *Wings* newsletter.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in “Robert’s Rules of Order Revised” shall govern the proceedings of the Association in all in which they are applicable, and where they are not inconsistent with the by-laws or the special rules of order of this Association.

ARTICLE IV - AMENDMENTS

These by-laws may be amended at the Spring annual meeting of the Association by a two-thirds vote of the members present; provided that copies of the proposed amendments shall be published in the *Wings* newsletter at least 30 days prior to the meeting.