

Mr. C. W. Hemmingway made a motion the slate of officers presented by the nonminating committee be accepted by acclamation. Mrs. Gail Smith seconded the motion and it was duly passed.

Mrs. Rollins called for a motion to set the amount for annual dues for the Association.

After some discussion, Mrs. Irene Millinix moved the annual dues be set at \$10.00.

Mr. C. E. Hemmingway seconded the motion and it was passed by unanimous vote.

There being no further business the meeting was adjourned.

Edith Merritt, Acting Secretary

BYLAWS
OF THE
NORTH CAROLINA ASSOCIATION OF N. C. MUNICIPAL CLERKS

ARTICLE I

NAME AND CREATION

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

SECTION 2. The Association shall be an unincorporated, non-profit association. This Association, by the adoption of these Bylaws, is hereby created and shall function as an affiliated organization of the North Carolina League of Municipalities. The North Carolina League of Municipalities is hereby designated as the secretariat for the Association, and the League shall perform such services for the Association as may from time to time be mutually agreed upon by the Association's Governing Body and the League of Municipalities.

ARTICLE II

PURPOSES

SECTION 1. To promote improvement and efficiency in the operation of the clerks' offices of the cities and towns of North Carolina, by:

a. Promoting cooperation between municipal clerks by the interchange of experiences 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 clerks of cities and towns in North Carolina for discussion of municipal problems, and by research to find solutions for same.

ARTICLE III

MEMBERSHIP

SECTION 1. Every city or town clerk or city recorder, or deputy or assistant city or town clerk or city recorder, may become an active member by notifying the Secretary-Treasurer of the Association of his intention and by paying his membership dues for the current year.

SECTION 2. Membership dues shall be set for the ensuing year by a majority vote

of all delegates at the annual meeting of the Association, but in no case shall they be more than \$10.00 per year. Every paid-up member shall have the right to vote.

SECTION 3. Only active members shall be allowed to vote, and each shall have only one vote.

ARTICLE IV

GOVERNING BODY

SECTION 1. The Officers and Directors of the Association shall constitute the Governing Body of the Association, shall be elected as provided in Article V hereof and shall consist of the following:

- a. Officers:
President, Vice President, Secretary-Treasurer and Recording Secretary, all of whom shall be active members. The President, Vice President and Recording Secretary shall be elected for one (1) year terms; the Secretary-Treasurer shall be the staff representative of the North Carolina League of Municipalities to the North Carolina Association of Municipal Clerks.
- b. Directors:
Four Directors, all of whom shall be active members, and all of whom shall be elected for two (2) year terms; provided, however, that at the first election of the Association, the two (2) Directors who are elected with the fewer number of votes shall serve for a period until the annual meeting of 1977, and the two (2) Directors elected with the greater number of votes shall serve until the annual meeting of 1978.

ARTICLE V

ELECTION OF OFFICERS AND DIRECTORS

SECTION 1. The President shall, prior to the annual meeting, appoint a Nominating Committee, who at the annual meeting shall submit nominees for the Association's Officers and Directors. Additional nominations may be made from the floor at the meeting at which the annual election is held.

SECTION 2. Only active members shall be eligible for nomination and election.

SECTION 3. The election of Officers and Directors shall take place at the annual meeting. The nominees receiving the highest number of votes cast for the respective office or directorship shall be declared duly elected thereto.

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

ARTICLE VI

SECTION 1. The President shall be the chief executive officer of the Association. He shall preside at all meetings of the Association and shall be chairman of the Governing Body. He shall issue the call for regular or special meetings of the Association. He shall appoint all committees, and if he so elects, may act as an ex officio member of all committees established by the Association or the Governing Body. It shall be the duty of the President to see that all committees function, and he shall cooperate with each committee chairman to that end. He shall perform such other duties as may from time to time be assigned him by the Governing Body of the Association.

SECTION 2. The Vice President shall occupy the position and perform the duties of President, if for any reason the President is absent or unable to attend his duties. He shall also succeed to the office of President in the event of a vacancy in that office.

SECTION 3. The Secretary-Treasurer shall keep all official records of the Association and shall perform such other staff work for the Association as the Governing Body may direct. He shall keep an accurate record of all moneys received by the Association and shall, when required, report the status of all financial accounts to the Association or its Governing Body.

SECTION 4. The Recording Secretary shall make and maintain in a book kept for such purpose a record of all the proceedings of the Association and the Governing Body. He shall also assist in the performance of the duties of the Secretary-Treasurer.

SECTION 5. The Governing Body of the Association shall govern the affairs of the Association during the period between annual meetings and shall from time to time make recommendations to the Association concerning the conduct of the Association's business and affairs. The Governing Body shall have the authority to fix and to assess dues for membership, not to exceed a maximum of ten (\$10) per member per annum. Honorary members shall be exempt from all dues.

ARTICLE VII

COMMITTEES

SECTION 1. The President shall have the power to appoint such standing or special committees from time to time as may be deemed necessary for the proper transaction of business.

ARTICLE VIII

AMENDMENTS

SECTION 1. Amendments to these Bylaws may be made by the active members of the Association at any regular 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 furnished to each active member of the Association and to the Executive Director of the North Carolina League of Municipalities at least thirty (30) days prior to the meeting at which the same is acted upon. A quorum being present, an affirmative vote of a majority of the active members present shall be sufficient to adopt such amendment.

(Note: These Bylaws of the North Carolina Association of Municipal Clerks were duly adopted on the 6th day of November, 1975, at the Institute of Government, Chapel Hill, North Carolina.)

CURRENT (1976-1977) OFFICERS AND DIRECTORS
NORTH CAROLINA ASSOCIATION OF MUNICIPAL CLERKS

President:

Officers
Margaret Rollins, City of Durham

Vice President:

Catherine Harrington, City of High Point

Secretary-Treasurer:

Francis Rasberry
N. C. League of Municipalities

One-Year Term:

Directors
Billie Kennedy, Town of Nashville

One-Year Term:

Lewis Cutright, City of Winston-Salem

Two-Year Term:

Georgia Langley, City of Rocky Mount

Two-Year Term:

Maurice Downs, City of Fayetteville

+ *Cash Merritt - Asheville*