

NORTHEAST OHIO MUNICIPAL CLERKS ASSOCIATION (NEOMCA)

STANDING RULES

The Northeast Ohio Municipal Clerks Association (NEOMCA) is a 501(C)(3), an association comprised of Municipal Clerks of Council, Assistant Clerks of Council and Retired Clerks of Council, organized for the purpose of perpetuating the ideals and standards of the office of Clerk of Council.

Purpose:

1. The purpose of the NEOMCA is to schedule and offer educational opportunities to Municipal Clerks along with networking opportunities.
2. In addition, this organization supports charitable organizations in the form of contributions.

Dissolution:

In the event this organization is dissolved, the remaining funds will be rolled over into another 501(C)(3).

Meetings:

The NEOMCA shall meet at least six (6) times throughout the year under the direction of the Program Committee with concurrence of the President.

The Program Committee, in concurrence with the President, can choose to open specific meetings to municipal colleagues and/or clerks outside the membership. Upon doing so, the cost for municipal colleagues to attend would be the cost of the lunch. The cost for non-members would be the cost of the lunch plus \$20 for the education.

Membership:

A. Payment of membership dues determines ownership of membership.

1. If municipality pays the dues, the membership remains with the municipality.
2. If the Clerk personally pays the dues, the membership remains with the Clerk.

B. Retired Clerks

1. Retired Clerks are not required to pay membership dues if they choose to continue receiving email notices and correspondence.
2. Retired Clerks must pay for their lunch when attending training sessions or meetings.

Communications:

An email database of NEOMCA members shall be established to send NEOMCA meeting notices and correspondence to Municipal Clerks.

Officers:

Officers of the NEOMCA shall be elected at the December elections for term to start in January and shall serve for one (1) year. A member must be in good standing (dues paid up to date) to vote or hold an office.

Voting Procedures:

1. A majority affirmative vote of NEOMCA members in good standing by written proxy and votes taken at an NEOMCA meeting is required to amend the NEOMCA Standing Rules.
2. A majority vote of members in good standing in attendance at the December NEOMCA meeting is required to elect officers for the coming year.
3. A majority vote of members in good standing in attendance at an NEOMCA meeting is required to act on recommendations from NEOMCA Committees. Notice of proposed recommendations for consideration must be included in a meeting notice prior to consideration at a meeting.
4. The President of the NEOMCA shall accept a proxy vote for a member in good standing by mail, fax or email up to two hours before the meeting in which a vote shall be taken.

Duties of the President:

1. Invite newly elected or appointed Clerks to meetings.
2. Confer with Program Chair regarding potential speakers for meetings.
3. Authorize expenditures as necessary. When possible, expenditures should be brought to the Finance Committee membership for approval. If unable to do so, the officers of the NEOMCA may authorize such reasonable expenditures.

4. Maintain attendance sheets for all meetings.
5. Maintain updated Officers' roster and files presented to the President by each predecessor.

Duties of the Vice President:

Assume and carry out the duties of the President (as stated above) in the President's absence.

Immediate Past President:

Advise the President on past functions of the organization.

Duties of the Treasurer:

1. File new signature cards with President's and Treasurer's signatures at a branch of Key Bank convenient to the Treasurer. The debit card is restricted to payment of luncheons for guest speakers or NEOMCA expenditures requiring a charge card – not for ATM use.
2. Email notices for annual dues to the membership in November for the following year, deposit dues and update membership list.
3. Write checks as needed.
4. Balance checking account and prepare a monthly financial report.
5. Consult with officers of NEOMCA when necessary.
6. Maintain accurate membership list.

Duties of the Program Chair:

1. Committee shall consist of three (3) members.
2. Secure speakers for NEOMCA meetings, schedule special/joint meetings, seminars, and programs upon the approval of the President.
3. Secure IIMC credit for at least three (3) and as many as four (4) extended luncheon/meetings per year.
4. Secure venues for meetings.

5. Confer with President regarding programs/speakers.
6. Insure that the speaker's lunch is paid for by requesting payment from the Treasurer.
7. Send thank you notes to speaker.

Duties of the Secretary:

1. Record all business transactions conducted at meetings.
2. The Secretary must designate a NEOMCA Clerk to perform his/her duties when absent.
3. At the end of each year, the Secretary shall forward a list of positions held within the organization to the Awards Chair.

Awards Chair:

1. Prepare certificates of participation for the attendance of NEOMCA meetings for which IIMC credit has been approved.
2. Prepare certificates of participation for member Clerks holding office within the NEOMCA.

Finance Committee:

1. Shall be appointed by the President and consist of three (3) members including the Treasurer.
2. Continually review and make recommendations deemed appropriate regarding existing or proposed new NEOMCA financial policies.
3. Establish a Scholarship Program/Policy and recommend the award of scholarship(s) to deserving NEOMCA member(s) for approval by the association.

Duties of the Sunshine Chair:

1. Shall be appointed by the President and shall notify NEOMCA members in the event of a death, hospitalization, birth or illness of a Clerk or family member.

2. A floral arrangement, gift basket, gift or contribution (in an amount not to exceed \$50.00) shall be sent on behalf of NEOMCA in the event of death of member or immediate family (Immediate family shall be deemed to be spouse, children and parents of the Clerk.), or extended illness of a member, or upon retirement of said member.
3. The Treasurer shall be notified to purchase and send the appropriate gift on behalf of NEOMCA.
It shall be the responsibility of each member to contact the Sunshine Chair in the event of death or illness as aforementioned.
4. Forward to OMCA for inclusion in their scrapbook and Minute Minder any newspaper articles featuring local clerks (hiring, retiring, accomplishments, etc.).

Web Manager:

Maintain/update NEOMCA website.

Approved January 24, 2002

Amended January 25, 2007

Amended November 29, 2007

Amended April 21, 2011

Adopted December 12, 2012

Amended January 16, 2014

Amended September 15, 2016