



ALASKA ASSOCIATION OF MUNICIPAL CLERKS

BYLAWS

Adopted October 1966

Amended Through December 2023
Annual Business Meeting
Anchorage, AK
December 5, 2023

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ALASKA ASSOCIATION OF MUNICIPAL CLERKS BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Alaska Association of Municipal Clerks (hereinafter "AAMC").

ARTICLE II. MISSION AND PURPOSE

The Alaska Association of Municipal Clerks is a non-profit professional organization that promotes sound local government, continuing education and certification through the International Institute of Municipal Clerks, provides networking solutions, services, and benefits to its members.

ARTICLE III. MEMBERSHIP

Section 1. Membership Classes.

A. The following membership classes are established:

1. Primary Member;
2. Corporate Member;
3. Retired Member;
4. Lifetime Member; and
5. Honorary Member

B. Definitions of Membership Classes.

1. Primary Member. A clerk, deputy clerk, assistant clerk, or clerk's office employee working in an office supporting a council or assembly in the State of Alaska shall be eligible for primary membership.
2. Corporate Member. Corporate members of AAMC are limited to corporations, associations, or other business entities or individuals desiring to assist AAMC in the accomplishment in its mission and purpose.
3. Retired Member. Retired members of AAMC are limited to individuals who have met primary member criteria prior to retirement desiring to assist AAMC in the accomplishment of its mission and purpose.
4. Lifetime Member. Upon request by a past president, lifetime membership shall be conferred upon past presidents who have retired.

5. Honorary Member. As conferred by the executive board, an individual who has made a significant and exemplary contribution to AAMC and to the profession of municipal clerk may be granted an honorary membership. Only one membership may be awarded in this category per year.

Section 2. Voting Rights and Privileges.

- A. Voting rights and privileges of each classification of membership are hereby established and shall be reserved for members whose membership dues are paid and current, except that dues for honorary members are waived, unless otherwise instituted by the executive board.
 1. Primary members have the right to:
 - a. Vote;
 - b. Hold office in AAMC;
 - c. Serve as an AAMC Committee Chair; and
 - d. Serve on an AAMC Committee.
 2. Retired, lifetime, and honorary members.
 - a. May serve as a member of AAMC committees;
 - b. Shall not serve as AAMC committee chairs;
 - c. Shall not vote on AAMC issues, except those issues before the committee on which they are serving; and
 - d. Shall not hold office in AAMC.
 3. Corporate members:
 - a. Shall not serve on AAMC committees;
 - b. Shall not vote on AAMC issues; and
 - c. Shall not hold office in AAMC.

Section 3. Dues.

Annual dues for members shall be payable on January 1 of each year. The Executive Board will review and set dues annually as part of their budget responsibilities.

Section 4. Transferability of Membership.

Membership is transferable at the direction of a municipal official representing the entity in which the membership dues were paid. In all other instances the transferability of membership shall be determined by the Executive Board.

ARTICLE IV. OFFICERS

Section 1. Officers.

- A. Officers Generally. The officers of AAMC shall be the President, First Vice President, Second Vice President, Secretary, Treasurer, Immediate Past President, Communications Director and Education Director. These officers shall constitute the Executive Board.
- B. Oath of Office. Officers shall be qualified by taking an Oath of Office prescribed by the Executive Board prior to taking office.
- C. Powers and Duties of Officers. The following powers and duties are hereby granted to the officers. In addition to the powers and duties granted below, all officers shall be empowered to execute all other duties required under these bylaws and/or the policies and procedures.
 - 1. President. The president shall:
 - a. Chair meetings of the executive board;
 - b. Chair all meetings of the general membership; and
 - c. Appoint members of committees and designate chairpersons of those committees.
 - 2. First Vice President. The first vice president shall:
 - a. Perform the duties of president in the temporary absence of the president; and
 - b. Succeed to the office of president upon vacancy or in the case of the inability of the president to perform the duties of office.
 - 3. Second Vice President. The second vice president shall:
 - a. Perform the duties of the first vice president in the temporary absence of the first vice president;
 - b. Perform the duties of the secretary in the absence of the secretary; and
 - c. Succeed to the office of first vice president or president upon vacancy or in the case of the inability of the first vice president or president to perform the duties of the office. The second vice president only succeeds to the office of president, if the first vice president is unable to serve.
 - 4. Secretary. The secretary shall take minutes at all meetings of the executive board and general membership.
 - 5. Treasurer. The Treasurer shall:
 - a. Submit a proposed budget to the membership at the annual business meeting with a report on the finances of AAMC;

- b. Keep the Executive Board apprised of the finances of AAMC; and
 - c. Sign all checks, drafts, notes, warrants and orders of the payment of money.
- 6. Immediate Past President. The immediate past president shall: serve as representative of AAMC on the Alaska Municipal League Board of Directors.
- 7. Communications Director. The communications director shall:
 - a. Publish a quarterly newsletter for the membership of AAMC - *The Oracle*; and
 - b. Gather information from AAMC committees and other sources to publish in *The Oracle*; and
 - c. Coordinate efforts with the executive board and committee chairpersons to ensure a broad dissemination of information to the membership.
- 8. Education Director. The education director shall chair and oversee the actions of the education committee as defined in the policies and procedures.
- D. Powers and Duties of the Executive Board. The following powers and duties are hereby granted to the executive board. In addition to the powers and duties granted below, the executive board shall

be empowered to execute all other duties required under these bylaws and/or the policies and procedures.

 - 1. To further the mission and purpose of AAMC;
 - 2. To establish revenue sources for AAMC;
 - 3. To authorize expenditures of AAMC;
 - 4. To grant financial signatory authority;
 - 5. To develop and approve the annual budget for ratification of the membership;
 - 6. To execute the annual conference, annual business meeting, and academy;
 - 7. To enact policies and procedures;
 - 8. To perform any other duties required in connection with the administration of AAMC; and
 - 9. To hold at least a quarterly executive board meeting, as called by the presiding officer, or by request of three members of the executive board.

Section 2. Eligibility for Office.

- A. The right to hold office is reserved for primary members in good standing who have been members of the AAMC for at least one year prior to the date of the election or appointment, and who have obtained a written statement from their municipality committing financial

support of the member's active participation in the association.

- B. No member shall hold more than one office at a time. The office holder shall act in that position until a successor is elected or appointed. The officers shall be qualified by proper oath and terms shall commence upon installation.

Section 3. Nominations for Office.

Nominations for office shall be conducted in accordance with the process set forth in the policies and procedures.

Section 4. Election of AAMC Officers.

Elections shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by primary members. The elections committee shall administer the election in accordance with the policies and procedures.

Section 5. Terms of Office.

- A. The term of office for the president shall be for one year. The president shall automatically succeed to the office of immediate past president. The first vice president shall automatically succeed to the office of president, and the second vice present shall automatically succeed to the office of first vice president.
- B. The terms of office for the second vice president and first vice president shall be for one year or upon retirement or resignation.
- C. The term of office for the secretary and treasurer shall be for two years or until a successor has been elected and qualified or upon retirement or resignation. The terms shall be staggered.
- D. The communications director and education director shall each serve a two-year term or until a successor has been elected and qualified or upon retirement or resignation. The terms shall be staggered.

Section 6. Vacancies/Removal.

- A. Vacancies. In the event of a vacancy in the office of the president, the first vice president shall advance to the office of president. Vacancies in any other office shall be filled for the unexpired portion of the term by the majority vote of the executive board. The process for filling all other vacancies shall be held in accordance with the policies and procedures.
- B. Removal. Officers may be removed by a two-thirds majority vote of the executive board at

an executive board meeting for the following reasons: neglect of duty, malfeasance in office or other just cause, or for three or more unexcused absences from executive board meetings during his/her term of office. Members unable to attend executive meetings, perform prescribed duties, and/or carry out assigned responsibilities are expected to tender resignation. The member under consideration for removal of office shall be notified of such potential removal prior to consideration by the executive board.

ARTICLE V. ANNUAL CONFERENCE, BUSINESS MEETING, SPECIAL MEETINGS, AND ACADEMY

Section 1. Annual Conference, Business Meeting, and Academy.

- A. Unless otherwise provided by the executive board, the conference, annual business meeting, banquet, and academy shall be held in conjunction with the annual Alaska Municipal League conference.
- B. Another academy may also be held at a time and location determined by the executive board.

Section 2. Annual Business Meeting and Special Meetings.

- A. Business Meeting. The business meeting described above shall be held for the purpose of adopting the annual budget, electing officers, receiving annual reports of officers and committees, and any other business determined by the Executive Board.
- B. By a vote of the majority of the members present at the business meeting or at a subsequent teleconference, and not later than the third day before the beginning of the fiscal year, the membership shall adopt the budget and make the appropriations for the next fiscal year. If the membership fails to adopt the budget and make the appropriations on or before that day, the budget, as submitted or as amended, as the case may be, shall go into effect and be deemed to have been finally adopted by the membership; and the proposed expenditures therein shall become the appropriations for the next fiscal year.
- C. Special meetings may be called at the discretion of the executive board.
- D. The annual business meeting and any special meeting may be conducted via teleconference as determined by the Executive Board.

Section 3. Notice.

Notice of the annual business meeting of AAMC shall be provided by the secretary to all members at least 30 days prior to the meeting. Notice of special meetings shall be provided by

the secretary to all members at least 10 days prior to the meeting. All meeting notices shall contain the date, time and place of the meeting.

Section 4. Quorum.

- A. Business meeting. A quorum for conducting a business meeting shall be two-thirds of the registered attendees at the conference who are in good standing of AAMC. The roll shall be called and a new quorum shall be established when a recessed meeting is convened.
- B. Special meeting. A quorum for conducting any special meeting shall be 50 percent of the members in good standing with AAMC. The roll call shall be called and a new quorum shall be established when a recessed meeting is convened.

Section 5. Order Of Business.

- A. Unless otherwise determined by the Executive Board, the following shall be the order of business for the annual business meeting:
 - 1. Call to Order/Opening Ceremonies/Roll Call
 - 2. Approval of Minutes
 - 3. Reports of Officers
 - 4. Reports of Committees
 - 5. Unfinished Business
 - 6. New Business
 - 7. Special Orders/Election of Officers
 - 8. Member Comments/Good of the Order

Section 6. Parliamentary Authority.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order AAMC may adopt.

ARTICLE VII. COMMITTEES

Section 1. Committees.

- A. The following standing committees are hereby established with duties defined in the AAMC Policies and Procedures:
 - 1. Conference;
 - 2. Education;

3. Election;
 4. Finance; and
 5. Membership.
- B. Special committees may be appointed by the President and/or Executive Board.

ARTICLE IX. AMENDMENT OF BYLAWS

Section 1. Bylaw Amendments.

- A. These bylaws may be amended at any business or special meeting by a two-thirds vote of the members present, provided that the proposed amendments shall have been distributed in writing to all members at least 60 days prior to any meeting. Unless otherwise provided, an amendment to the bylaws goes into effect after the close of the meeting at which the amendment is adopted.
- B. Amendments related to the noticed bylaw amendment shall be in order and may be considered by the members present at the meeting in which the noticed bylaw amendment is under consideration.
- C. Unless otherwise provided, an amendment to the bylaws goes into effect after the close of the meeting at which the amendment is adopted.

ARTICLE X. DISPOSITION OF NET PROCEEDS UPON DISSOLUTION OF AAMC

Section 1. AAMC Dissolution.

Upon the dissolution of AAMC, AAMC shall:

- A. Pay any and all outstanding financial obligations; and
- B. Provide for the disposition of net proceeds from charitable gaming conducted under this chapter to a permittee, other than a multiple-beneficiary permittee; and
- C. Distribute all other proceeds to the Alaska Municipal League for furtherance of educational programs for municipal clerks.

AMENDMENT TABLE

AMENDMENTS TO AAMC BYLAWS (Adopted October 1966)	
Section Amended	Date Amended
ARTICLE VI, Section 1, Composition	November 13, 1990
ARTICLE VI, Section 2, Authority	November 13, 1990
ARTICLE VII, Section 3, Publications Committee	November 13, 1990
ARTICLE IV, Section 1, Officers	November 12, 1991
ARTICLE IV, Section 3, Vacancies	November 12, 1991
ARTICLE V, Section 1, Regular and Special Meetings	November 12, 1991
ARTICLE II, Add a new Section 1: <i>providing educational and training opportunities for municipal clerks to enhance the skills and improve the performance of municipal clerks.</i>	February 25, 1996
ARTICLE II, Amend Section 4 (previously Section 3): <i>advancing and supporting sound local government;</i>	February 25, 1996
ARTICLE II, Amend Section 5 (previously Section 4) <i>bringing together by conference or otherwise, the municipal clerks of the state of Alaska [WITH A VIEW NOT ONLY] to [AN] exchange [OF] ideas, [BUT] and [ALSO] to [THE] promote [PROMOTION OF] cooperation in the solution of common problems;</i>	February 25, 1996
ARTICLE III, Amend Section 2, Voting Rights <i>The right to vote is limited to active members in good standing and an active member in good standing is one who has paid all dues [UNLESS OTHERWISE PROVIDED, A MAJORITY OF THOSE MEMBERS VOTING ON ANY ISSUE SHALL BE SUFFICIENT TO CARRY THE VOTE].</i>	February 25, 1996
ARTICLE V, Section 1, AAMC Institute <i>Unless otherwise provided by the executive board, the AAMC Institute shall be held in the spring of the year in conjunction with the annual meeting, banquet, and [A ONE-DAY] the advanced academy.</i>	February 25, 1996
ARTICLE V, Section 2, Annual Meeting <i>The regular meeting held in the [FALL] spring of the year in conjunction with the AAMC Institute and Advanced Academy shall be known as the annual meeting and shall be for purposes of electing officers, receiving annual reports of officers and committees and for any other business that may arise. Special meetings may be called at the discretion of the executive board.</i>	February 25, 1996
ARTICLE V, Section 4, Quorum <i>[A MAJORITY OF THE MEMBERS PRESENT AND ANSWERING THE ROLL CALL AT A REGULAR OR SPECIAL MEETING SHALL CONSTITUTE THE QUORUM.] A quorum for conducting a regular or special meeting shall be a number equal to one-third of the membership of AAMC. The roll shall be called and a new quorum shall be established when a [AN] recessed [ADJOURNED] meeting is reconvened.</i>	February 25, 1996

ARTICLE VI, Section 1, Composition <i>The officers and immediate past president of AAMC shall constitute the executive board. [THE PAST PRESIDENTS OF AAMC MAY SERVE IN AN EX OFFICIO CAPACITY TO THE EXECUTIVE BOARD.]</i>	February 25, 1996
ARTICLE VI, Section 2, Authority <i>The executive board shall have general supervision of the affairs of AAMC between its business meetings; fix the hour, date, and place of meetings; make recommendations to the membership; and shall perform such other duties as specified in these bylaws. [THE PAST PRESIDENTS SHALL BE ENTITLED TO ALL OF THE PRIVILEGES OF THE EXECUTIVE BOARD EXCEPT THOSE OF VOTING.]</i>	February 25, 1996
ARTICLE III, Section 1, Membership Classes <i>Amend to add a fifth class of membership, sponsor membership.</i>	February 1998
ARTICLE III, Section 3, Dues <i>The annual dues for the calendar year January 1 through December 31 shall be forty-five dollars (\$45) and shall be payable on or before January 31 of each year. [THE TREASURER SHALL NOTIFY MEMBERS NOT PAID BY MARCH 15 AND THOSE WHOSE DUES ARE NOT PAID WITHIN NINETY (90) DAYS THEREAFTER SHALL AUTOMATICALLY BE DROPPED FROM MEMBERSHIP IN AAMC UNTIL THE DUES SHALL BE PAID IN FULL; PROVIDED, HOWEVER, A]Any member who is in arrears may not vote as provided in Section 2 of this article.</i>	February 1998
ARTICLE V, Section 5, Order of Business <i>Amend the orders of business to set election of officers as No. 7 following new business.</i>	February 1998
ARTICLE VII, Section 1, Finance Committee <i>A finance committee composed of the treasurer and two other members shall be appointed by the president promptly after each annual meeting. It shall be the duty of this committee to prepare a budget for the fiscal year [BEGINNING THE FIRST DAY OF JANUARY] July 1 through June 30 and to submit it to the membership at the annual meeting [IN THE FALL].</i>	February 1998
ARTICLE IV, Section 4, Duties of Treasurer <i>It shall be the duty of the Treasurer to prepare a budget for future year July 1 through June 30 and to submit it to the membership at the annual meeting. The Treasurer may submit to the board supplements to the budget for the current fiscal year. Authority to sign all checks, drafts, notes, warrants and orders for the payment of money require two signatures, that of the President and the Treasurer; provided that all such expenses are approved by the Executive Board. If no member wishes to serve the office of Treasurer, the Executive Board may appoint a firm to provide the services of treasurer.</i>	February 2000
ARTICLE V, Sections 1, Meetings Section 1. AAMC Institute, Annual meeting, and Advanced Academy. <i>(A) Unless otherwise provided by the Executive Board, the AAMC Institute shall be held in the spring of the year in conjunction with [FOLLOWED BY] the Annual Meeting, Banquet, and [ONE-DAY] Advanced Academy.</i> <i>(B) An Advanced Academy may also be held in conjunction with the annual Alaska Municipal League (AML) conference as determined by the Executive Board.</i>	February 2000
Section 3. Notice. <i>Notice of the annual or a special [ANY] meeting of AAMC shall be mailed by the Secretary to all members at least thirty (30) days prior to the meeting. Such notice shall contain the date, time and place of the meeting.</i>	February 2000
Section 4. Quorum. <i>A quorum for conducting a regular or special meeting shall be a number equal to one third of the active members in good standing [MEMBERSHIP] of AAMC. The roll shall be called and a new quorum shall be established when a recessed meeting is reconvened.</i>	February 2000
Section 5. Order of Business. <i>The following shall be the order of business for the annual meeting [ALL PROPERLY CALLED MEETINGS]:</i>	February 2000

<p>ARTICLE VI, Executive Board</p> <p>Section 3. [SPECIAL] Meetings. [SPECIAL MEETINGS] Meetings of the Board may be called by the President or [AND SHALL BE CALLED] upon the written request of three members of the Board.</p>	February 2000
<p>Amendment to Article VII, Committees</p> <p>Section 1. Finance Committee. A Finance Committee composed of the Treasurer and two other members may [SHALL] be appointed by the President [PROMPTLY] after each annual meeting. It shall be the duty of this committee to prepare a budget for the fiscal year July 1 through June 30 and to submit it to the membership at the annual meeting. The Finance Committee may [CAN] submit supplements to the budget for the current fiscal year. Section 2. Nominating Committee. The President shall appoint a Nominating Committee. [AT THE REGULAR MEETING HELD IN THE SPRING, THE PRESIDENT SHALL APPOINT A NOMINATING COMMITTEE OF FIVE (5) ACTIVE MEMBERS COMPRISED OF ONE (1) MEMBER FROM EACH OF THE FOUR JUDICIAL DISTRICTS ESTABLISHED FOR THE STATE OF ALASKA PLUS ONE (1) AT LARGE MEMBER.] It shall be the duty of this committee to nominate candidates for the offices to be filled at the [REGULAR] annual meeting [IN THE FALL]. Additional nominations may be made from the floor at the annual meeting.</p>	February 2000
<p>Amendment to Article III, Membership</p> <p>Section 3. Membership. The annual dues [FOR THE CALENDAR YEAR JANUARY 1 THROUGH DECEMBER 31] shall be [\$45 AND] fifty dollars (\$50), and shall be billed on a fiscal-year basis, and shall be payable on or before [JANUARY 31] July 31 of each year. Any member who is in arrears may vote as provided in Section 2 of this article.</p>	February 2001
<p>Amendment to Article III, Membership</p> <p>Section 1. Membership Classes. (c) Associate: Any person having an interest in the purposes and programs of AAMC may be admitted to associate membership by [THE EXECUTIVE BOARD UPON WRITTEN APPLICATION THEREFOR AND] payment of one half the fee paid for active membership in AAMC. Associate members may participate in all discussions and serve on committees and shall be entitled to all of the privileges of AAMC except those of voting and holding office.</p>	February 2002
<p>Amendment to Article V, Meetings, Section 1 and 2 as follows:</p> <p>ARTICLE V MEETINGS</p> <p>Section 1. AAMC Conference [INSTITUTE], Annual Meeting, and Advanced Academy.</p> <p>(A) Unless otherwise provided by the Executive Board, the AAMC Conference [INSTITUTE] shall be held in the spring of each [THE] year in conjunction with the Annual Meeting, Banquet, and Advanced Academy. (B) An Advanced Academy may also be held in conjunction with the annual Alaska Municipal League (AML) conference as determined by the Executive Board.</p> <p>Section 2. Annual Meeting.</p> <p>The regular meeting held in the spring of the year in conjunction with the AAMC Conference and [INSTITUTE] Advanced Academy shall be known as the annual reports of officers and committees, and for any other business that may arise. Special meetings may be called at the discretion of the Executive Board.</p>	February 2003
<p>Amendment to Article V, Meetings, Section 4, Quorum as follows: ARTICLE V MEETINGS</p> <p>Section 4. Quorum.</p> <p>A quorum for conducting a regular or special meeting shall be two-thirds of the registered attendees at the conference who are [A NUMBER EQUAL TO ONE-THIRD OF THE ACTIVE MEMBERS] in good standing of AAMC. The roll shall be called and a new quorum shall be established when a recessed meeting is reconvened.</p>	February 7, 2004

<p>Amendment to Article IV, Officers, Section 4, Duties of the Treasurer, as follows: ARTICLE IV, OFFICERS Section 4, Duties of the Treasurer. The Treasurer shall serve as the liaison between the Executive Board and a contracted firm hired to provide accounting services to the Association and also serve as the chair of the AAMC Finance Committee. The firm shall, under the direction of the Executive Board, collect and [UNDER THE DIRECTION OF THE EXECUTIVE BOARD SHALL] disburse all money of AAMC and keep their accounts, [;SHALL KEEP ITS ACCOUNTS,] which shall at all times be open to the inspection of the Executive Board [; AND THE TREASURER SHALL MAKE A FULL REPORT OF THE FINANCIAL AFFAIRS OF AAMC AT THE ANNUAL MEETING. THE TREASURER SHALL HAVE AUTHORITY TO RECEIVE AND TO GIVE RECEIPTS FOR ALL MONEYS DUE AND PAYABLE TO AAMC FROM ANY SOURCE WHATEVER, AND TO ENDORSE ON BEHALF OF AAMC ALL CHECKS, DRAFTS, NOTES, WARRANTS AND ORDERS AND TO GIVE FULL DISCHARGE FOR THE SAME]. It shall be the duty of the Treasurer to submit [PREPARE] a budget for future year July 1 through June 30 along with a report of the finances [AND TO SUBMIT IT] to the membership at the annual meeting. The Treasurer shall also report the financial condition of AAMC at each board meeting and may recommend [SUBMIT TO THE BOARD] supplements to the budget for the current fiscal year to the Executive Board. Authority to sign all checks, drafts, notes, warrants and orders for the payment of money require two signatures with at least one being a member of the Executive Board as determined by the Executive Board [THAT OF THE PRESIDENT AND THE TREASURER; PROVIDED THAT ALL SUCH EXPENSES ARE APPROVED BY THE EXECUTIVE BOARD]. If no member wishes to serve the office of Treasurer, the Executive Board may appoint the contracted [A] firm to provide the services of treasurer.</p>	<p>February 7, 2004</p>
<p>Amendment to Article IV, Officers, Section 1, Officers, as follows: ARTICLE IV, OFFICERS Section 1, Officers. The officers shall be the President, First Vice President, Second Vice President, Secretary, and Treasurer. The right to hold office is reserved for active members in good standing who have been members of AAMC for at least one year prior to the date of election or appointment[.] , and who have obtained a written statement from their municipality committing financial support of the member's active participation in the association, or in cases of nominations from the floor, a verbal confirmation followed by written confirmation of financial support. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by AAMC.</p>	<p>February 5, 2005</p>
<p>Amendment to Article V, Sections 1 and 2 as follows: ARTICLE V. MEETINGS Section 1. AAMC Conference, Annual Meeting, and Advanced Academy. (A) Unless otherwise provided by the Executive Board, beginning in 2006, the AAMC Conference, the Annual Meeting, Banquet, and Advanced Academy shall be held [IN THE SPRING OF EACH YEAR] in conjunction with the annual Alaska Municipal League (AML) conference when AML is on their normal rotation of Fairbanks, Anchorage, and Juneau, and when AML chooses another community, AAMC will have the option to either hold a joint meeting with AML that particular year, or hold a stand alone AAMC conference in Anchorage, as determined by the Executive Board. [ANNUAL MEETING, BANQUET, AND ADVANCED ACADEMY.] (B) [AN] Another Advanced Academy may also be held [IN CONJUNCTION WITH THE ANNUAL ALASKA MUNICIPAL LEAGUE (AML) CONFERENCE AS] at a time and location determined by the Executive Board. Section 2. Annual Meeting. The regular meeting held [IN THE SPRING OF THE YEAR] in conjunction with the AAMC Conference and Advanced Academy shall be known as the annual meeting and shall be for purposes of electing officers, receiving annual reports of officers and committees, and for any other business that may arise. Special meetings may be called at the discretion of the Executive Board.</p>	<p>February 4, 2006</p>

<p>Section 1. Membership Classes.</p> <p>There shall be [FIVE] four classes of members of AAMC, which shall be as follows:</p> <p>(a) [ACTIVE] Voting. [ACTIVE] Voting members of AAMC [SHALL CONSIST OF THE INCUMBENT CLERK AND ASSISTANT OR DEPUTY CLERK OF THE OFFICES OF MUNICIPAL CLERKS OF THE STATE OF ALASKA.] are the municipal clerk and deputy clerk, or the person who serves in that capacity.</p> <p>(b) Retired. Previously [ACTIVE] voting members may continue membership after retirement from the office of Municipal Clerk for a [ONE-TIME] fee of [\$10] \$25 per year, provided such membership is taken within six months after the date of retirement. Retired members shall be entitled to all of the privileges of AAMC except those of voting and of holding office.</p> <p>(c) Associate. Any person other than voting members having an interest in the purposes and programs of AAMC may be admitted to associate membership by payment of [ONE-HALF THE FEE PAID FOR ACTIVE MEMBERSHIP IN AAMC] the applicable dues. Associate members may participate in all discussions and serve on committees and shall be entitled to all of the privileges of AAMC except those of voting and of holding office.</p> <p>(d) Honorary:</p> <p>b. (1) [Charter members and] Retired past presidents of AAMC shall automatically become lifetime honorary members upon retirement from the office of Municipal Clerk and shall be recognized at the first regular meeting following retirement[; PROVIDED; HOWEVER, THE CHARTER MEMBERS AND PAST PRESIDENTS WHO HAVE HERETOFORE RETIRED ARE HEREBY INCLUDED]. Past presidents who have previously retired shall also be recognized.</p> <p>c. (2) Upon the signed recommendation of [AN ACTIVE] a voting member [IN GOOD STANDING,] seconded by another [ACTIVE] voting member, and by a two-thirds vote of the members present at a regular[,] or special [OR ADJOURNED], honorary membership may be conferred upon any person who shall have made significant and exemplary contribution to AAMC.</p> <p>(3) Honorary memberships shall be conferred for life and an honorary member shall be entitled to all of the privileges of AAMC except those of voting and of holding office.</p> <p>[(E) SPONSOR:</p> <p>D. (1) ANY INDIVIDUAL, BUSINESS, OR OTHER ORGANIZATION THAT WISHES TO PROVIDE FINANCIAL SUPPORT TO AAMC MAY BE ADMITTED AS A SPONSOR MEMBER IN RECOGNITION OF A MONETARY CONTRIBUTION OF \$100 OR MORE TO AAMC.</p> <p>E. (2) THE TERM OF THE SPONSOR MEMBERSHIP SHALL INCLUDE THE MONTH IN WHICH THE CONTRIBUTION IS MADE AND THE SUCCEEDING ELEVEN MONTHS.</p> <p>F. (3) DURING THE TERM OF SPONSOR MEMBERSHIP, THE SPONSOR MEMBER SHALL BE ACKNOWLEDGED IN EACH ISSUE OF THE AAMC NEWSLETTER AND IN THE SYLLABUS OR AGENDA OF THE ANNUAL CONFERENCE, EITHER BY REPRODUCTION OF THE SPONSOR MEMBER'S BUSINESS CARD OR, IF A BUSINESS CARD IS NOT AVAILABLE, BY A LISTING OF THE SPONSOR MEMBER'S NAME, ADDRESS, AND TELEPHONE NUMBER.]</p>	<p>November, 2006</p>
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Section 2. Voting Rights and the Right to Hold Office

The right to vote **and hold office** is limited to [ACTIVE MEMBERS IN GOOD STANDING, AND AN ACTIVE MEMBER IN GOOD STANDING IS ONE] **the municipal clerk and deputy clerk, or the person who serves in that capacity, and** who [HAS] **have** paid all **applicable** dues.

Section 3. Dues

The annual dues shall be [FIFTY DOLLARS (\$50)] **as follows**, and shall be billed on a fiscal-year basis, and shall be payable on or before July 31 of each year. Any member who is in arrears may not vote [AS PROVIDED IN SECTION 2 OF THIS ARTICLE].

Municipality Size	<u>Active Member</u>	<u>Associate Member</u>	November, 2006
Municipality with a population up to 2,500	\$50/year	\$25/year	
Municipalities with a population of 2,501 – 5,000	\$70/year	\$35/year	
Municipalities with a population over 5,001	\$100/year	\$50/year	
Lifetime Honorary Member	\$0		
Retired Member	\$25/year		

Amendment to Article IV Membership, Section 1, 2, 3, 4 and 5 as follows:

ARTICLE IV OFFICERS

AMENDMENT NO. 1

This amendment is being proposed by the Executive Board in order to change the secretary's term to two years, to be staggered with the term of the treasurer. It also provides for the addition of two at-large board members for a one-year term each. This will help distribute some of the duties of the Executive Board as well as allow AAMC members to experience being part of the Executive Board without making a long-term commitment. Finally, this amendment provides a process for the removal of an officer.

ARTICLE IV. OFFICERS

Section 1. Officers.

The officers shall be the president, first vice president, second vice president, secretary, ~~and~~ treasurer, and two additional board members. The right to hold office is reserved for active members in good standing who have been members of AAMC for at least one year prior to the date of election or appointment, and who have obtained a written statement from their municipality committing financial support of the member's active participation in the association, or in cases of nominations from the floor, a verbal confirmation followed by written confirmation of financial support. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by AAMC.

Section 2. Election and Terms of Office.

The first vice president shall automatically succeed to the office of president. The second vice president shall automatically succeed to the office of first vice president. The offices of second vice president, secretary, and treasurer shall be filled by secret ballot; however, an officer may be elected by voice vote when there is only one candidate for an office. The terms of office for the second vice president and the first vice president, and the ~~secretary~~ shall be for one year, or until their successors are elected and have qualified or upon the retirement or resignation of the incumbent from active service as a clerk. The term of office for the secretary will change from one year to two years beginning in November 2010. The term of office for the treasurer shall be for two years. Terms shall run until the successor is elected and has qualified or upon the retirement or resignation of the incumbent from active service as a clerk. The terms shall be staggered. The two additional board members shall serve a one-year term, elected each year during the regular annual election by a majority vote of the active members voting.

~~No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office. The officers shall be qualified by proper oath at the annual meeting, and terms of office shall commence with their installation.~~

Section 3. Eligibility for Office.

Only active members of AAMC in good standing shall be eligible to hold office therein. If, while serving as an officer of the Association, an active member becomes disassociated from the position which qualified him/her for AAMC membership, the member may, upon approval of the executive board, continue to hold the office with full voting privileges until the next annual election.

No member shall hold more than one office at a time and no member shall be eligible to serve more than three consecutive terms in the same office. The officers shall be qualified by proper oath at the annual meeting, and terms shall commence with their installation.

November, 2007

<p>Section 3 4. Vacancies/Removal.</p> <p>A. <u>Vacancies:</u></p> <p>In the event of a vacancy in the office of the president, the first vice president shall advance to the office of president. Vacancies in any other offices shall be filled by the Executive Board <u>for the unexpired portion of the term</u> by majority vote <u>of the executive board</u>. Appointments to unexpired terms of office shall count as a full term of office when an officer serves for more than half the term. <u>The process to be followed by the executive board for filling a vacancy shall be as follows:</u></p> <p><u>The executive board shall solicit interested applicants by announcing the vacancy and setting a deadline for applicants to submit a letter of interest and Declaration of Candidacy materials to the AAMC President. Following receipt of the applications, the executive board shall meet as soon as practical at a regular or special meeting, or conduct a special meeting via email, for the purpose of voting to fill the vacancy. The results will then be announced to the membership by notice on the AAMC website and a broadcast email. If the vote is conducted by email, the executive board shall ratify its action at the next regular Board meeting.</u></p> <p>B. <u>Removal:</u></p> <p><u>Officers may be removed by a two-thirds majority vote of the executive board at a regular or special board meeting for the following reasons: neglect of duty, malfeasance in office or other just cause, or for three or more unexcused absences from regular board meetings during his/her term of office. Members finding themselves unable to attend regular meetings, perform their prescribed duties, and/or carry out their assigned responsibilities are expected to tender their resignations.</u></p> <p>Section 4 5. Duties of the Treasurer.</p> <p>The treasurer shall serve as the liaison between the executive board and a contracted firm hired to provide accounting services to the association and also serve as the chair of the AAMC Finance Committee. The firm shall, under the direction of the executive board, collect and disburse all money of AAMC and keep their accounts, which shall at all times be open to the inspection of the executive board. It shall be the duty of the treasurer to submit a budget for future year January 1 through December 31 along with a report of the finances to the membership at the annual meeting. The treasurer shall also report the financial condition of AAMC at each board meeting and may recommend supplements to the budget for the current fiscal year to the executive board. Authority to sign all checks, drafts, notes, warrants and orders for the payment of money require two signatures with at least one being a member of the executive board as determined by the executive board. If no member wishes to serve the office of treasurer, the executive board may appoint the contracted firm to provide the services of treasurer.</p>	<p>November, 2007</p>
<p>Amendment to Article VI EXECUTIVE BOARD, Section 1 as follows:</p> <p>Section 1. Composition.</p> <p>The officers and <u>president, first vice president, second vice president, secretary, treasurer, immediate past president of AAMC, and two board members</u> shall constitute the executive board.</p> <p>Amendment to Article V. MEETINGS, Section 1& 2 as follows:</p> <p><u>AMENDMENT NO. 2</u></p> <p><i>This amendment is being proposed by the Executive Board at the suggestion of the Denali Commission in order to clarify that the Academy courses are intended for <u>all</u> clerks, not only those seeking advanced training.</i></p> <p>ARTICLE V. MEETINGS</p> <p>Section 1. AAMC Conference, Annual Meeting, and Advanced AAMC Academy.</p> <p>(a) Unless otherwise provided by the executive board, <u>beginning in 2006</u>, the</p>	<p>November 2008</p>

<p>AAMC conference, the annual meeting, banquet, and advanced AAMC academy shall be held in conjunction with the annual Alaska Municipal League (AML) conference when AML is on their normal rotation of Fairbanks, Anchorage, and Juneau, and when AML chooses another community, AAMC will have the option to either hold a joint meeting with AML that particular year, or hold a stand alone AAMC conference in Anchorage, as determined by the executive board.</p> <p>(b) Another advanced AAMC academy may also be held at a time and location determined by the executive board.</p> <p>Section 2. Annual Meeting.</p> <p>The regular meeting held in conjunction with the AAMC conference and advanced AAMC academy shall be known as the annual meeting and shall be for purposes of electing officers, receiving annual reports of officers and committees, and for any other business that may arise. Special meetings may be called at the discretion of the executive board.</p>	<p>November, 2008</p>
<p style="text-align: center;"><u>2009 Bylaw Amendment #1</u></p> <p style="text-align: center;">ARTICLE III. MEMBERSHIP</p> <p>Section 1. Membership Classes.</p> <p>There shall be four <u>five</u> classes of members of AAMC, which shall be as follows:</p> <p>(a) Voting. Voting members of AAMC are the municipal clerk and deputy clerk, or the person who serves in that capacity.</p> <p>(b) Retired. Previously voting members may continue membership after retirement from the office of Municipal Clerk for a fee of \$25 per year, provided such membership is taken within six months after the date of retirement. Retired members shall be entitled to all of the privileges of AAMC except those of voting and of holding office.</p> <p>(b) <u>Associate. Any member of the voting member's staff or municipality having an interest in the purposes and programs of AAMC may be admitted to associate membership by payment of the applicable dues. Associate members may participate in all discussions and serve on committees and shall be entitled to all of the privileges of AAMC except those of voting and of holding office.</u></p> <p>(c) <u>Affiliate Members. Any business representative (such as attorney, financial consultant, corporate representative, etc.) who seeks to assist in the accomplishments of the objectives of AAMC may, upon payment of annual dues, be an affiliate member without voting privileges.</u></p> <p>(c) Associate. Any person other than voting members having an interest in the purposes and programs of AAMC may be admitted to associate membership by payment of the applicable dues. Associate members may participate in all discussions and serve on committees and shall be entitled to all of the privileges of AAMC except those of voting and of holding office.</p> <p>(d) <u>Retired. Previously voting members may continue membership after retirement from the office of Municipal Clerk for a fee of \$25 per year, provided such membership is taken within six months after the date of retirement. Retired members shall be entitled to all of the privileges of AAMC except those of voting and of holding office.</u></p> <p>(e) Honorary:</p> <p style="padding-left: 40px;">h. (1) Retired past presidents of AAMC shall automatically become lifetime honorary members upon retirement from the office of Municipal Clerk and shall be recognized at the first regular</p>	<p>November 2009</p>

meeting following retirement. Past presidents who have previously retired shall also be recognized.

- i. (2) Upon the signed recommendation of a voting member, seconded by another voting member, and by a two-thirds vote of the members present at a regular or special meeting, honorary membership may be conferred upon any person who shall have made significant and exemplary contribution to AAMC.
- (3) Honorary memberships shall be conferred for life and an honorary member shall be entitled to all of the privileges of AAMC except those of voting and of holding office.

Section 2. Voting Rights and Privileges

- (a) The right to vote and hold office is limited to the municipal clerk and deputy clerk, or the person who serves in that capacity, and who have paid all applicable dues.

Section 3. Dues

The annual dues shall be as follows, and shall be billed on a calendar year basis, and shall be payable on or before ~~July~~ January 31 of each year. Any member who is in arrears may not vote.

Municipality Size	<u>Active Member</u>	<u>Associate Member</u>
Municipality with a population up to 2,500	\$50/year	\$25/year
Municipalities with a population of 2,501 – 5,000	\$70/year	\$35/year
Municipalities with a population over 5,001	\$100/year	\$50/year
Lifetime Honorary Member	\$0	
Retired Member	\$25/year	
<u>Affiliate Member</u>	<u>\$50/year</u>	

Section 4. Transferability of Membership

- (a) Whenever a Voting or Associate member leaves the municipality that funded the position qualifying him/her as a voting or associate member, voting or associate member status in AAMC shall remain with the municipality and be transferred to the successor.
- (b) In the event the Voting or Associate membership was paid for by the individual member and not by the municipality, the Transferability of Membership question shall be determined by the Executive Board.

Bylaw Amendment #2

ARTICLE X. DISPOSITION OF NET PROCEEDS UPON DISSOLUTION OF AAMC

Upon the dissolution of AAMC, AAMC shall:

1. Pay any and all outstanding financial obligations; and
2. Distribute all remaining proceeds to the Alaska Municipal League for furtherance of educational programs for municipal clerks.

Bylaw Amendment #1
Article IV. OFFICERS

Section 1. Officers.

The officers shall be the President, First Vice President, Second Vice President, Secretary, Treasurer, and two additional ~~board members~~ officers. ~~The right to hold office is reserved for active members in good standing who have been members of AAMC for at least one year prior to the date of election or appointment, and who have obtained a written statement from their municipality committing financial support of the member's active participation in the association, or in cases of nominations from the floor, a verbal confirmation followed by written confirmation of financial support.~~ These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by AAMC.

Section 2. Eligibility for Office.

a. The right to hold office is reserved for active members in good standing who have been members of the AAMC for at least one year prior to the date of the election or appointment, and who have obtained a written statement from their municipality committing financial support of the member's active participation in the association.

b. No member shall hold more than one office at a time and no member shall be eligible to serve more than three consecutive terms in the same office. The officers shall be qualified by proper oath at the annual meeting, and terms shall commence with their installation.

~~Section 23. Election and Terms of Nominations for Office.~~

~~The first vice president shall automatically succeed to the office of president. The second vice president shall automatically succeed to the office of first vice president. The offices of second vice president, secretary, and treasurer shall be filled by secret ballot; however, an officer may be elected by voice vote when there is only one candidate for an office. The terms of office for the second vice president and the first vice president shall be for one year, or until their successors are elected and have qualified or upon the retirement or resignation of the incumbent from active service as a clerk. The term of office for the secretary will change from one year to two years beginning in November 2010. The term of office for the treasurer shall be for two years. Terms shall run until the successor is elected and has qualified or upon the retirement or resignation of the incumbent from active service as a clerk. The terms shall be staggered. The two additional board members shall serve a one-year term, elected each year during the regular annual election by a majority vote of the active members voting.~~

a. Nominations Process. During the month of April and May, the Elections Committee shall circulate to the membership a call for candidacy to fill any upcoming vacant positions for office. The last day to file for candidacy is June 15. A list of all individuals who apply for a vacant officer position shall be submitted to the Executive Board by the Elections Committee at the July Executive Board meeting. In the event that there is an open position after the election the position shall be filled in accordance with Section 6(a) of the Article.

b. Acceptance of Candidates. Each person declaring candidacy shall present the Elections Committee with a Declaration of Candidacy, a candidate statement and an optional photo, as well as a letter of support from his/her mayor, manager or administrator at or before presentation by the Elections Committee of the list of candidates. Except in the event of a write-in candidate, if the letter is not provided as required, the candidate name shall not be included in the list of proposed candidates and shall not be placed on the election ballot. Write-in candidates may be nominated from the floor at the annual business meeting.

~~Section 34. Eligibility for Office. Election of AAMC Officers~~

~~Only active members of AAMC in good standing shall be eligible to hold office therein. If,~~

November 2011

~~while serving as an officer of the Association, an active member becomes disassociated from the position which qualified him/her for AAMC membership, the member may, upon approval of the executive board, continue to hold the office with full voting privileges until the next annual election.~~

~~No member shall hold more than one office at a time and no member shall be eligible to serve more than three consecutive terms in the same office. The officers shall be qualified by proper oath at the annual meeting, and terms shall commence with their installation.~~

a. AAMC Elections shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members. The Elections Committee shall administer the election in accordance with AAMC Election Procedures as set forth in AAMC Policies and Procedures.

b. Any write-in candidate elected by the membership-at-large as a write-in on the ballot shall present the Elections Committee with a letter of support from his/her mayor, manager or administrator with 30 days following the certification of the election results. If the letter is not provided as required, the officer position shall be declared vacant by the president and filled pursuant to 6(a) of this section.

c. In the event of a tie vote for any office, the election shall be determined fairly at the annual business meeting by lot among the candidates tying.

d. A majority of the membership present at the annual business meeting shall certify the election.

Section 5. Terms of Office.

a. The term of office for the president shall be for one year. The first vice president shall automatically succeed to the office of president, and the second vice present shall automatically succeed to the office of first vice president.

b. The terms of office for the second vice president and first vice president shall be for one year, or until their successors are elected and have qualified or upon the retirement or resignation of the incumbent from active service as a clerk.

November 2011

Section 46. Vacancies/Removal.

A. Vacancies:

In the event of a vacancy in the office of the president, the first vice president shall advance to the office of president. Vacancies in any other offices shall be filled for the unexpired portion of the term by the majority vote of the executive board. Appointments to unexpired terms of office shall count as a full term of office when an officer serves for more than half the term. The process to be followed by the executive board for filling a vacancy shall be as follows:

The executive board shall solicit interested applicants by announcing the vacancy and setting a deadline for applicants to submit a letter of interest and Declaration of Candidacy materials to the AAMC President. Following receipt of the applications, the executive board shall meet as soon as practical at a regular or special meeting, or conduct a special meeting via email, for the purpose of voting to fill the vacancy. The results will then be announced to the membership by notice on the AAMC website and a broadcast email. If the vote is conducted by email, the executive board shall ratify its action at the next regular Board meeting.

B. Removal:

Officers may be removed by a two-thirds majority vote of the executive board at a regular or special board meeting for the following reasons: neglect of duty, malfeasance in office or other just cause, or for three or more unexcused absences from regular board meetings during his/her term of office. Members finding themselves unable to attend regular meetings, perform their prescribed duties, and/or carry out their assigned responsibilities are expected to tender their resignations.

Section 57. Duties of ~~T~~the Treasurer.

The Treasurer shall serve as the liaison between the Executive Board and a contracted firm hired to provide accounting services to the Association and also serve as the Chair of the AAMC Finance Committee. The firm shall, under the direction of the Executive Board, collect and disburse all money of AAMC and keep their accounts, which shall at all times be open to the inspection of the Executive Board. It shall be the duty of the Treasurer to submit a budget for future year January 1 through December 31 along with a report of the finances to the membership at the annual meeting.

The Treasurer shall also report the financial condition of AAMC at each board meeting and may recommend supplements to the budget for the current fiscal year to the Executive Board. Authority to sign all checks, drafts, notes, warrants and orders for the payment of money require two signatures with at least one being a member of the Executive Board as determined by the Executive Board. If no member wishes to serve the office of Treasurer, the Executive Board may appoint the contracted firm to provide the services of treasurer.

Bylaw Amendment #2
Article III. MEMBERSHIP

Section 1. Membership Classes.

There shall be ~~six~~ five classes of members of AAMC, which shall be as follows: Full Member, ~~Additional Full Member~~, Associate Member, Affiliate Member, Retired Member, and Honorary Member.

(a) ~~Voting~~ Full Member. ~~Voting~~ Full members of AAMC are the municipal clerk, and deputy clerk, and administrative staff members under the direct supervision of the municipal Clerk ~~or the person who serves in that capacity~~ Municipal Clerks, City/Municipal Secretaries, Records, Legislative Administrators and Directors of Corporate Service, and/or other individuals within an agency who serve a Legislative Government Body in an administrative capacity with management responsibilities and whose duties include at least four of the following:

- ☐ General Management;
- ☐ Records Management;
- ☐ Elections
- ☐ Meeting Administration;
- ☐ Management of by-laws, articles of incorporation, ordinances or other legal instruments
- ☐ Custody of the official seal and execution of official documents;
- ☐ Human Resources Management; and/or
- ☐ Financial Management.

~~Full members in good standing (annual dues paid) shall have full voting privileges.~~

(b) DELETE THIS ENTIRE SECTION AND RE-NUMBER.

Section 2. Voting Rights and Privileges

(a) The right to vote and hold office is limited to Full Members who have paid all applicable dues.

(b) Full members in good standing (annual dues paid) shall have full voting privileges.

TAKE OUT ALL REFERENCES TO "ADDITIONAL FULL MEMBER" AND REPLACE WITH "FULL MEMBER".

Section 3. Delete words, "additional full member"

Section 4(a). Delete words, "additional full" (b). Delete Words, "additional full"

November 2011

<p style="text-align: center;">Amendment #3</p> <p style="text-align: center;">ARTICLE X. DISPOSITION OF NET PROCEEDS UPON DISSOLUTION OF AAMC</p> <p>Upon the dissolution of AAMC, AAMC shall:</p> <ol style="list-style-type: none">1. Pay any and all outstanding financial obligations; and2. <u>Provide for the disposition of new proceeds from charitable gaming conducted under this chapter to a permittee, other than a municipal beneficiary permittee; and</u> <p>Distribute all remaining <u>all other</u> proceeds to the Alaska Municipal League for furtherance of educational programs for municipal clerks.</p>	<p>November 2011, to be further ratified at the next Annual Business meeting in November 2012</p>																								
<p style="text-align: center;">Amendment #1</p> <p style="text-align: center;">Article III. Membership</p> <p>Section 1. Membership Classes</p> <p>(d) Retired Member. Previously voting members may continue membership after retirement from the office of Municipal Clerk for a fee of \$25 per year established by the Executive Board, provided such membership is taken within six months after the date of retirement. Retired members shall be entitled to all of the privileges of AAMC except those of voting and of holding office.</p> <p>(e) Honorary Member:</p> <ol style="list-style-type: none">(1) Retired past presidents of AAMC shall automatically become lifetime honorary members upon retirement from the office of Municipal Clerk and shall be recognized at the first regular meeting following retirement. Past presidents who have previously retired shall also be recognized. <u>, or</u>(2) Upon the signed recommendation of a voting member, seconded by another voting member, and by a two-thirds vote of the members present at a regular or special meeting, honorary membership may be conferred upon any person who shall have made significant and exemplary <u>contribution</u> to AAMC. <u>, and</u>(3) Honorary memberships shall be conferred for life and an honorary member shall be entitled to all of the privileges of AAMC except those of voting and of holding office. <p>Section 3. Dues.</p> <p>_____ The annual dues shall be as follows, and shall be billed on a calendar year basis, and shall be payable on or before July 31 of each year. Any full member who is in arrears may not vote.</p> <table><tr><td></td><td></td><td style="text-align: center;">Associate</td></tr><tr><td>Municipality Size</td><td></td><td style="text-align: center;">Full Member Member</td></tr><tr><td>Municipality with a population up to 2500</td><td></td><td style="text-align: center;">\$ 50/year \$25/year</td></tr><tr><td>Municipalities with a population of 2,501 — 5,000</td><td></td><td style="text-align: center;">\$ 70/year \$35/year</td></tr><tr><td>municipalities with a population over 5001</td><td></td><td style="text-align: center;">\$100/year \$50/year</td></tr><tr><td>Lifetime Honorary Member</td><td></td><td style="text-align: center;">\$ 0</td></tr><tr><td>Retired Member</td><td></td><td style="text-align: center;">\$25/year</td></tr><tr><td>Affiliate Member</td><td></td><td style="text-align: center;">\$50/year</td></tr></table>			Associate	Municipality Size		Full Member Member	Municipality with a population up to 2500		\$ 50/year \$25/year	Municipalities with a population of 2,501 — 5,000		\$ 70/year \$35/year	municipalities with a population over 5001		\$100/year \$50/year	Lifetime Honorary Member		\$ 0	Retired Member		\$25/year	Affiliate Member		\$50/year	<p>November 2012</p>
		Associate																							
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Lifetime Honorary Member		\$ 0																							
Retired Member		\$25/year																							
Affiliate Member		\$50/year																							

<p><u>Section 3. Dues.</u></p> <p><u>Annual dues for members shall be payable on January 1 of each year. The Executive Board will review and set dues annually as part of their budget responsibilities.</u></p> <p style="text-align: center;">Amendment #2 Article IV. Officers</p> <p>Section 2. Eligibility for Office.</p> <p>b. No member shall hold more than one office at a time and no member shall be eligible to serve more than three consecutive terms in the same office. <u>The office holder shall act in that position until a successor is elected or appointed.</u> The officers shall be qualified by proper oath and terms shall commence with their installation.</p>	<p>November 2012</p>
<p>2013 BYLAW AMENDMENT SECTIONAL ANALYSIS Proposed Changes Were Adopted November 19, 2013</p> <p>In 2012, former AAMC President Kacie Paxton appointed an Ad Hoc Bylaw Committee. The Committee was charged with conducting a comprehensive review of the AAMC Bylaws and the Policies and Procedures to identify potential conflicts and to make suggestions for a proposed rewrite.</p> <p>The Ad Hoc Bylaw Committee presented its findings to the Executive Board in June 2013. After careful review and vetting, the Board approved the Committee's recommendations and directed that the proposed amendments be brought forward to the membership for consideration at its 2013 Annual Business.</p> <p>It is important to note that no significant changes in the way AAMC conducts its business affairs were proposed. The proposed changes reflect a desire for clarity and succinctness. The changes also gave the Executive Board greater authority over the operation of AAMC, as many sections of the Bylaws now refer to the Policies and Procedures for detailed processes. The Board has the authority to amend the Policies and Procedures without ratification of the membership.</p> <p>The following sectional analysis highlighting the proposed amendments was provided to the membership:</p> <p>ARTICLE I. NAME - There was no proposed amendment to this Article.</p> <p>ARTICLE II. MISSION AND PURPOSE - There were no substantial changes to this Article. The proposed amendment was drafted for clarity in mission and purpose.</p> <p>ARTICLE III. MEMBERSHIP - There were no substantial changes to this Article. The proposed amendment changed the name of "Affiliate" member to "Corporate" member.</p>	<p>November 2013</p>

<p>It also granted the Executive Board the authority to grant an individual "Honorary" membership in AAMC.</p> <p>ARTICLE IV. OFFICERS - This Article was amended to clarify that the Immediate Past President, the At-Large Communications member (now titled Communications Director) and the At-Large Education member (now titled Education Director) are officers of AAMC and as such, serve on the Executive Board.</p> <p>The nomination process for electing officers was removed and placed in the Policies and Procedures. Also, the term of office for the Communications Director and the Education Director was increased to a "two-year" term, terms to be staggered. The process for filing vacancies on the Executive Board was removed and placed in the Policies and Procedures.</p> <p>ARTICLE V. MEETINGS - There were no substantial changes to this Article. The proposed amendment established an "Annual" Business Meeting instead of a "Regular" Business Meeting. It also gave the Executive Board the authority to conduct the Annual Business Meeting and any Special Meeting by teleconference. The amendment also established the quorum requirement for meetings.</p> <p>ARTICLE VI. EXECUTIVE BOARD - The language from this Article was incorporated in other areas of the Bylaws.</p> <p>ARTICLE VII. COMMITTEES - This amendment established five standing committees of AAMC with duties defined in the Policies and Procedures. It also gave the President and or the Executive Board the authority to appoint Special Committees. The duties of the Nominating (Elections) and Publications Committee were removed and inserted in the Policies and Procedures.</p> <p>ARTICLE VIII. PARLIAMENTARY AUTHORITY - The language in this Article was moved to Article V.</p> <p>ARTICLE IX. AMENDMENT OF BYLAWS - This Article was amended to clarify that primary and secondary amendments to noticed bylaw amendments are in order during deliberation by the membership.</p> <p>ARTICLE X. DISPOSITION OF NET PROCEEDS UPON DISSOLUTION OF AAMC - There was no proposed amendment to this Article.</p>	
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Amendment Number 1.
ARTICLE III. MEMBERSHIP

December 2023

Section 1. Membership Classes.

A. The following membership classes are established:

1. ~~Full~~ **Primary** Member;
- ~~2. Associate Member;~~
- ~~23.~~ Corporate Member;
- ~~34.~~ Retired Member;
4. **Lifetime Member;** and
5. Honorary Member

B. Definitions of Membership Classes.

1. ~~Full~~ **Primary** Member. A clerk, deputy clerk, assistant clerk, or clerk's office employee working in an office supporting a council or assembly in the State of Alaska shall be eligible for primary membership. ~~Full members of AAMC are limited to the municipal clerk, deputy clerk, and individuals under the supervision of the municipal clerk whose duties include at least four of the following:~~
 - ~~a. General Management;~~
 - ~~b. Records Management;~~
 - ~~c. Elections;~~
 - ~~d. Meeting Administration;~~
 - ~~e. Management of by-laws, articles of incorporation, ordinances or other legal instruments;~~
 - ~~f. Custody of the official seal and execution of official documents;~~
 - ~~g. Human Resources Management; and/or~~
 - ~~h. Financial Management.~~
- ~~2. Associate Member. Associate members of AAMC are limited to individuals employed by a municipality represented by a full member, who do not meet full member criteria and have an interest in the mission and propose of AAMC. There shall be no limit to the number of associate members.~~
- ~~23.~~ Corporate Member. Corporate members of AAMC are limited to corporations, associations, or other business entities or individuals desiring to assist AAMC in the accomplishment in its mission and purpose.
- ~~34.~~ Retired Member. Retired members of AAMC are limited to individuals who have met full **primary** member or associate member criteria prior to retirement desiring to assist AAMC in the accomplishment of its mission and purpose.
- 4. Lifetime Member. Upon request by a past president, lifetime membership shall be conferred upon past presidents who have retired.**
5. Honorary Member:
 - ~~a. As conferred by the executive board and upon retirement, past presidents of AAMC shall automatically become lifetime honorary members. There shall be no limit to the number of past presidents awarded honorary membership in a given year.~~

As conferred by the executive board, an individual who has made a significant and exemplary contribution to AAMC and to the profession of municipal clerk may be granted **an** honorary membership. Only one membership may be awarded in this category per year.

NOTE: Changes were made throughout the bylaws (specifically to Article IV Sec. 2A and Article IV Sec. 4) to change "full member" to "primary member." These two changes were considered clerical in nature and were made after the annual business meeting.

Amendment Number 2.
ARTICLE III. MEMBERSHIP

December 2023

Section 2. Voting Rights and Privileges.

- A. Voting rights and privileges of each classification of membership are hereby established and shall be reserved for members whose membership dues are paid and current, except that dues for honorary members are waived, unless otherwise instituted by the executive board.

1. ~~Full~~ Primary members have the right to:

- a. Vote;
- b. Hold office in AAMC;
- c. Hold office in IIMC after having served at least three years on the AAMC;
- Executive Board:**
- d. Serve as an AAMC Committee Chair; and
- e. Serve on an AAMC Committee; ~~and~~
- f. ~~Participate fully in all activities of AAMC.~~

2. Retired, lifetime, and honorary members:

- a. May serve as a member of AAMC committees;
- b. Shall not serve as AAMC committee chairs;
- c. Shall not vote on AAMC issues, except those issues before the committee on which they are serving; and
- d. Shall not hold office in AAMC.

3. Corporate members:

- a. Shall not serve on AAMC committees;
- b. Shall not vote on AAMC issues; and
- c. Shall not hold office in AAMC.

1. ~~Associate Members have the right to participate fully in all activities of AAMC, except those of voting and holding office in AAMC or IIMC.~~
2. ~~Corporate Members have a right to participate in all activities of AAMC, except those of voting, holding office in AAMC or IIMC, and serving as committee chair.~~
3. ~~Retired and Honorary Members have a right to participate in all activities of AAMC, except those of voting, holding office in AAMC or IIMC, and serving as committee chair.~~

Amendment Number 3.
**ARTICLE V. ANNUAL CONFERENCE, BUSINESS MEETING, SPECIAL MEETINGS,
AND ACADEMY**

December 2023

Section 3. Notice.

Notice of the annual business ~~or special~~ meeting of AAMC shall be provided by the secretary to all members at least 30 days prior to the meeting. **Notice of special meetings shall be provided by the secretary to all members at least 10 days prior to the meeting.** ~~Such All meeting notices shall contain the date, time and place of the meeting.~~