

# Mobile County Municipality Association Bylaws

June 15<sup>th</sup> 2017

## ARTICLE 1

### **GENERAL**

#### Section 1: **PURPOSE:**

The Mobile Municipality is organized to achieve the objectives of: 1) Discuss current issues as they relate to Mobile County & municipalities in Mobile County. 2) Discuss and take action on state issues pertaining to Mobile County and the municipalities located in Mobile County. 3) Sharing of pertinent information among municipalities and the county. 4) Support local non-profit organization with donations annually

#### Section 2: **COMPLIANCE OF METHODS**

The Mobile County Municipality Association shall observe all local, state and federal laws which apply to a non-profit organization as defined in Section 501 © (6) of the Internal Revenue Code.

## **ARTICLE II**

### **MEMBERSHIP**

#### Section 1: **ELIGIBILITY**

Members will be any person elected, appointed or employed by a municipality or county agency.

#### Section 2: **HONORARY MEMBERSHIP**

All members serving as a full term as an officer of the association will be considered Honorary Members.

## **ARTICLE III**

### **MEETINGS**

#### Section 1: **MEETINGS MONTHLY (EXCEPT MAY & DEC)**

Meetings will be held monthly (except May & Dec) and hosted by a municipality or county agency. The date, time and place will be provided to each municipality and county agencies by the association's secretary. The meetings shall be the 3rd Thursday of each month and time will be 7 pm on that night.

#### Section 2: **QUORUMS**

At any monthly meeting of the Mobile County Municipality Association, a majority of members constitute a quorum.

### Section 3: **NOTICES, AGENDA, MINUTES**

An agenda and minutes shall be prepared for each meeting. Notice of monthly meeting date, time and place will be provided in advance to members' agencies.

## **ARTICLE IV** **OFFICERS**

### Section 1: **COMPOSITION OF OFFICERS**

Officers will consist of a President, Vice President, Secretary, Treasurer, Chaplain and Executive Secretary.

### Section 2: **SELECTION AND ELECTION OF OFFICERS**

A. Nominating Committee: At the October meeting, the President shall appoint a Nominating Committee of three (3) members of the Mobile County Municipality Association. The President shall designate the Head of the committee.

The Nominating Committee shall present to the President a slate of candidates to serve a regular tour of 1 year. Each candidate must be an active member in good standing and must have agreed to accept the responsibility of an officer. Publicity of the Nominations: Upon receipt of the slate of the Nominating Committee, the President shall notify the Association members of the persons nominated as officers.

After the nominations are presented, the President will ask for a vote on the proposed slate of officers. Upon a unanimous vote to approve the nominated officers, the officers will be sworn in during the November meeting.

Section 4: **VACANCIES:**

A vacancy occurs when an officer resigns, or is no longer eligible to serve in their current position. This may be due to non-reelection or non-reappointment. If the President becomes ineligible, the Vice President will move into that position and serve out the remaining term of the former President. There will not be a vice president for that remaining term. After completing the term of the former President, the “*presiding*” President is still eligible to serve a full term the following year.

**ARTICLE V**  
**OFFICERS DUTIES**

Section 1: **Terms of Office:**

The Association’s Officers will be sworn in during the November meeting. Officers will serve one year or until their successors assume the duties of office.

Section 2: **DUTIES OF OFFICERS**

**A. President:**

The President shall serve as the Chief appointed officer of the Mobile County Municipality Association. The President shall appoint committee chairman's and committee members.

**B. Vice President:**

The duties of the Vice President shall be such as the title by general usage would indicate as well as those that may be assigned by the President of the Association. The Vice President shall also exercise the powers and authority and perform the duties of the President in the absence or disability of the President.

**C. Secretary:**

The Secretary shall conduct the official correspondence and communications. Maintain an accurate record of the attendance of each meeting. Prepare minutes of monthly meeting and prepare agendas in coordination with the Association President. The Secretary will send monthly meeting invitation to all Association agencies.

**D. Treasurer:**

The Treasurer shall be responsible for the safeguarding of all funds received by the Association and for their proper disbursement. Such funds shall be kept on deposit in a financial institution. Checks will be signed by the treasurer. Treasurer shall provide a monthly financial statement at each meeting. Treasurer will maintain all records for 5 years.

E. **Executive Secretary:**

The Executive Secretary shall be the administrative liaison with Mobile County web managers to keep the Mobile County Municipality Association minutes and other documents archived.

**ARTICLE VI**

**Finances**

Section: 1: **FUNDS**

All money paid to the Association shall be place in a general operating fund.

Section: 2: **DISBURSEMENTS**

Upon approval of the proposed slate of recipients, the Treasurer is authorized to make disbursements to the nonprofit organizations.

Section: 3: **FISCAL YEAR**

The fiscal year of the Association shall close on December 31<sup>st</sup> of the current year.

Section: 4: **Maintenance of Financial Records**

All Financial records will be maintained by the Treasures for 5 years.

**ARTICLE VII**

# **PARLIMENTARY AUTHORITY**

## **Section 1: PARLIMENTARY AUTHORITY**

The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedure, when such rules are not inconsistent with the Associations' Bylaws.

NOTE: Draft Bylaws were presented in April 20<sup>th</sup>, 2017, Chickasaw meeting. Members were asked to contact President, Vice President or Secretary for any changes or additions. No changes were received and Bylaws were presented for final approval June 15<sup>th</sup> 2017.

Minutes reflect that Lawrence Webb from Semmes made motion to approve and Mary Thompson from Dauphin Island seconded the motion. Motion carried with no descending votes.

Bylaws committee: Robert McFall; President (Chickasaw), Connie Robinson, Vice President (Citronelle), and Lee Anne Green, Secretary (Creola).

## **ARTICLE VIII** **AMENDEMENTS**

### **Section 1: REVISIONS**

These bylaws maybe amended or altered by a majority vote of the Association members.

| <b>Month</b> | <b>Action to be Taken</b>  |  |  |  |
|--------------|--|--|--|--|
| <b>Sept</b>  | -Nominating Committee & Chairman appointed by President<br><br>-List of Non-Profit organizations presented for donations |  |  |  |
| <b>Oct</b>   | -Slate of Officers presented & vote on nominees<br><br>-Vote on list of Non-Profits for Dec disbursement                 |  |  |  |
| <b>Oct</b>   | -Calendar for upcoming year proposed and voted on  |  |  |  |
| <b>NOV</b>   | -New Officers installed & take office<br><br>-Checks issued to Non-Profits Organizations                                 |  |  |  |