

The complete text of the UMCA Bylaws as adopted on April 20, 2006, is presented herein, however, if you would like to download your own set in Adobe .pdf format, please [click here](#).

**UTAH MUNICIPAL CLERKS ASSOCIATION
(UMCA)**

BYLAWS

ARTICLE 1 NAME OF ORGANIZATION

ARTICLE 2 PURPOSE AND MISSION

- Section A. Purpose
- Section B. Mission

ARTICLE 3 MEMBERSHIP

- Section A. Classes of Membership
- Section B. Full Member
- Section C. Additional Full Member
- Section D. Associate Member
- Section E. Honorary Member
- Section F. Retired Member
- Section G. Restrictions on Right to Vote or Hold Office

ARTICLE 4 DUES

- Section A. Annual Dues for Full Members
- Section B. Annual Dues for Associate Members
- Section C. Dues for Honorary Members

- Section D. Dues for Retired Members

ARTICLE 5 MEETINGS

- Section A. Regular Membership Meetings
- Section B. Board of Directors Meetings
- Section C. Special Meetings

ARTICLE 6 OFFICERS OF THE ASSOCIATION

- Section A. Association Officers
- Section B. Board of Directors Qualifications
- Section C. Terms of Office
- Section D. Vacancies in Offices
- Section E. Term Limitation

ARTICLE 7 DUTIES OF OFFICERS

- Section A. President
- Section B. Vice Presidents
- Section C. Treasurer
- Section D. Secretary
- Section E. Directors
- Section F. Past President

ARTICLE 8 COMMITTEES

- Section A. Election Committee
- Section B. Other Committees

ARTICLE 9 ELECTIONS

- Section A. Election of Board of Directors
- Section B. Term of Office
- Section C. Voting by Proxy or Absentee Ballot
- Section D. Method of Voting

ARTICLE 10 PROPOSED LEGISLATION

ARTICLE 11 EXEMPTION UNDER 501 (C)(3)

ARTICLE 12 RECOGNITION OF RETIRING UMCA MEMBERS

ARTICLE 13 SCHOLARSHIPS

- Section A. Purpose of the Scholarship Fund
- Section B. Institute/Academy and Spring Conference Scholarship Requirements
- Section C. High School Senior Scholarship Requirements

ARTICLE 14 EXPENSE REIMBURSEMENT FOR BOARD OF DIRECTORS

ARTICLE 15 DONATIONS AND ACKNOWLEDGMENTS

- Section A. Flowers
- Section B. Donations

ARTICLE 16 AMENDMENTS

ARTICLE 17 ADOPTIONS

ARTICLE 1
NAME OF ORGANIZATION

The name of this organization shall be the UTAH MUNICIPAL CLERKS ASSOCIATION (UMCA) (hereinafter referred to as the **ASSOCIATION**)

ARTICLE 2
PURPOSE AND MISSION

Section A. PURPOSE

The ASSOCIATION is a professional organization of confident and proficient members that:

- (1) Offers opportunities for education, involvement, personal growth and leadership
- (2) Encourages new and innovative ideas
- (3) Adheres to a high code of ethical standards
- (4) Is dedicated to building trust in Municipal Government

Section B. MISSION

The mission of the ASSOCIATION is:

- (1) To provide educational and networking support for Municipal Clerks, Recorders and Deputies
- (2) To promote positive professional interaction with elected officials, staff and the general public
- (3) To enhance the awareness and value of the Municipal Clerk/Recorder profession

ARTICLE 3
MEMBERSHIP

Section A. CLASSES OF MEMBERSHIP

The classes of UMCA Membership shall be as follows:

1. Full Member
2. Additional Full Member
3. Associate Member
4. Honorary Member

Section B. FULL MEMBER

Any appointed Municipal Clerk, Recorder or Deputy shall become the Full Member for their municipality upon payment of annual membership dues by the municipality. A Full Member will have all rights associated with membership including the right to vote, hold office and obtain certification. *(Includes newly hired or appointed Municipal Clerks, Recorders or Deputies.)*

Section C. ADDITIONAL FULL MEMBER

Additional Full Members are fully qualified members from the same municipality provided they qualify under the definition of Full Member. Additional Full Members have the same rights and privileges of Full Members but pay a lesser fee. A municipality must have one Full Member before they are eligible to have Additional Full Members.

Section D. ASSOCIATE MEMBER

Individuals serving an administrative or legislative body of municipal government may become an Associate Member upon payment of annual dues. Associate Members do not have the right to vote, hold office or obtain certification, but they can take advantage of education programs; and, should they eventually assume the job of Municipal Clerk, Recorder or Deputy they could then become a Full Member of UMCA and apply for IIMC certification.

Section E. HONORARY MEMBER

Any former Full Member who, through retirement or other reasons, is no longer a Municipal Clerk, Recorder or Deputy, may become an Honorary Member. Such members shall have all of the privileges of the ASSOCIATION except the right to vote or hold office. Special Honorary Memberships may also be granted to individuals who have not been Full Members of the ASSOCIATION. The names of such individuals shall be submitted to any member of the Board of Directors for presentation to the membership at the next business meeting. Approval of such special Honorary Memberships shall be by a majority vote of those voting members present.

Section F. RETIRED MEMBERS

Any former Full Member who has been active with the Utah Municipal Clerks' Association for ten years or longer and retires from their office of Clerk, Recorder, or Deputy, may be designated as a Retired Member. Such members will not have the right to vote or hold office. This designation will be given to those members who request to have this in their behalf.

Section G. RESTRICTIONS ON RIGHT TO VOTE OR HOLD OFFICE

Only Full Members of the ASSOCIATION shall be eligible to vote or hold office in this ASSOCIATION. Each municipality is entitled to one vote provided the dues for the Full Member(s) have been paid for that year. Each municipality with more than one active Full Member shall designate one member to cast the vote for their municipality.

ARTICLE 4
DUES

Section A. ANNUAL DUES FOR FULL MEMBERS

Annual dues for Full Members shall be payable during October of each year to the Treasurer of the ASSOCIATION. Membership dues shall be assessed on an individual basis rather than on a municipality basis. A fee of \$100.00 will be assessed for a Full Member and a fee of \$50.00 will be assessed per Additional Full Member. (*Exhibit "A"*)

Section B. ANNUAL DUES FOR ASSOCIATE MEMBERS

The annual dues for Associate Members shall be \$50.00, payable during October of each year to the Treasurer of the ASSOCIATION.

Section C. DUES FOR HONORARY MEMBERS

There shall be no dues assessed for Honorary Membership.

Section D. DUES FOR RETIRED MEMBERS

There shall be no dues assessed for Retired Members.

ARTICLE 5
MEETINGS

Section A. REGULAR MEMBERSHIP MEETINGS

There may be three regular membership and/or business meetings held each year as follows:

- (1) **Spring Conference.** A Business Meeting (Annual Meeting) shall be held during Spring Conference (*Third Week of April*) to conduct elections and other business of the ASSOCIATION as needed. This conference is held the first or second quarter of each year, at a time and place designated by the Board of Directors. Educational programs for this conference may be designed specifically to meet International Institute of Municipal Clerks (IIMC) established educational standards to provide members the opportunity to receive credit points toward certification as a Certified Municipal Clerk (CMC) or credit points for the Master Municipal Clerk Academy (MMCA).

- (2) **Institute/Academy.** This meeting will begin the Monday closest to August 1 of each year, and shall be known as the Utah Municipal Clerks ASSOCIATION Institute/Academy and shall be designed specifically for educational programs pertaining to the profession. Educational programs shall be arranged by the designated Institute Director, at a location to be determined by the Board of Directors and Institute Director, and shall meet IIMC established educational standards to provide members the opportunity to receive credit points toward

certification as a Certified Municipal Clerk (CMC) or credit points for the Master Municipal Clerk Academy (MMCA). A Business Meeting may be held in conjunction with the Institute and Academy that is held in the month of August.

- (3) **Business Meeting.** A Business Meeting shall be held in conjunction with the Utah League of Cities and Towns Convention that is held in the month of September. The newly elected Board of Directors shall be installed into office during this meeting, and any needed business items of the ASSOCIATION will be handled.

(3)(a) **Annual Meeting/Business Meeting Order Of Business.**

At the Annual Meeting and the Business Meeting of the ASSOCIATION, the order of business may be as follows, but may be suspended by a majority vote of the members present:

- (1) Roll Call
- (2) Presentation of Minutes
- (3) Communications
- (4) Report of President
- (5) Report of Treasurer
- (6) Report of Committees
- (7) Election of Officers (only during Annual Meeting)
- (8) Unfinished Business
- (9) New Business

Section B. BOARD OF DIRECTORS MEETINGS

The Board of Directors shall meet quarterly, or more frequently if needed.

Section C. SPECIAL MEETINGS

Special business meetings with the membership may be called at any time by a majority of the Board of Directors.

ARTICLE 6
OFFICERS OF THE ASSOCIATION

Section A. ASSOCIATION OFFICERS

The Board of Directors of the ASSOCIATION shall be as follows:

President
1st Vice President
2nd Vice President
Four Directors
Past President
Treasurer
Secretary

- (1) **President.** The President is the presiding officer over the ASSOCIATION.
- (2) **1st Vice President.** The office of the 1st Vice President shall work directly with the area of education. Two directors shall assist the education related portion of the ASSOCIATION.
- (3) **2nd Vice President.** The office of 2nd Vice President shall work directly with the area of conference/membership. Two Directors shall assist with the conference/membership related portion of the ASSOCIATION.
- (4) **Treasurer.** The office of Treasurer shall be an elected position.
- (5) **Secretary.** The office of the Secretary shall be an elected position.
- (6) **Past President.** The office of Past President shall act as an advisor to the Board of Directors.

All of the officers listed above shall constitute the ASSOCIATION Board of Directors and shall be voting members.

Section B. BOARD OF DIRECTORS QUALIFICATIONS

The 2nd Vice President shall be an elected position voted on by the membership at the Business Meeting at Spring Conference. To qualify to run for election to the position of 2nd Vice President, an individual shall be a current Director, Secretary or Treasurer and must be in their second year of serving in such capacity. If the two year requirement cannot be met, those with less service time may qualify.

Section C. TERMS OF OFFICE

- (1) **President.** The term of office for the President shall be for one year.

- (2) **2nd Vice President.** The term of office of the 1st Vice President shall be for one year. Upon completion of his/her term of office, the 1st Vice President shall advance to the office of President.
- (3) **2nd Vice President.** The term of office for the 2nd Vice President shall be for one year. Upon completion of his/her term of office, the 2nd Vice President shall advance to the office of 1st Vice President.
- (4) **Treasurer.** The term of office for the Treasurer shall be for two years and will expire in odd years. During the second year of office, the Treasurer is eligible to run for election to the office of 2nd Vice President.
- (5) **Secretary.** The term of Secretary shall be for two years and will expire in even years. During the second year of office, the Secretary is eligible to run for election to the office of 2nd Vice President.
- (6) **Director.** The term of office for Director in both the education and conference/membership areas shall be for two years. During the second year of office, a Director is eligible to run for election to the office of 2nd Vice President.

No officer shall hold office after he/she ceases to be a Municipal Clerk, Recorder or Deputy.

Section D. VACANCIES IN OFFICE

- (1) **President.** A vacancy in the office of the President shall be filled for the remainder of the unexpired term by the 1st Vice President, who shall also be allowed to serve his/her regularly, scheduled term as President.
- (2) **1st Vice President.** A vacancy in the office of 1st Vice President shall be filled for the remainder of the unexpired term by the 2nd Vice President, who shall also be allowed to serve his/her regularly, scheduled term as 1st Vice President.
- (3) **2nd Vice President.** A vacancy in the office of 2nd Vice President shall be filled for the remainder of the unexpired term by a majority vote of the Board of Directors from any of the eligible directors scheduled to run for election to the office of 2nd Vice President at the next regular election. The individual filling the unexpired term shall still have the opportunity to run for election to the office of 2nd Vice President at the next election.

- (4) **Treasurer.** A vacancy in the office of Treasurer shall be filled for the remainder of that year by a majority vote of the Board of Directors. Members interested in filling the vacant Treasurer position must notify the President of his/her desire to serve, after which a new Treasurer will be appointed by a majority vote of the Board of Directors. If the vacancy occurs in the second year of the term of office, the individual selected will complete the unexpired term of office.
- (5) **Secretary.** A vacancy in the office of Secretary shall be filled for the remainder of that year by a majority vote of the Board of Directors. Members interested in filling the vacant Secretary position must notify the President of his/her desire to serve, after which a new Secretary will be appointed by a majority vote of the Board of Directors. If the vacancy occurs in the second year of the term of office, the individual selected will complete the unexpired term of office.
- (6) **Director.** A vacancy in the office of Director shall be filled by an active, full member of UMCA for the remainder of that year by a majority vote of the Board of Directors. Members interested in filling the vacant Director position must notify the President of his/her desire to serve, after which a new Director will be appointed by a majority vote of the Board of Directors. If the vacancy occurs in the second year of the term of office, the individual selected will complete the unexpired term, but would not be eligible to run for the office of 2nd Vice President because the designated criteria would not have been met. Treasurer, Secretary, or Director would have to be ratified by a vote of the membership at the next election to be able to remain on the Board of Directors for the second year of the term of office. *(If the individual is interested, preference may be given to the candidate who received the second highest votes in the most recent election.)*

Section E. TERM LIMITATION

No officer may succeed himself/herself to the same office unless he/she runs for office and is elected.

ARTICLE 7 DUTIES OF OFFICERS

Section A. PRESIDENT. The President shall:

- (a) Preside at all meetings of the ASSOCIATION.
- (b) Be chairperson of the Board of Directors.
- (c) Appoint all committee chairpersons for committees deemed necessary by the Board of Directors, and may act as an ex-officio member of said committees.

- (d) Attend the following meetings: 1) the Utah League of Cities and Towns (ULCT) Board Meetings and serve as an ex-officio member of said ULCT Board representing the ASSOCIATION, including the ULCT Board Meeting held at their mid-year conference; 2) the annual IIMC Conference; and may attend 3) the annual IIMC Regional Meeting.
- (e) Work closely with the Treasurer and become knowledgeable of the financial affairs of the ASSOCIATION and provide written authorization to the Treasurer for payment of all bills and reimbursements.

Section B. VICE PRESIDENTS.

(1) 1st Vice President. The 1st Vice President shall:

- (a) Perform the duties of the President in the absence of the President.
- (b) Have primary responsibility for the educational area of the ASSOCIATION and assist in the planning of the Spring Conference and Institute/Academy Programs, working closely with the Education Chairperson and Institute Director to ensure proper certification opportunities exist for members.
- (c) Attend the IIMC Conference.
- (d) Work with and coordinate the efforts of the Directors serving in the education area with such programs as mentoring, promoting certification, establishing a speakers' bureau and any other programs deemed appropriate to improve the quality of education for the members of the ASSOCIATION.
- (e) At the Board of Directors Meeting held in conjunction with the Institute and Academy, the 1st Vice President shall nominate to the Board of Directors a qualified auditor to perform an audit of the ASSOCIATION'S financial affairs. The audit is to be completed within a time limit to allow the results to be presented at the Board of Directors Meeting held in conjunction with the Spring Conference.
- (f) Attend the Utah League of Cities and Towns Board Meetings and provide minutes of the same.
- (g) Be responsible for the development and on-going maintenance of the Utah Municipal Clerk's Handbook.
- (h) Serve as Chair of the Legislative Committee.

(2) 2nd Vice President. The 2nd Vice President shall:

- (a) Perform the duties of the 1st Vice President in the absence of the 1st Vice President, including the taking of minutes at the Utah League of Cities and Towns Board Meetings in his/her absence.
- (b) Have primary responsibility for the Conference/Membership area of the ASSOCIATION and assist with the planning of the Spring Conference and Institute/Academy Programs, working closely with the Education Chairperson and Institute Director to ensure proper certification opportunities exists for members.

- (c) Attend the annual IIMC Conference.
- (d) Work with and coordinate the efforts of the Directors serving in the Conference/Membership area with such projects as the newsletter, membership drives, regional associations, Spring Conference locations and Institute/Academy Programs, and other projects or programs deemed appropriate to further enhance the membership and communication within the ASSOCIATION.

Section C. TREASURER. The Treasurer shall:

- (1) Have charge of all monies of the ASSOCIATION and shall report at regular ASSOCIATION meetings and at Board of Directors meetings if so requested.
- (2) Collect dues from members; mail certificates; pay all bills by check, upon written authorization from the President; keep an itemized record in a permanent file of all receipts and expenditures; and turn over to his/her fully elected successor within ten (10) days after vacating office all books, records and papers pertaining to the ASSOCIATION.
- (3) Mail, email or fax notices of all conferences and collect registration fees.

Section D. SECRETARY. The Secretary shall:

- (1) Keep an accurate record of all regular and special meetings of the ASSOCIATION and the Board of Directors; and shall mail, email or fax a copy of the minutes to each officer.
- (2) Mail, email or fax notices to all Board of Directors.
- (3) Send a current copy of the ASSOCIATION Bylaws to all new members.
- (4) Preserve in a permanent file all records and letters of continuing value to the ASSOCIATION and its officers, to be transferred to his/her successor at the end of his/her term.

Section E. DIRECTORS.

The Directors, along with the other officers, shall have general supervision over the affairs of the ASSOCIATION. The duties of the Directors in the education and conference/membership areas shall be as follows:

- (1) **Education.** Two Directors shall serve in the education related area of the ASSOCIATION and shall work closely and coordinate with the 1st Vice President. One of the Directors shall be designated by the President as the Education Chairperson, who will work closely with IIMC and the State Institute Director to ensure UMCA's Educational Programs meet specified requirements for certification credits. The other Director will assist the 1st Vice President and Education Chairperson with the Mentoring Program, help promote certification, assist with the establishment of a Speakers' Bureau, and any other programs deemed appropriate to help further the quality of education for the members of the ASSOCIATION.

- (2) **Conferences/Membership.** Two Directors shall serve in the conference/membership related area of the ASSOCIATION and shall work closely and coordinate with the 2nd Vice President. One of the Directors shall be designated by the President as the Membership Chairperson, who will work to increase ASSOCIATION membership through membership drives, etc. The other Director will have primary responsibility for publication of the quarterly newsletter and will coordinate with regional ASSOCIATION members to gather information to be included in said newsletter. Both Directors will assist with the planning of the Spring Conference and Institute/Academy Programs, help in the organization of regional associations in areas of the State not yet organized, and any other projects or programs deemed appropriate to further enhance the membership and communication within the ASSOCIATION.

Section F. PAST PRESIDENT.

The past president shall act as an advisor to the Board of Directors. He/she will also act as liaison between the Board of Directors and the Recorder of the Year Committee. He/she will also serve as Chair of the State Certification Committee.

**ARTICLE 8
COMMITTEES**

Section A. ELECTION COMMITTEE

On or before February 1, the new UMCA President shall appoint a chairperson for the Election Committee and request said Chairperson to select members from different Regions to be known as the Election Committee. It shall be the duty of the committee to encourage members to run for election as 2nd Vice President, Director, Secretary and Treasurer at the Annual Meeting. It shall be the duty of the chairperson of the Election Committee to verify with the Treasurer that all candidates meet the requirements of Article 6, Section B and that all candidates shall accept the office if elected. Notice of positions to be filled shall be sent to the general membership along with the registration information for the Annual Meeting.

Section B. OTHER COMMITTEES

The Board of Directors may establish other such committees as deemed necessary to assist with the development of programs or projects. Such committees may include, but not be limited to, a Membership Committee, Bylaws Committee, Newsletter Committee, State Certification Committee, Legislative Committee, etc.

ARTICLE 9 **ELECTIONS**

Members of the ASSOCIATION desiring to be considered for candidacy for an office shall be encouraged to contact the Chairperson of the Election Committee. A Declaration of Candidacy form shall be submitted to the Chairperson of the Election Committee (*Exhibit "B"*).

Section A. ELECTION OF BOARD OF DIRECTORS.

Election of 2nd Vice President will be held each year. Election of Treasurer, Secretary, and Directors shall be held for two year terms at the Annual Meeting, which terms shall begin in September of that year.

Section B. TERM OF OFFICE

New officers shall begin their terms of office concurrent with the Utah League of Cities and Towns Board, usually at the close of the annual Utah League of Cities and Towns Conference held in September. Newly elected 2nd Vice President, Treasurer, Secretary, and Directors will be invited to begin attending Board of Directors meetings following their election, but will not officially assume their roles until the Business Meeting that is held in conjunction with the Utah League of Cities and Towns, and shall not be voting members until that time.

Section C. VOTING BY PROXY OR ABSENTEE BALLOT.

Voting by proxy shall not be allowed. Absentee voting shall be allowed by one Full Member of each member municipality. (*Exhibit C*)

Any one Full Member from a city who is unable to attend the Spring Conference and wishes to vote by absentee ballot must submit an application for an absentee ballot to the Election Committee Chairperson no later than 15 days prior to the date of Spring Conference. The Election Committee Chairperson will mail an absentee ballot to the Full Member within two (2) days of receiving the request. The Election Committee Chairperson will then mark the member city as voting absentee in the election roster. Absentee ballots by mail must be received by the Election Officer by 5:00 p.m. on the Monday prior to the conference. Ballots received after that date and time will not be counted.

Absentee ballots will be available at Spring Conference for those members who will be unable to attend the entire conference and would like to cast their vote. Absentee Ballots will be available at the Election booth until one day prior to the regularly scheduled election. The absentee ballots must be cast no later than one day prior to Election Day.

The Election Committee Chairperson shall be responsible for the security of the absentee ballots received prior to Election Day. The absentee ballots shall be opened by the Election Committee and included in the tally of the votes immediately following the close of the election polls.

Section D. METHOD OF VOTING.

Voting shall be by paper or electronic ballot for elective officers; however, Bylaws, Resolutions and proposed legislation shall be by voice vote.

**ARTICLE 10
PROPOSED LEGISLATION**

Any proposed State legislation by any Municipal Clerk, Recorder or Deputy shall first be submitted to the UMCA Board of Directors for review and approval. Following review by the Board of Directors, the proposal shall be presented to the UMCA membership for a vote.

**ARTICLE 11
EXEMPTION UNDER 501 (C)(3)**

- A. Said organization is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by any organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- C. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 12

RECOGNITION OF RETIRING UMCA MEMBERS

The UMCA Board of Directors may recognize those UMCA members who retire from their municipal positions with a gift. The amount will be determined by the Board of Directors.

ARTICLE 13

SCHOLARSHIPS

Section A. PURPOSE OF THE SCHOLARSHIP FUND

It is the policy of the Utah Municipal Clerk ASSOCIATION (UMCA) to provide scholarships to its members to participate in the Municipal Clerks Institute/Academy, and the Spring Conference and other conferences as budget allows.

The purpose is to increase the professionalism, skill level and expertise of Municipal Clerks, Recorders, and Deputies. Further, the ASSOCIATION wishes to assist by awarding financial aid to qualified applicants who, without assistance, would be unable to attend the Institute/Academy or the Spring Conference.

Completion of the Institute/Academy is essential to many Municipal Clerks, Recorders and Deputies to receive the prestigious designation of the Certified Municipal Clerk by the International Institute of Municipal Clerks, which attests to the professional quality and competency of our most important roles as public servants.

Section B. INSTITUTE/ACADEMY AND SPRING CONFERENCE SCHOLARSHIP REQUIREMENTS

Definition: Scholarship -Full cost of one conference registration -one time only.

Upon approval, UMCA may provide a scholarship for the cost of Institute/Academy or Spring Conference under the following rules:

1. Applicant must be a duly appointed Municipal Clerk, Recorder, or Deputy.

2. The applicant must have requested his/her municipality to underwrite part of the expense of attending Institute/Academy or Spring Conference. The applicant must have evidence in writing that the governing body or administration of the applicant's municipality has allocated partial funding. (*Exhibit "D"*)
3. Applicant must be a Full Member of UMCA.
4. Applications must be received by the Treasurer no later than three weeks before the Institute/Academy and the Spring Conference.

Section C. HIGH SCHOOL SENIOR SCHOLARSHIP REQUIREMENTS

UMCA Board of Directors feels that it is important to provide a \$500 scholarship opportunity to a high school senior.

1. Applicant must have a GPA (grade point average) of at least 3.50
2. Applicants shall submit a copy of their application to a college or university of his/her choice for the purpose of continuing education in the field of Accounting, Records Management, Public Administration, Human Resources, Personnel Management, Paralegal and/or any other field closely related to duties performed by the Municipal Clerk or Recorder.
3. Applicant shall provide additional, pertinent information, not previously requested in the application.
4. Application must be submitted to the Treasurer by April 1 of current year. (*Exhibit "E"*)

NOTE: All requests are contingent on the availability of funds.

ARTICLE 14 **EXPENSE REIMBURSEMENT FOR BOARD OF DIRECTORS**

UMCA Board of Directors feel that it is important for the President of the ASSOCIATION and the First and Second Vice Presidents to attend the Annual International Institute of Municipal Clerks each year and have determined that full funding shall be granted to these Board members. (*Exhibit "F"*)

Due to the extensive amount of time that is donated by the Board of Directors to UMCA, reimbursement shall be issued to the Board of Directors for their expenses related to travel to Board Meetings, CMC/MMC Presentations and other UMCA related meetings at the current IRS mileage rate. (*Exhibit "G"*)

The cost of registration only shall be paid by UMCA for the remaining members of the Board of Directors to attend one of the following conferences per year: Institute and Academy, Spring Conference or the International Institute of Municipal Clerks. (*Exhibit "G"*)

NOTE: All requests are contingent on the availability of funds.

ARTICLE 15
DONATIONS AND ACKNOWLEDGMENTS

Section A. FLOWERS

UMCA may provide flowers and/or gifts to any member that is hospitalized, or due to a death in their immediate family, consisting of a spouse, children, or parents. The amount will be determined by the Board of Directors.

Section B. DONATIONS

Donations may be approved, by a majority vote of the Board of Directors, for matters associated with UMCA.

ARTICLE 16
AMENDMENTS

These Bylaws shall be amended by Resolution, by a majority vote of the voting members, at a meeting of the ASSOCIATION.

ARTICLE 17
ADOPTIONS

These Bylaws of the ASSOCIATION are true and correct as adopted at the UMCA Business Meeting held on 04-20-06 by Resolution No. 06-01.