

NC City & County Management Association

Constitution

ARTICLE I

NAME AND CREATION

Section 1. The name of this organization shall be the North Carolina City and County Management Association.

Section 2. The Association shall be an unincorporated nonprofit association. The professional conduct of all members of the Association shall be governed by the "Code of Ethics" of the International City/County Management Association.

The Executive Committee shall be responsible for enforcing the Code through the Professional Conduct Committee. In the event of a complaint regarding the professional conduct of a member, the Professional Conduct Committee shall conduct an investigation, make findings, and take such disciplinary action consistent with the ICMA/NCCCMA Code of Ethics: Rules of Procedure for Enforcement as adopted and as may be amended, by the membership.

ARTICLE II

PURPOSE

Section 1. The purpose of this Association shall be to contribute to the continuing improvement of city and county government in North Carolina; to maintain and develop the professional competence and personal development of its members through discussion and exchange of information, ideas and experience; to maintain and develop relations with organizations devoted to the improvement of local government; and to encourage and support professional general management forms of government in North Carolina.

ARTICLE III

MEMBERS

Section 1. ACTIVE MEMBERS. Any full-time appointed chief administrator of a North Carolina city, town, or county or council of governments holding or eligible to hold full Corporate Membership in the International City/County Management Association may become an active member of the Association upon payment of dues. This includes any Assistant/Deputy Manager reporting directly to the CEO of an above listed organization. Any member ceasing to meet these qualifications shall thereby forfeit active membership in the Association.

Section 2. LIFE MEMBERS - Any active member who has completed twenty-five years of membership, upon retiring from active service with a municipality, county, or council of government shall become a paid-up LIFE MEMBER. Any member who has been an active member for at least fifteen years upon retirement at age sixty-five or later shall become a paid-up LIFE MEMBER.

Any member who has retired from active service with a municipality, county, or council of government who in the opinion of the Executive Committee has made an outstanding contribution to the development of the profession may be granted a LIFE MEMBERSHIP by vote of a majority of the Executive Committee.

Life Members are ineligible to hold office, however shall retain voting privileges. Life Members shall apply to the Executive Committee for designation after being notified by the Association for eligibility, and shall abide by the ICMA Code of Ethics once approved.

Section 3. ASSOCIATE MEMBERS. A person no longer holding office but who has previously been an active member of this Association for at least five years, or a person who has been a corporate member of ICMA for at least five years, or a faculty member who has received written endorsement by the Dean/Chair of a recognized school of public administration, may become an Associate Member of the Association upon payment of their annual dues. Associate members may not vote or hold office.

Section 4. AFFILIATE MEMBERS. Any person who is employed in the top administrative position by a unit of local government or special purpose unit of local government, or individuals holding the top administrative position of a state or federal agency shall be considered an affiliate member of the association upon payment of their annual dues fee. Affiliate members may not vote or hold office.

Section 5. LOCAL GOVERNMENT DEPARTMENT HEAD MEMBERS. Department heads of North Carolina local governments may apply for Association membership with the written endorsement of his or her manager and upon payment of their annual dues. Local Government Department Head members may not vote or hold office.

Section 6. STUDENT MEMBERS. Students enrolled in an undergraduate or graduate program may become a member of the Association upon payment of their annual dues. Student members may not vote or hold office.

Section 7. HONORARY MEMBERS. The Association may, from time to time to time upon the recommendation of its Executive Committee elect to honorary Membership in the Association persons who have rendered distinguished service to the profession and to local government and who are neither active nor associate members of the Association. Honorary membership is intended to be highly selective and limited, and shall be determined only upon the unanimous consent of those active members present and voting thereon. Honorary members shall be ineligible to vote or to hold office; and be considered a paid up-member.

Section 8. VOTING RIGHTS. The right to vote upon matters coming before the Association shall be extended to all active members and Life Members, and each member shall have one equal vote upon each matter submitted for vote to the membership.

Section 9. MEMBERS NOT-IN-SERVICE. Membership is not transferable; it shall be in the name of the individual and shall not attach to the position. Any active or associate member of this Association who has resigned or has been removed from this position with a city, town, county or council of governments may retain status as an active or associate member upon approval of the Executive Committee and payment of annual dues. Members not in service shall retain their voting rights and, if a member of the Executive Committee, shall complete the term of office to which they were elected but shall be ineligible to hold any additional office in the Association.

Section 10. DUES. The dues of active members shall be based on the annual salary of the member. The dues of other membership categories and the dues of member's not-in-service shall be determined by majority vote of the membership. The dues of members shall be payable July 1 of each year and shall be prorated for portions of a year for new members. The dues of all members shall be determined by a majority vote of the membership at the annual meeting. Any proposed changes in dues after said date shall be presented to each member at least (10) ten days prior to the annual meeting of the Association advising of the time, date and location of the meeting and the reason for any proposed change in dues. A majority vote of members present at the meeting shall be required to change the membership dues.

ARTICLE IV

EXECUTIVE COMMITTEE, OFFICERS, AND DIRECTORS

Section 1. EXECUTIVE COMMITTEE. The Executive Committee shall be the governing body of the Association and shall consist of the officers and directors of the Association.

Section 2. OFFICERS. The officers of the Association shall be a President, First Vice President, Second Vice President, and a Secretary-Treasurer, all of whom shall be elected from the active members for one-year terms, in the manner provided in Article V. The Immediate Past President shall automatically serve as an officer, if still an Active Member of the Association.

Section 3. DIRECTORS. There shall be six directors elected from the Active membership for two-year, staggered terms in the manner provided for in Article V.

ARTICLE V

ELECTION OF OFFICERS AND DIRECTORS

Section I. The election of officers and directors shall be held at each annual winter meeting. The President shall for each annual winter meeting appoint a nominating committee from among the membership consisting of three (3) members at least sixty (60) days prior to the annual winter meeting; the names of the nominating committee shall be made known to the entire membership by the Association newsletter, by direct mail, electronic communication, or by announcement in the annual spring meeting. The nominating committee so appointed shall on the first (1st) day of the annual winter meeting for which appointed submit its report of nominees for the association officers and directorships to be filled by election, when called for by the President.

Additional nominations may be made from the floor following the report of the nominating committee. The election to fill these offices shall be held during the business session at the annual winter meeting. The nominees receiving the highest number of votes cast for the respective office or directorship for which nominated shall be declared elected thereto. Officers and directors so elected shall be installed and begin their term of office immediately preceding adjournment of the next annual spring meeting following their election. Officers shall serve for a term of one (1) year or until their successors are duly elected and qualified. Directors shall serve for a term of two (2) years or until their successors are duly elected and qualified.

ARTICLE VI

DUTIES OF OFFICERS AND DIRECTORS

Section 1. PRESIDENT. The President shall be the chief executive officer of the Association; shall preside, when present, at all meetings of the Association; shall be the Chair of the Executive Committee; shall appoint the members of all committees established by the Executive Committee; shall issue the call for all regular or special meetings of the Association and the Executive Committee as provided in Article VII; and shall perform such other duties as may be assigned by the Association or the Executive Committee.

Section 2. FIRST VICE PRESIDENT. The first Vice President shall perform such duties as may be assigned by the President, the Executive Committee, or the Association. Upon the absence or inability of the President to perform, the First Vice President shall occupy the position and perform the duties of the President so long as such absence or inability shall continue.

Section 3. SECOND VICE PRESIDENT. The Second Vice President shall perform such duties as may be assigned by the President, the Executive committee or the Association. Should the First Vice

President have succeeded to the office of President, the Second Vice President shall succeed to the Office of First Vice President and assume the duties and responsibilities. The Second Vice President shall serve as chair and liaison to the Professional Conduct Committee

Section 4. SECRETARY-TREASURER. The Secretary-Treasurer shall keep and maintain all records and proceedings of the Association in books designed for such purpose. An accurate record shall be kept of all monies received and disbursed by the Association, and shall report at least annually and at such other times as required by the Executive Committee the status of all financial accounts to the Association or its Executive Committee. The Association may contract for administrative and financial services subject to approval of the Executive Committee.

Section 5. EXECUTIVE COMMITTEE. The Executive Committee shall govern the affairs of the Association during the period between annual meetings; shall from time to time make recommendations to the Association concerning the conduct of the business of the Association; may fill, by appointments, any vacancies occurring in any Association office or directorship not otherwise provided for herein, for the balance of the unexpired term of such positions; and may create and establish such standing or special committees as may be required for the orderly conduct of the business of the Association.

The Executive Committee shall meet as soon as practicable upon call of the President to develop a program of work for the Association. The program of work should delineate and satisfy so far as practical the needs of the Association during that year. The Program Committee should be invited to participate in that Executive Session so that the programs to be conducted during the year will be coordinated and reflect the fulfillment of needs outlined by the Executive Committee.

ARTICLE VII

MEETINGS

Section 1. The Association shall meet annually at such time and places as may be determined by the Executive Committee and such meeting shall, for the purposes of this Constitution, be designated the Annual Meeting.

Section 2. There may be such other regular or special meetings of the Association as may be determined by the Executive Committee.

Section 3. Regular and special meetings of the Executive Committee may be held at such times and places and in such manner as may be determined by a majority of the committee or call of the President.

ARTICLE VIII

AMENDMENTS

Section 1. Amendments to this Constitution may be made by the active voting members of the Association at any annual meeting thereof; provided, that a copy of any proposed amendment has been furnished (including electronic media) to each active member at least ten (10) days prior to the meeting at which such amendment is to be acted upon. An affirmative vote of a majority of those active members present shall be sufficient to carry such amendment.