

CONSTITUTION AND BYLAWS
of the
NORTH TEXAS CITY MANAGEMENT ASSOCIATION

Adopted – January 1, 1958
Revised – February 28, 1980
Revised – March 18, 1988
Revised – March 11, 1994
Revised – January 16, 1999
Revised – January 2005
Revised – January 2008
Revised – January 2012

ARTICLE I. NAME, LOCATION AND BOUNDARIES

Section 1. Name. This organization shall be known as the **NORTH TEXAS CITY MANAGEMENT ASSOCIATION**.

Section 2. Location. The NORTH TEXAS CITY MANAGEMENT ASSOCIATION headquarters shall be located in the offices of the Executive Director of the North Central Texas Council of Governments, who is the permanent Secretary/Treasurer of NTCMA.

Section 3. Boundaries. The boundaries of the NORTH TEXAS CITY MANAGEMENT ASSOCIATION shall be determined by the Executive Board of the Association.

ARTICLE II. PURPOSE

Section 1. Purpose. The purpose of this Association shall be to promote the proficiency of city managers and other urban administrators and to aid in the improvement of urban administration in Texas.

ARTICLE III. OFFICERS

Section 1. Executive Board. The affairs of this Association shall be conducted by an Executive Board composed of the following officers: President, President Elect, Vice President, Secretary/Treasurer, Immediate Past President, TEXAS CITY MANAGEMENT ASSOCIATION Board Director, plus the At-Large Board Member who shall be elected from the “non-manager” members of the Association.

Section 2. Election of Officers. Officers shall be elected annually at the first calendar year meeting of the association and shall begin their terms of office on June 1 of that same year. The TCMA Board Member shall be elected bi-annually in even-numbered years and shall take office at TCMA’s Spring meeting. To be elected, an officer must receive a plurality vote of the Active Members present and voting. The Executive Director of the North Central Texas Council of Governments shall serve as permanent Secretary/Treasurer.

Section 3. Terms of Office. The Term of office for each NTCMA officer position is one (1) Year. An Officer may serve more than one (1) year in a case where the Officer previously filled the unexpired term of a vacated office. The Texas City Management Association Board Member shall serve for two years.

Section 4. Vacancies.

- A. In the event of a vacancy in the office of the TCMA Director, the President shall appoint a replacement to serve in this capacity until the next election. The person appointed shall be eligible to stand for election to a full, two-year term in office.
- B. In the event of a vacancy in the office of President, the President Elect shall automatically become President, and shall serve in this capacity until the next election.
- C. In the event of a vacancy in the office of President Elect, the Vice President shall automatically become President Elect and serve in this capacity until the next election.
- D. In the event of a vacancy in the office of Vice President, the position shall not be filled until the next election.

Section 5. Qualifications of Officers. All members of the Executive Board, except the At-Large Board Member, shall be Active Members of the Association as defined in Article IV, Section 1A. Any member who does not hold an Active Membership cannot be elected to or continue to be an officer of the Association.

Section 6. Nominations and Elections. Nominations shall be made by a Nominating Committee composed of not less than three (3) Active Members appointed by the President. At the time the Nominating Committee presents nominations for each elective office, additional nominations may be made from the floor by an Active Member of the Association.

ARTICLE IV. MEMBERSHIPS

Section 1. Membership Classifications. Membership in the Association shall be classified as Active Members, Associate Members, Affiliate Members, or Academic Members.

- A. **Active Member.** An Active Member shall meet one of the following qualifications:
 - 1) A person who (a) is the administrative head of a council-or-commission-manager city so recognized by the Texas City Management Association, (b) is appointed by the City's legislative body as a city manager, and (c) has served in that capacity for a period of one or more consecutive months.
 - 2) Any person who is a full-time administrator of a municipality which does not operate under the council-manager plan, but provides for overall management responsibilities in a designated position appointed or confirmed by the legislative body or appointed by the chief elected official; provided the administrator has served in that capacity for a period of one or more consecutive months.
 - 3) Any person who is the full-time administrative head of a legally constituted council of governments who has served in that capacity for a period of one or more consecutive months.

- 4) Any person who is the full-time administrator of a county and provides overall management responsibilities in a designated position appointed or confirmed by the Commissioners Court; provided the administrator has served in that capacity for a period of one or more consecutive months.
 - 5) Any person who is a deputy or assistant city manager of a council – or commissioner – manager municipality; a deputy or assistant executive director of a council of governments; or a deputy or assistant county administrator and has served in that capacity for a period of one or more consecutive months.
- B. Associate Member. Associate membership is encouraged and shall consist of Assistants to the City Manager, Administrative Assistants, and comparable positions with a city, council of governments or county.
 - C. Affiliate Member. Any person who is affiliated with a special purpose local government as a public management professional (e.g. water district, river authority, transportation authority, etc.).
 - D. Student/Intern Member. Any person who is a student in a University Public Administration/Urban Management Program or any person who is serving as an intern with a city, council of governments, county or special district.
 - E. Academic Member. Any person who is a full-time professor or administrator in an institution of higher learning that offers graduate degrees in public administration and/or urban affairs.
 - F. Sustaining Member. Any former active member who has retired from a city, council of governments or county.

Section 2. Expulsion of Members.

- A. Expulsion of Members. Upon written request by ten (10) or more Active Members, all of whom shall either individually or collectively specify their reason(s) for requesting the same, the Executive Board may expel any member of the Association. The Board shall study the request for expulsion of a member, together with the statement of cause which must accompany it; and, if in the judgment of the Board there exists sufficient reason for expulsion, the accused thereupon shall be advised of the charges preferred against him.
- B. Appeals. Persons against whom charges have been formally preferred may present a written defense of the same, and such defense shall be considered by the Executive Board.
- C. Final Consideration. Within two months of the date upon which the original petition for expulsion of a member has been submitted to the Executive Board, the Board shall give final consideration to the case. If the accused has at that time neither tendered his resignation from the Association nor presented to the Board a defense to the charges against him, the Board shall notify said accused that his summary expulsion from the Association will be effective one month hence. If, however, the accused has presented a statement of defense to the Board, the Board shall meet in called executive session to consider the same, and the decision of the Board concerning the accused thereafter shall be final.

Section 3. Resignations. Any member may resign his membership in the Association by written notice to the Secretary of his desire to do so, and his resignation shall be accepted.

ARTICLE V. MEMBERSHIP DUES

Section 1. Dues by Membership Classification. The annual dues for membership shall be established by the Executive Board.

ARTICLE VI. STANDING COMMITTEES

The President shall appoint such committees as he may deem advisable except that the creation of said committees shall be subject to Board approval.

ARTICLE VII. MEETINGS OF THE ASSOCIATION

The general membership of the Association (Active and Associate Members) shall regularly meet at least four (4) times each year. Additional meetings may be called by the President.

ARTICLE VIII. AMENDMENTS TO THE CONSTITUTION

The Constitution of the NORTH TEXAS CITY MANAGEMENT ASSOCIATION may be amended or repealed by a 2/3 vote of the Active Members of the Association present at any meeting; or, five (5) Active Members of this Association may by petition to the Secretary initiate a desired change, which change shall become effective upon ratification by 2/3 vote of the Active Members voting on the same letter ballot, such ballot to be canvassed by at least two members of the Executive Board within at least 60 days after the same has been submitted to them by the Secretary.

ARTICLE IX. PROCEEDINGS

Section 1. The proceedings of the NORTH TEXAS CITY MANAGEMENT ASSOCIATION shall be conducted as directed in its Constitution and Bylaws; and where the absence of specific prevails, the proceedings of the Association shall be conducted in accordance with Roberts' Rules of Order, the same is hereby adopted for all authority not herein specifically given.

Section 2. Any question as to the meaning or construction of the Constitution or Bylaws shall be decided by a majority vote of the Executive Board, and the decision of the Board shall control and be binding until and unless rescinded by a vote of 2/3 of the Active Members present and voting at a regular meeting, or when the same shall have been rescinded by action of a court of competent jurisdiction.

Section 3. In the event of a conflict between the Bylaws as herein or hereafter adopted, with any of the provisions of the Constitution of the NORTH TEXAS CITY MANAGEMENT ASSOCIATION, the provisions of the Constitution shall prevail.

ARTICLE X. ADOPTION

This Constitution shall be in full force and effect from and after its approval by a majority of the Active Members of the Association.

BYLAWS
of the
NORTH TEXAS CITY MANAGEMENT ASSOCIATION

ARTICLE I. THE EXECUTIVE BOARD

The duties of the officers of this Association shall be such as by general usage are indicated by the title of office and outlined by Roberts' Rules of Order. The Executive Board shall act in the capacity of directors and shall supervise and control the affairs of the Association when the Association membership is not assembled as provided in Article VII of the Constitution.

The President shall preside at all meetings and in his absence, the President Elect shall preside. The President is the official spokesman for the Association.

ARTICLE II. VOTING BY PROXY

Voting by proxy shall not be allowed.

ARTICLE III. "CITY MANAGEMENT PROFESSION" CONSTRUED

The "Profession of City Management" shall be construed to mean the exercise of the chief administrative authority of a municipality, under the policy-forming direction of a legislative body, and by the person selected by such body.

ARTICLE IV. FISCAL YEAR

The fiscal year of the Association shall begin on the first day of January and terminate on the last day of December of each year. Dues and subscriptions shall be payable annually and shall be due January 1st of each year.

ARTICLE V. AMENDMENT OF BYLAWS

The Bylaws of the Association may be amended by majority vote of the members present at any of the meetings set forth in Article VII of the Constitution.