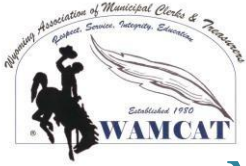


APPENDIX A

WAMCAT General Information

And

Bylaws



Wyoming Association of Municipal Clerks & Treasurers (WAMCAT)

The Wyoming Association of Municipal Clerks and Treasurers is an organization dedicated to the continuing growth and education of all Wyoming municipal clerks, deputy clerks, treasurers, finance directors and officers, and support staff through workshops and conferences, including the annual Wyoming Municipal Institute. The Association provides numerous resources and mentoring/support programs for new and existing members, and promotes effective and efficient operations and practices in the conduct of municipal clerk, treasurer and finance offices.

Educational opportunities include basic requirements relative to members' municipal profession relative to duties and responsibilities, including legal responsibilities, as well as training sessions that are recognized by many other associations that offer various certification programs.

The Association officially organized at the 1980 Wyoming Association of Municipalities (WAM) Convention in Gillette, WY.

The Association is governed by a board of directors who strive to provide up-to-date educational opportunities and assistance to all Association members on topics specific to municipal clerks, treasurers and finance directors/officers.

The Association works closely with the International Institute of Municipal Clerks (IIMC), Wyoming Association of Municipalities (WAM), Wyoming Liquor Division, Association of Public Treasurers United States and Canada (APTUS&C), Government Finance Officers United States and Canada (GFOA) and the Wyoming Association of Rural Water Systems (WARWS).

WYOMING ASSOCIATION OF MUNICIPAL CLERKS AND TREASURERS

CONSTITUTION AND BYLAWS

ARTICLE I – NAME

This Association shall be known as the Wyoming Association of Municipal Clerks and Treasurers (WAMCAT).

ARTICLE II – MEMBERSHIP

Section 1. Active Membership

Every City or Town Clerk, Clerk-Treasurer, Finance Officer, Deputy Clerk, or other employee of other recognized public entities performing a similar function, may become an active member by notifying the Association Secretary of their intention and by paying membership dues for the current year.

In the event that a member moves, resigns, or otherwise terminates their membership in WAMCAT, the membership fee for the member will be credited to that person who succeeds the terminating member with that city or town until the beginning of the next calendar year.

Section 2. Associate Membership

Any former member or any person who wishes to be affiliated with the Association, may apply for an Individual Association Membership. Said Associate Member shall not have the privilege of voting on fiscal matters, nor of voting for the election of officers, but may serve, as appointed, on any Association Committee.

Section 3. Allied Membership

Any established business, interested in helping to promote the goals of the Association, may become an Allied Member by paying annual dues. Allied membership will not entitle a member to vote, hold office or serve on any committee.

Section 4. Honorary Membership

Honorary Membership is a lifetime designation. Honorary Membership status shall be voted on at the Annual Business Meeting. It must be approved by a majority of the membership present. Honorary Members are not entitled to a vote on matters before the membership, or to hold office.

- a. Nominations for Honorary Membership shall be made in writing on the proper nominating form to the Immediate Past President at least thirty (30) days in advance of the Annual Business Meeting.
- b. Criteria for nomination as an Honorary WAMCAT Member shall be as follows:

- 1) Must have worked as a Municipal Clerk, Municipal Treasurer, Municipal Clerk/Treasurer, or Municipal Finance Officer for no less than ten (10) years and must have served as a WAMCAT Officer, Board Member, or on a Committee for at least four (4) years. He/she must be retired or no longer working in the field, and as such is no longer eligible for active membership; or
 - 2) May not have served as a Municipal Clerk, Municipal Treasurer, Municipal Clerk/Treasurer, or Municipal Finance Officer, but has given outstanding service to the WAMCAT organization or the professions as a whole (not just an individual Clerk or single Municipality).
- c. Nominations meeting the criteria and submitted properly will be voted upon at the Annual Business Meeting by those members present.

Section 5. Membership Dues

Membership dues for all classifications shall be set for the ensuing year by a majority vote of all members present at the Annual Business Meeting. Every member in good standing shall have one vote.

Section 6. Annual Business Meeting

Effective in calendar year 2020, the Association's Annual Business Meeting shall be held in conjunction with the Fall WAMCAT Institute. Should extenuating circumstances arise, a special business meeting may be held at a time and place to be determined by the board. A majority of Association members in good standing present at the meeting shall constitute a quorum for the purpose of conducting official business.

ARTICLE III – PURPOSES

Section 1. To promote improvement and efficiency in the operation of the Offices of Clerks, Treasurers and/or Finance Officers of the cities and towns of Wyoming by:

- a. Promoting cooperation between the members by interchange of experiences and methods of conducting their offices, to the end that each may profit from the experience of others.
- b. Promoting periodical conferences of members of cities and towns of Wyoming for discussion of municipal problems, and by research to find solution for same.
- c. To sponsor legislation of benefit to members; to cooperate with and assist the Wyoming Association of Municipalities at all times.

ARTICLE IV – GOVERNING BODY

Section 1. The Officers, Past President, and Directors of the Association shall constitute the Governing Body of the Association, also referred to as the Board, and shall be elected as provided in Article V, and shall consist of the following:

Officers: President, Vice-President, Secretary and Treasurer, all of whom shall be members in good standing, and shall be elected for a two (2) year term.

Past President: The immediate Past President shall be designated as a member of the governing body.

Directors: Six Directors, all of whom shall be members in good standing, and all of whom shall be elected for two (2) year terms; provided however, that for the 1989 election, one Director is elected for one (1) year term and three Directors are elected for two (2) year terms.

Section 2. Quorum of Board Members

The minimum number of Board members who must be present at all the meetings of the Governing Body of WAMCAT for business to be transacted is more than fifty percent (50%) of the number of officers, including the immediate Past President, and Board Members combined. An officer or Board Member may be deemed to be present if in telephone contact with the meeting.

Section 3. WAM Board Representative

To the extent allowed for by WAM bylaws, the WAMCAT Board will make a recommendation to the WAM Board to fill the position of a WAMCAT representative on the WAM Board for a period set forth in the WAM bylaws.

ARTICLE V – ELECTION OF OFFICERS AND DIRECTORS

Section 1. The President shall, prior to the Annual Business Meeting, appoint a Nominating Committee, which may consist of the Past President as Chairman, current Board members and members at large, who at the Annual Meeting shall submit nominees for the Association officers and directors. Additional nominations may be made from the floor at the meeting at which the annual election is held.

Section 2. Only members in good standing shall be eligible for nomination and election. The membership Chair shall certify that members are qualified to be on the ballot.

Section 3. The President, Vice-President, Secretary, Treasurer and Directors shall be eligible for one (1) consecutive re-election to the same office.

Section 4. Members seeking the office President or Vice-President must first serve a minimum of two (2) years as Secretary, Treasurer or a Board Director. Members seeking the office of Secretary or Treasurer must first serve a minimum of one (1) year as a Board Director.

Section 5. The election of officers and directors shall take place at the Annual Business Meeting. The nominees receiving the highest number of votes cast for the respective office or directorship for these nominations shall be declared duly elected thereto.

Section 6. The President shall, prior to the Annual Business Meeting, appoint a Counting Board, nominated randomly from the membership of the organization. Board members, Officers and

candidates will not be allowed to be on the Counting Board and no member shall serve on the Counting Board consecutively.

Section 7. Returns of the election shall be in writing to the WAMCAT President and shall be announced by the President immediately following the election.

Section 8. In case of a tie, lots shall be drawn by members of the Counting Board.

Section 9. Ballots shall be given to the President and then destroyed three days after the election.

Section 10. Members must be present in order to vote.

Section 11. Officers and directors shall begin their term of office on October 1st following their election/appointment to the position. Prior to their effective term of office, those elected/appointed officers and directors may attend the Board's spring and summer meetings as an ex-officio member without vote.

Section 12. If a vacancy occurs on the Board, the Board may appoint a member to fill the vacancy until the next election.

Section 13. Elected/appointed officers and directors of the Board shall be administered an oath of office by the President, or Vice-President, during or immediately following closure of the Annual Business Meeting, or prior to the commencement of their term of office.

ARTICLE VI – DUTIES

Section 1. The President shall be the chief executive officer of the Association, shall preside at all meetings of the Association and shall chair the Governing Body. The President shall issue the call for regular or special meetings of the Association and shall appoint all committees; and if so elects, may act as an ex-officio member of all committees established by the Association or the Governing Body. It shall be the duty of the President to see that all committees function properly and to cooperate with each committee chair to that end. The President shall perform such other duties as may, from time to time, be assigned by the Governing Body of the Association.

Section 2. The Vice-President shall occupy the position and perform the duties of President, if for any reason the President is absent or unable to attend his duties. Upon the vote of the Association, the Vice-President shall also succeed to the office of President after the President's term is completed. The Vice-President shall oversee the program development and operation of all educational training sessions sponsored or supported by the Association, including the annual conference, workshops and training sessions affiliated with the Wyoming Municipal Institute Program.

Section 3. The Secretary shall keep all records of the Association and shall make a record, in a book maintained for that purpose, of all the proceedings of the Association and the Governing Body.

Section 4. The Treasurer shall, when required, report the status of all financial accounts to the Association or its Governing Body.

Section 5. The Immediate Past President shall:

- a. Serve as chair of the Nomination Committee.
- b. Represent WAMCAT as a member of the WAM Legislative Committee. In the event there is not an immediate Past President of WAMCAT, the President of WAMCAT shall appoint a member of WAMCAT to serve as a representative on the WAM Legislative Committee.
- c. Serve as chair for the Mentorship Committee.

In the event the Past President is unable to fulfill their duties the President shall have the discretion to appoint their duties to other members of the board.

Section 6. The Membership Chair, shall be appointed by the President from the Board of Directors for a term of one (1) year, provides information to new and current clerks, treasurers and finance directors concerning WAMCAT, IIMC, MTA and other related areas. This position will inform the Governing Body of potential new members.

Section 7. The Scholarship Chair, shall be appointed by the President from the Board of Directors for a term of one (1) year, shall work closely with the President and Education Chair to develop criteria for the scholarships disbursement. The Scholarship Chair shall make recommendation to the Governing Body for scholarships for the clerk/treasurer functions.

Section 8. The Vice-President shall serve as the Education Chair, and shall work closely with the President, the Scholarship Chair and the Board to assure the membership's educational training and development goals and objectives are met.

Section 9. The Fund Raiser Chair, shall be appointed at the discretion of the President from the Board of Directors for a term of one (1) year, shall make recommendation to the Governing Body on fund raising activities.

Section 10. The Bylaws Chair, shall be appointed by the President from the Board of Directors for a term of one (1) year, shall make suggestions and take under advisement suggestions from the Officers, Board members, and Members at large on updating and making changes to the Association's Bylaws as needed by circumstances and State Statutes. The Bylaws Chair will review and make suggestions for updates and changes needed to the Association's Bylaws and be responsible to present to the Officers and Board Members the proposed wording for new updates to the Bylaws after discussion of changes with the Officers and the Board, as well as to present changes of the Bylaws to the Membership as a whole at the annual business meeting.

Section 11. The Handbook Chair shall be appointed by the President from the Board of Directors for a term of one (1) year, shall provide an information guide for Clerks and Treasurers in their duties and responsibilities as a professional supervisor in municipal function. The Handbook Chair will update the handbook annually, coordinate legislative changes to the handbook with WAM, and provide Clerks and Treasurers with amendments to the handbook.

Section 12. The Public Relations chair shall be appointed by the President from the Board of Directors for a term of one (1) year, shall work with the membership and the board to draft the quarterly newsletter, forward articles and items of interest to WAM for typesetting and printing, notifies papers of cities/towns around the state by forwarding press releases of the accomplishments of local clerks/treasurers. The Public Relations Chair will prepare the WAMCAT Quarterly Report/Newsletter, assist in forwarding information to WAM, WAMCAT members and media as necessary, promote and represent the WAMCAT Association, and work with members in contribution to the development and achievement of the Association's goals.

Section 13. The Governing Body of the Association shall govern the affairs of the Association during the period between annual meetings and shall, from time to time, make recommendation to the Association concerning the conduct of the Association's business and affairs.

ARTICLE VII – AMENDMENTS

The Constitution and Bylaws may be amended at any Annual Meeting of the Association by a two-thirds (2/3) vote of those present. However, any proposed amendment to the Constitution and Bylaws shall first have been submitted in writing to the officers at least one month in advance of the Annual Meeting. Voting on any proposed amendment shall take place during the business session of the Annual Meeting.

These Bylaws of the Wyoming Association of Municipal Clerks and Treasurers are hereby initially adopted this 3rd day of June, 1980.

Mildred Huravitch, President
Penny Parr, Secretary-Treasurer

Amendments to By-Laws
Summary

Amendment #1 Name.

Amendment #2 Allows for a commercial associate member. 6-02-1982

Amendment #3 Membership remains with the City or Town. 6-06-1984

Amendment #4 Change the purpose to include all members; to define the treasurer's duties, and duties of committee on professional education. 6-3-1987

Amendment #5 Deleted Article VII - Committees; Officers and Directors terms; amended Duties Sections 1, 2, 4, 5a, 6, 8, 9, 10. 6-7-1989

Amendment #6 Clarified language of Associate Membership and Allied Membership; amended term of officers/directors to begin July 1st following election. 6-6-1990

Amendment #7 Honorary membership is a lifetime designation; amended Article V Section 11-added "appointment" after election. 6-03-1992

Amendment #8 Added Section 2 to Article IV – Quorum of Board members. 6-8-1994

Amendment #9 Added Section 5b to Article VI – Immediate Past President as WAM Legislative Steering Committee representative. 6-7-1995

Amendment #10 Secretary, Treasurer, and Directors eligible for one consecutive re-election to the same office; filling a Board vacancy. 6-3-1997?

Secretary's Note: Amendment #10 seems to be incorporated into amendment #11; amendment alluded to in June 3, 1997 minutes but no action was taken at subsequent meetings, although the "changes made in Cody" were mentioned in the September 18, 1997 minutes.

Amendment #11 Added subsections a, b, and c, to Article II Section 4. (Honorary Membership criteria.)

Amended Article V- Election of Officers and Directors Section 1 added "which may consist of the Past President as Chairman,".

Section 2 added, "The Membership Chair shall certify that members are qualified to be on the ballot.

Changed Section 4 to require that Board members serve on the board a minimum of two years prior to being elected as an Officer.

Renumbered previous Section 4 to Section 5.

Section 6 amended to authorize appointment of counting board.

Section 7 - required returns of election to be in writing and announced by the President immediately following the election.

Section 8 - resolution of tie vote.

Section 9 – Ballots to be destroyed three days after election.

Section 10 – Requires members to be present to vote.

Previous Section 5 renumbered to Section 11.

Previous Section 6 renumbered to Section 12. 6-3-1998

Amendment #12 Article IV Section 1a deleted and replaced – Changed President Elect to Vice President.

Article VI Section 2 deleted and replaced – Clarified duties of Vice President.
6-10-1999

Amendment #13 Article IV, Add Section 3 – WAM Board Representative. 6-14-2007

Amendment #14 Article VI – DUTIES Section 6,7,8,9, and 13 amended and Section 10, 11, and 12 Duties added. 6-11-2008

Amendment #15 Amended Article II, Membership:

Section 4 – inserted word “Business” in 2nd sentence.

Section 5 – amended to read: Membership dues for all classifications shall be set for the ensuing year by a majority vote of all members present at the Annual Business Meeting. Every member in good standing shall have one vote.

Section 6 – created section, Annual Business Meeting, to read: Effective in calendar year 2010, the Association’s Annual Business Meeting shall be held during the Winter Conference. A majority of Association members in good standing present at the meeting shall constitute a quorum for the purpose of conducting official business.

Amended Article III, Purposes:

Section 1 – amended to read: To promote improvement and efficiency in the operation of the Offices of Clerks, Treasurers and/or Finance Officers of the cities and towns of Wyoming by: (remainder of section unchanged).

Amended Article IV, Governing Body:

Section 1 – amended 1st sentence to add phrase “also referred to as the Board and”

Section 2 – amended by inserting the word “Board” to read: The minimum number of Board members who must be present at all the meetings ... (remainder of section unchanged).

Amended Article V, Election of Officers and Directors

Section 1 – inserted word “Business” in 1st sentence.

Section 5 – inserted word “Business” in 1st sentence.

Section 6 – inserted word “Business” in 1st sentence

Section 11 – added the following at the end of the section: Prior to their effective term of office, those elected/appointed officers and directors may attend the Board’s Spring and Summer meetings as an ex-officio member without vote.

Section 13 – created section to read: Elected/appointed officers and directors of the Board shall be administered an oath of office by the President, or Vice-President, during or immediately following closure of the Annual Business Meeting.

Amended Article VI, Duties:

Section 2 – amended last sentence to read: The Vice-President shall oversee the program development and operation of the Winter and Spring Conferences.

Amended Article VII, Committees:

Article VII, Committees deleted (note: there were no sections listed in the Article)

Amended Article VIII, Amendments:

Re-captioned Article as Article VII, Amendments

Inserted word “initially” in 2nd paragraph 6/11/2009

Amendment #16 Amended Article IV – Governing Body:

Section 1. Under definition of Officers deleted word “active” and inserted (after word members) “in good standing”; same change under definition of Directors.

Amended Article V – Election of Officers and Directors:

Section 2. Deleted word “active” and inserted (after word members) “in good standing”.

Section 3. Amended section to read: The President, Vice-President, Secretary, Treasurer and Directors shall be eligible for one (1) consecutive re-election to the same office.

Section 4. Amended to section to read: Members seeking the office of President or Vice-President must first serve a minimum of two (2) years as Secretary, Treasurer or a Board Director. Members seeking the office of Secretary or Treasurer must first serve a minimum of one (1) year as a Board Director.

Section 13. Amended by adding the following to end of sentence (after Annual Business Meeting) “ or prior to the commencement of their term of office.”

01/28/2011

Amendment #17 Amended Article II – Membership:

Section 6. Annual Business Meeting: Removed wording and inserted new wording so the section now reads: Effective in calendar year 2012, the Association’s Annual Business Meeting shall be held in conjunction with the annual convention of the Wyoming Association of Municipalities, or in unique or unusual circumstances, on such day and time as determined by the Board.

A majority of Association members in good standing at the meeting shall constitute a quorum for the purpose of conducting official business.

Amended Article VI – Duties:

Section 2. In the 3rd sentence removed the words “the Winter and Spring Conferences” and inserted new wording. Sentence will now read: The Vice-President shall oversee the program development and operation of all educational training sessions sponsored or supported by the Association, including the annual conference, workshops and training sessions affiliated with the Wyoming Municipal Institute Program.

Section 8. Removed wording and inserted new wording so the section now reads: The Vice-President shall serve as the Education Chair, shall work closely with the President, the Scholarship Chair and the Board to assure the membership’s educational training and development goals and objectives are met.

06/14/2012

Amendment#18 Amended Article VI – Duties

Section 5. part b. – Removed the word “steering” from paragraph as the WAM

Legislative Committee was renamed. Also added a clause for circumstances that the past president was unable to fulfill their job duties.

06/11/2015

Amendment#19 Amended Article II – Membership

Section 6. Annual Business Meeting – Shall be held in conjunction with Fall WAMCAT Institute.

Amendment#20 Amended Article VI – Election of Officers and Directors

Section 11. – Removed term of office “July 1st” and replaced

with “October 1st”

Amendment #21 Amended Article VI – Duties

Section 5. – Added Mentorship Committee Chair *10/28/2021*