

# **Alaska Municipal Management Association**

## **Constitution and Bylaws**

Adopted November 14, 1994  
Amended November 18, 1996  
Amended November 10, 1997  
Amended November 26, 2001  
Amended November 16, 2010  
Amended November 18, 2014  
Amended November 14, 2017

# Constitution

## ARTICLE I -- NAME

The name of this organization is the Alaska Municipal Management Association.

## ARTICLE II. -- AREA EMBRACED

The area embraced by the Association is the State of Alaska.

## ARTICLE III. -- PURPOSE

The purpose of the Association is to support professional management in local government by increasing the knowledge and ability of current and future municipal administrators and managers, by promoting the exchange of information between Association members, and by offering personal support to Association members.

## ARTICLE IV. -- OFFICERS

### SECTION 1. OFFICERS

The officers of this Association shall be a President, Vice President, immediate Past President and Secretary/Treasurer. In addition, there shall be an ex-officio AML officer (non-voting) to be filled by the Executive Director of the Alaska Municipal League or his/her designee. In the event the Alaska Municipal League fails to appoint an AML Officer, the voting Secretary/Treasurer shall serve until such time as an AML officer is appointed.

### SECTION 2. BOARD OF DIRECTORS

The Board of Directors shall be the officers and two additional board members. All board members, other than the non-voting AML Director appointed by the Executive Director of the Alaska Municipal League or his/her designee, shall be Active members as defined in Article VIII of the Alaska Municipal Management Association and, when assuming office, shall be employed by a local government as an appointed municipal manager or administrator.

### SECTION 3. TERMS OF OFFICE.

The officers and at-large Board members will serve a term of one year but may be nominated to serve additional terms. The term of office of Past-President shall continue until replaced by a more recent Past-President or until he or she is no longer eligible to serve.

In the event the Alaska Municipal League fails to appoint an AML Officer, a voting Secretary-Treasurer shall keep the Alaska Municipal League Executive Director informed of AMMA meetings, agendas, minutes and events until an AML Officer is appointed.

#### SECTION 4. FILLING VACANCIES

In the absence of the President or in the event of the President's death, incapacity, inability or refusal to act, the Vice President, shall perform the duties of the President, and when so acting, shall have all the powers and be subject to all the restrictions upon the President.

Any vacancy in any other office shall be filled by appointment by the President, subject to approval by the Board of Directors; however, if the vacancy occurs within sixty days before the annual meeting, the vacancy shall be filled by election. Appointments by the President shall be effective until a successor takes office at the next election. The office of Immediate Past President shall be filled by that person last occupying the office of President.

#### ARTICLE V. -- DUTIES OF BOARD OF DIRECTORS

It shall be the duty and responsibility of the Board of Directors to carry out the objectives of the Association as outlined in Article III. Board actions shall be by vote of the majority of Board members in attendance; in the event of a tie, the vote of the presiding Board member shall not count.

#### ARTICLE VI. -- STANDING COMMITTEES

Committees, standing or *ad hoc*, may be appointed at the discretion of the President. Any member of the Association is eligible to serve on any committee; however, each committee shall be chaired by an Active member appointed by the President.

#### ARTICLE VII. -- NOMINATIONS AND ELECTIONS

##### SECTION 1. ELECTIONS

At each annual meeting of the Association held in conjunction with the annual meeting of the Alaska Municipal League, the Association shall fill vacant offices. Elections shall be by secret ballot unless there is only one candidate for an office. Any candidate receiving a majority of all votes cast for any office shall be declared elected. Officers will be elected at the annual meeting; their terms shall begin as provided by the Bylaws.

##### SECTION 2. NOMINATIONS

Nominations for each elective office shall be made from the floor during the annual meeting.

#### ARTICLE VIII. -- MEMBERSHIP

##### SECTION 1 CATEGORIES OF MEMBERSHIP

There are Active, Associate, Affiliate, Honorary and Student members. The privilege of voting is limited to Active members.

##### SECTION 2. ACTIVE MEMBERSHIP

Any person who is an appointed manager or administrator of a municipal corporation or borough government in the State of Alaska shall be eligible for Active membership in the Association.

### SECTION 3. ASSOCIATE MEMBERSHIP

Any person shall be eligible for Associate Membership who is a principal assistant to a municipal manager or administrator; a professional manager who is a participant in the Association's Ranger Rider or Interim Manager Program or a former manager or administrator. Annual dues for an Associate member shall be 50% of Active membership.

### SECTION 4. HONORARY MEMBERSHIP

Honorary members shall be chosen because of distinguished service to the profession of public management. They shall be proposed by at least five Active members and shall be elected to Honorary membership only upon unanimous recommendation of the Board of Directors and upon a majority vote of the members present at the annual meeting.

### SECTION 5 AFFILIATE MEMBERSHIP

Any elected mayor who serves as the chief administrative officer of an Alaskan municipality, or any individual, organization, or business interested in the betterment of municipal management in Alaska may become an Affiliate member.

### SECTION 6. STUDENT MEMBERSHIP

Any individual who is registered in a college or university pursuing a career in a field of study relevant to municipal management is eligible to become a Student member. Student members must be nominated by an Active member in good standing. There shall be no annual dues for a student membership

### SECTION 7. ELIGIBILITY

Eligibility for membership shall be determined by the Board of Directors.

## **ARTICLE IX. -- DUES**

### SECTION 1. MEMBERSHIP DUES

The dues for all categories of membership shall be set at each annual meeting of the Association, held in conjunction with the annual meeting of the Alaska Municipal League.

### SECTION 2. ARREARS

Any member whose dues are in arrears for a period for six months shall be suspended from membership and notified in writing by the President of his/her suspension.

## **ARTICLE X. -- AMENDMENTS**

### SECTION 1. INITIATION

Proposed amendments to this Constitution may be initiated either by a petition signed by at least three Active members or by resolution of the Board of Directors.

SECTION 2. ADOPTION

This Constitution may be amended by a two-thirds vote of the Active members present at an annual meeting held in conjunction with the annual meeting of the Alaska Municipal League or by a majority of Active members voting thereon by a letter or electronic ballot. Not less than sixty days after the mailing of the ballots to all Active members, the AML Executive Director, or designee, shall verify and count the ballots. The AMMA President shall certify and announce the results. If the amendment carries, it shall become effective ten days after the certification.

ARTICLE XI. -- ADOPTION

This Constitution shall be in full force and effect from and after its approval or amendment as provided in Article X.

AMENDED this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Immediate Past President

\_\_\_\_\_  
Secretary/Treasurer

# **ALASKA MUNICIPAL MANAGEMENT ASSOCIATION**

## **BYLAWS**

### **ARTICLE 1**

The duties of the officers of this Association shall be such as by general usage are indicated by the title of the office. The President shall appoint such committees as may be necessary and advise the membership accordingly within thirty days. The Board of Directors shall supervise and control the affairs of the Association between Association meetings.

### **ARTICLE 2**

The President shall transact all necessary financial business of the Association, keeping a complete record of all transactions, which shall be submitted for review at the annual meeting of the Association held in conjunction with the annual meeting of the Alaska Municipal League. The President shall give bond in such a form and amount as may be determined by the Board of Directors. Such bond shall be purchased out of the treasury of the Alaska Municipal Management Association if so authorized by the Board of Directors.

### **ARTICLE 3**

The Association shall hold one annual meeting each year at the same time and place as the annual meeting of the Alaska Municipal League. In addition to the annual meeting, a separate training session shall be held each year. Special meetings may be set by a majority vote of the Board of Directors, as determined by a letter poll or electronic ballot conducted by any officer of the Association provided that notice of such meeting shall be forwarded to the membership thirty days prior to the meeting date. Emergency meetings may only be called by unanimous vote of the Board of Directors.

### **ARTICLE 4**

At the annual meeting of the Association, the order of business shall be as follows, but may be suspended by a majority vote of the Active members present:

1. Roll Call
2. Reading of Minutes
3. Financial Report
4. Communications
5. Unfinished Business
6. Reports of president and committees
7. Nomination & Election of Officers
8. New Business
9. Installation of new Officers
10. Appointment of Committees for the next year
11. Adjournment

**ARTICLE 5**

Voting by proxy shall not be allowed.

**ARTICLE 6**

An Active member who no longer holds a position in local government as a municipal manager or administrator may retain an Active member for a period of six months, or for a period of up to one year by a majority vote of the Board, provided he/she continues to pay Active membership dues.

**ARTICLE 7**

Those active members present at an annual or special meeting of the Association shall constitute a quorum; however, in no case shall fewer than seven active members constitute a quorum.

**ARTICLE 8**

The fiscal year shall date from January 1 to December 31. Dues shall be payable annually in advance on or before January 1. The Board of Directors will be responsible for proposing a recommended annual budget for the next fiscal year to the general membership for approval at the annual business meeting. The Board of Directors will manage the approved budget and may amend it if necessary. All amendments to the budget will be reported to the general membership at the next annual business meeting.

**ARTICLE 9**

These bylaws may be amended only by a majority vote of the active members present at an annual meeting.

**AMENDED** this, 16<sup>th</sup> day of November, 2010 by the Alaska Municipal Management Association.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Immediate Past President

\_\_\_\_\_  
Secretary/Treasurer