



**URBAN MANAGEMENT ASSISTANTS OF NORTH TEXAS
BYLAWS**

I. Organization Name and Location

- a. This Organization shall be known as the Urban Management Assistants of North Texas, hereafter referred to as UMANT or the Association, a non-profit corporation certified by the State of Texas.
- b. UMANT shall be located at the offices of the designated Secretariat.

II. Purpose

- a. To provide a forum for exchange of ideas and information among urban management professionals in order to address the specific and unique interests of this group.
- b. To provide opportunities for professional education.
- c. To provide for the advancement of the urban management profession.
- d. To contribute to the understanding and resolution of urban governmental issues.
- e. To foster professional relationships with others in the urban management profession through networking opportunities.

III. Membership

- a. It is the policy of UMANT not to discriminate in its membership practices because of a person's race, color, creed, religion, gender, national origin, disability, or sexual orientation.
- b. All members are expected to abide by the tenets of the Texas City Management Association (TCMA) Code of Ethics.
- c. Membership is defined as follows:
 - i. Full Member: Any person employed full-time by a governmental agency with an urban focus. Full members may vote and hold office.
 - ii. Student Member: Any person enrolled in a local government public administration program who is not currently employed in a full-time local government position. Student members may vote but not hold elected office.
 - iii. UMANT Legacy Leader: Any person who is a current or retired city manager, deputy, or assistant city manager, executive level government official and/or former active UMANT Full Member. A UMANT Legacy Leader may vote but not hold office.

- iv. Associate Member: Any person who is employed by a private-for-profit organization that provides service to local governments or is interested in the advancement of urban management who is not qualified for any other membership category. Associate members may vote but not hold office.
 - v. Life Member: Any person who is unanimously approved by the Executive Committee to become a Life Member of UMANT because of distinguished service in/to the field of public administration. They shall pay no dues, hold no office, and no person who is eligible for Full, Corporate, or Student membership in UMANT may be chosen as a Life Member at the same time. Life members have voting privileges. To qualify for Life Membership, the following conditions must be met:
 - 1. Retirement: Must have retired from active service in the occupational field through which he/she was qualified for UMANT membership. This is interpreted to mean that the person has completed his/her last service as a Full, Corporate, or Student Member; he/she has stopped normal gainful employment or has turned to another field with no reasonable expectation of serving again as a Full, Corporate, or Student Member. Any Life Member who becomes eligible for any other membership category through new employment will postpone the Life Membership until he/she again meets all Life Membership criteria.
 - 2. Membership: Must have been a Full, Corporate, Student Member or Legacy Leader of UMANT for a minimum of ten (10) years, regardless of age at retirement.
- d. Geographic Limitations
- i. A requirement of full membership in the Association is to be employed in the area corresponding to TCMA Regions 3, 4, and 5.
 - ii. This requirement will be waived if someone otherwise qualified for the full membership category does not have an active assistants' group in their region. Those full members may vote but will not be eligible to hold office like full members in TCMA Regions 3, 4, and 5.
- e. Organizational Affiliations
- i. Members are encouraged to become affiliated with additional local government, professional development organizations.
 - ii. The UMANT leadership shall take all steps necessary to encourage an ongoing cooperative working relationship with TCMA, International City/County Management Association (ICMA) and other assistant associations in an effort to support their common goals.

- f. Change in Status
 - i. If a member's employment, position, or geographical location changes, their membership category should be revised with the change.
 - ii. A Full Member permanently leaving the geographic area of UMANT shall have the option of terminating membership or becoming a dues paying Associate Member.

IV. Financial Considerations

- a. The fiscal year shall correspond with the calendar year.
- b. Membership Dues
 - i. Dues shall be paid annually.
 - ii. Future dues changes may be made by a vote of the Executive Committee. Future increases shall not exceed ten percent (10%) per membership category for each year increased.
 - iii. Any proposed dues changes exceeding the limits detailed above must be submitted by mail ballot to the entire membership for approval.

V. Organizational Structure

- a. Standing Committee
 - i. The President shall have the authority to appoint the Chairperson(s) of all standing committees and any special Task Force for such persons as he/she deems fit, if consistent with the general purposes of the Association. Standing Committee Chairperson(s) and Task Force members must be from the membership.
- b. Offices, Terms, and Duties
 - i. President
 - 1. The President shall have been a Full Member of UMANT for a period of at least one (1) year and shall retain full membership status for the entire term of office. If the President's membership status changes for more than sixty (60) days during term of office, the President shall notify the Executive Committee officers about a membership status change as soon as possible. If the President cannot retain full membership status after sixty (60) days, then the President may petition the Executive Committee to complete the term, notice of which will be on the UMANT website. If approved, the President shall complete the term of office, notice of which will be placed on the UMANT website. The President shall serve for a one-year (1) term and may not be elected to more than one (1) full term.

2. The duties of the President shall include presiding at each meeting; coordinating the activities of the Association, its Standing Committees and Task Forces; and representing the Association in its various activities.
 3. The President shall serve as an Ex-Officio member of all Standing Committees and Task Forces and serve as Chairperson of the Association's Executive Committee.
 4. The President shall be responsible for the preparation and presentation of a one-year (1) plan of activities for the Association and shall submit such plan to the Executive Committee for their review and approval. In addition, the President shall communicate the one-year (1) plan and the approved budget to the membership.
 5. The current President shall be responsible for the election of new UMANT officers, unless the President is serving less than a full term and is running for elected office. In this case, a Past-President chosen by the Executive Committee shall be responsible for running the election.
 6. The President shall encourage the membership to develop and maintain professional and management organization affiliations and facilitate the cooperation between all organizations.
- ii. Vice President
1. The Vice President shall be qualified and elected in the same manner and term as the President.
 2. The Vice President shall serve as Acting President whenever required by the temporary absence of the President.
 3. The primary duties of the Vice President shall be maintaining the orderly structure and monthly update of the UMANT website and assisting the President in developing other special programs to further the purposes of the organization.
 4. The Vice President will be responsible for publishing the annual budget document to the UMANT website within 30 days of its adoption.
- iii. Treasurer
1. The Treasurer shall be qualified and elected in the same manner and term as the President and Vice President.
 2. The primary responsibilities of the Treasurer shall be to monitor Association's financial transactions and coordinate the creation and submission of the annual budget to the President for presentation to the Executive Committee.

3. The Treasurer shall be responsible for ensuring all required tax reports are filed in an accurate and timely manner.
4. The Treasurer shall be responsible for submitting monthly status reports of expenses-to-date to the Executive Committee and maintaining the Association's financial records for the preceding five (5) years.

iv. Secretary

1. The Secretary shall be qualified and elected in the same manner and term as the President, Vice President, and Treasurer.
2. The Secretary shall maintain the Association's records, and take minutes of all Executive Committee meetings and special meetings.
3. The Secretary shall be responsible for maintaining and keeping records of all official correspondence.
4. The Secretary shall serve as Historian, keeping a photo record of the year's events. The Secretary may appoint a current UMANT member to assist with these duties.
5. The Secretary shall serve as the Parliamentarian at all Executive Committee and special meetings.
6. The Secretary shall serve as the records manager for the Association and shall coordinate this function with the Secretariat.

v. Secretariat

1. The Executive Committee has an annual option to enter into an agreement for Secretariat services. These services will serve as support services to the Association.

c. Executive Committee

i. General Responsibilities

1. The Executive Committee shall be composed of the President, Vice President, Treasurer, Secretary, and Chairpersons of each Standing Committee. The Executive Committee shall be responsible for the coordination of the activities, the review of programs and proposals of potential interest to the membership of the Association, and the formulation of a recommended plan of activities for the fiscal year. The Executive Committee shall also serve as the Board of Directors of the Urban Management Assistants of North Texas, Inc., a non-profit corporation certified by the State of Texas.
2. The UMANT Immediate Past-President may serve at his/her discretion as a non-voting Ex-Officio member of the Executive Committee. Such participation shall not factor into tabulation of a meeting quorum.

ii. Objective

1. Each Chairperson is responsible for formulating a reasonable budget for their Committee and submitted such budget to the Treasurer for inclusion in the annual budget submission. Following the Executive Committee's approval of the annual budget, each Chairperson will account for expenses incurred. Expenditures above and beyond identified budgeted amounts must be approved by the Executive Committee.

VI. Voting and Election

a. Voting and Qualifications

- i. Voting rights are extended to all current members regardless of membership type.

b. Nomination of Officers

- i. Nominations from the membership shall be in petition form with the written signatures of three (3) voting members. All valid nominations must be received by the current President on or before August 15th of each year. Only those members with full membership status may be nominated to hold office. All candidates who have submitted valid petitions must appear on the election ballot.

ii. Nominating Committee

1. The Nominating Committee shall convene in the event that one or more of the officer roles do not receive a valid nomination.
2. The Nominating Committee shall be made up of at least three (3) UMANT past officers, selected and chaired by the current President. If the current President has served less than a full term and is running for office, the Immediate Past-President or any Past President if the Immediate Past-President is not available, will select and chair the Nominating Committee.
3. The Nominating Committee may nominate candidates who have not submitted petitions; however, all candidates must meet the membership criteria stated in the Bylaws for the position in which they are being nominated.

c. Ballots

- i. Ballots shall list all candidates in alphabetical order without identifying whether a candidate is nominated by the committee or by petition.

d. Voting Procedures

- i. The election of officers shall occur annually during the month of September. Nominees must win by a fifty-one (51%) majority of votes cast or a run-off election will be held by a second ballot in October. In the event of a run-off

election, the two candidates receiving the most votes will appear on the ballot. All ballots are to be distributed to the membership no less than thirty (30) days prior to the date on which mail ballots are due.

- ii. All ballots received will be tabulated by the current President and verified by the current Vice President. Final election results will be announced in the next newsletter and/or the subsequent newsletter should a run-off occur.
- e. Removal from office of President, Vice President, Treasurer, or Secretary must comply with the following procedures:
 - i. Such action must be initiated at a regular meeting of the Association by a motion for removal from a voting member. If a motion receives a second, the originator of the motion or the individual seconding will have thirty (30) days to obtain and submit a recall petition. The petition must contain signatures from at least one-third (1/3) of all voting members registered on the day the motion carried.
 - ii. The petition shall be submitted and addressed to the UMANT Executive Committee at the address of the current Secretary. The envelope should specify Recall Petition Enclosed. Once received, the Executive Committee will be notified by the current Secretary to assemble within five (5) working days to open and canvass the petition.
 - iii. If an officer is removed from office by petition, then the voting and election procedures outlined in Section VI will be in effect.
 - iv. If the office of President is vacated for any reason, the vacated position shall be filled by a special election with nominations accepted from the membership, unless the position is vacated with less than six (6) months left in the term. In this case, the Vice President will fulfill the duties of the President for the remainder of the term of office, thereby creating a vacancy in the office of Vice President. If the positions of Secretary, Treasurer or Vice President are vacated for any reason, the Executive Committee will take nominations for an appointment to fill the vacated position(s). Such appointments will require a vote of confidence by the membership at the next regular UMANT meeting. A good faith effort will be made to notify the membership with as much advance notice as possible that such a vote of confidence will be taken at the next regular UMANT meeting.

VII. Meetings

- a. The Executive Committee shall determine the time and place for the Association's meetings.
- b. Meetings shall be governed by the most recently revised edition of Robert's Rules of Order, with the Secretary serving as Parliamentarian. Meetings shall be open to all members.

- c. Approval of recommendations, resolutions, and procedural motions shall be made by a simple majority of the votes cast by the members in attendance.
- d. A quorum must be present for official business to be conducted as described in Section VII, Item C. A quorum shall be defined as fifty percent (50%) of the voting membership of the Executive Committee plus one.

VIII. Officer and Chairperson Expenses

- a. Purpose
 - i. Because of the increasing obligations of UMANT officers to represent the Association on various related state and national organizations, officers may request funds from UMANT to finance their attendance. However, every effort should be made to first garner financial support from their employing agency.
 - ii. Officers and chairpersons shall account for all personal expenditures incurred in carrying out the duties of their respective offices. Officers and chairpersons have the option to seek reimbursement from the organization, with Executive Committee approval, in the event that funds have been budgeted and reimbursement was not obtained from other sources.
- b. Definition of Allowable Expenses
 - i. Allowable expenses shall be budgeted for each year and may include, but are not limited to:
 - 1. Travel costs
 - 2. Room and board
 - 3. Meals and tips
 - 4. Registrations
- c. Procedure
 - i. The procedure for determining each officer's and chairperson's allowable expenses shall be as follows:
 - 1. In conjunction with the formulation of each budget, each officer or chairperson shall prepare a statement of anticipated costs for the year.
 - 2. The Executive Committee reviews each request. The Treasurer shall prepare an estimated UMANT budget for the Executive Committee's use at this time.
 - 3. The Treasurer shall record all approved requests. It is the officer's responsibility to provide an expense report to the Treasurer as timely as possible, before thirty (30) days of each trip.
 - 4. Any additional, unappropriated expense requests shall be brought before the Executive Committee for their approval or denial prior to the time of the trip.

IX. Revision of Bylaws shall be accomplished through the following procedures:

- a. The decision to review and revise the Bylaws shall be determined by the Executive Committee. If deemed necessary, the President shall designate a committee of the membership to review and revise the Bylaws.
- b. The proposed revisions shall be presented to the full membership in order to receive input prior to placing the amendments on a ballot.
- c. All bylaws revisions shall be presented to the Executive Committee. In order for an amendment to be placed on a ballot, each amendment must be approved by two-thirds (2/3) of the present and voting members of the Executive Committee.
- d. Recommended revisions shall be distributed to the membership with a ballot to cast a vote on each individual amendment. Ballots shall be due no less than thirty (30) days after distribution.
- e. Acceptance or rejection of revisions shall be determined by a simple majority of votes of the entire membership.