

## **BY-LAWS**

### **URBAN MANAGEMENT ASSISTANTS OF SOUTH TEXAS REVISED January 12, 2010**

#### **ARTICLE I NAME OF THE ORGANIZATION**

The name of the organization shall be officially known and designated as the Urban Management Assistants of South Texas (UMAST)

#### **ARTICLE II PURPOSE AND GOALS**

The purpose of this organization is to promote the professional development of its membership and to advance the urban management profession through active participation and association with management organizations and colleagues.

- (a) To provide a forum for professional affiliation with local, regional, state, and national organizations dedicated to high standards of professional management
- (b) To foster professional behavior and encourage members to embody ethical conduct.
- (c) To encourage and promote skill building and professional development.
- (d) To provide a source of administrative and staff support for special communities, projects and studies, which promote the understanding and resolution of urban management issues.

#### **ARTICLE III MEMBERSHIP**

Membership shall be classified into one of the following classifications:

Section 1: Full Membership shall be given to any person employed in a professional capacity in a local government including regional councils of governments, public utilities and other urban management agencies, which provide services to local communities.

Section 2: Associate Membership shall be open to any person interested in professional self-development and the advancement of urban public management and are not otherwise eligible for full membership. Associate members cannot hold office or serve as committee chairpersons, not vote in general or special elections. Associate members, however, can serve on committees and will be entitled to those benefits and services granted to full members. This category will also include students enrolled in programs related to public administration and have demonstrated an interest in a public management career.

Section 3: Corporate Membership shall be available to an organization wishing to sponsor up to four individual UMAST memberships for persons selected by the Corporate Membership sponsor. A person obtaining a membership under a Corporate Membership shall otherwise have all the rights and privileges as a Full or an Associate member according to the person's qualifications as defined in Sections 1 and 2 in this article, respectively.

**ARTICLE IV  
DUES**

Section 1: Membership is granted upon completion of an application form and payment of dues.

Section 2: Dues shall be for the amount prescribed by the organization and charged to full, associate and corporate members for the full amount. Dues are payable ninety (90) days after the election of new officers with a discretionary grace period allowed by the President.

**ARTICLE V  
OFFICERS**

Section 1: The officers of the organization shall be:

President  
President-Elect  
Vice President  
Secretary  
Treasurer

Section 2: All officers shall be Full Members as defined in Article III, Section 1 of these By-Laws.

Section 3: The President of the Texas City Management Association (TCMA) Region 8 shall appoint a full member from TCMA Region 8 to serve as “ex-officio” on the UMAST Executive Council; and serve a length of term concurrent to the UMAST Executive Officers; and shall have no voting power; and serve as a resource for guidance and direction for the organization.

Section 4: The City Manager of the public entity with the highest percentage of UMAST membership the previous year shall be asked by the UMAST Executive Council to appoint a representative from that entity’s Executive Team to serve as “ex-officio” on the UMAST Executive Council; and serve a length of term concurrent to the UMAST Executive Officers; and shall have no voting power; and serve as a resource for guidance and direction for the organization.

**ARTICLE VI  
DUTIES AND ELECTIONS**

Section 1: The President shall be the executive head and shall preside all meetings of the organization and of the Executive Council; shall appoint all committees with the advice and consent of the Executive Council and shall have the general supervision of the work of the organization.

Section 2: the President-elect shall assist the President in the performance of the duties of the office of President; shall supervise all elections and report to the membership the outcome of all referenda held by mail ballot; and shall assume the office of the President for a full term upon the expiration of the incumbent President’s term of office.

Section 3: The Vice-President shall be chairperson of the Program Development Standing Committee; shall be responsible for the coordination of activities of all standing committees and shall, in the absence of the President, preside at all meetings of the organization and the Executive Council.

Section 4: The Secretary shall be the chairperson of the Publications and University Liaison Committee. The Secretary shall keep an accurate record of the business meetings and a record of the activities of the organization. The Secretary shall preserve and retain all papers, letters and transactions of the organization.

Section 5: The Treasurer shall be the chairperson of the Membership and Audit Standing committees; shall keep financial records, receive and disburse organizational funds; shall report on the status of the organization's treasury at each business meeting; shall keep an accurate record of the organization's accounts and shall make these accounts available to members during the year.

## **ARTICLE VII NOMINATIONS AND ELECTIONS**

Section 1: In October of each year, the President-Elect shall solicit, by mail, nominations for President-Elect, Vice-President, Secretary, and Treasurer. All members eligible to vote may submit their nominations by no later than the time specified by the President-Elect. By no later than October 30<sup>th</sup> of each year; the President-Elect shall mail to each full member an individually numbered ballot which shall include all persons nominated for each office, unless a nominated person declines to be placed on the ballot. Ballots must be completed and returned as specified by the President-Elect, or by no later than November 10 of the same year. If no candidate receives at least greater than a 50 percent majority or votes for a given office, then the President-Elect shall mail to each full member by no later than November 15 a ballot for a run-off election on which the top two vote recipients for the given office shall be listed. Run-off election ballots must be completed and returned no later than November 25. The results of the election shall be announced by the President-Elect at the President's Reception which shall be held on or before December 10.

Section 2: The President-Elect shall assume the office of President on January 1 for a term which shall expire on December 31 of the same year. The newly elected President-Elect, Vice-President, Secretary, and Treasurer shall assume their offices on January 1 for terms which shall expire on December 31 of the same year. In order to ensure an orderly transition, the term of office for those Executive Council officers holding office at the time of passage of this amendment shall be extended to expire on December of the year that this amendment is approved by the membership.

Section 3: Removal of any officer for disciplinary cause or incompetence must be initiated by a petition stating just cause, signed by a simple majority of the membership, and submitted to the Executive Council for review. Upon its review, the Executive Council will allow membership to vote on removal requiring two-thirds of the membership present for removal.

Section 4: When by reason of expiration of term of office of an incumbent President at a time when there exists a vacancy in the office of President-Elect, or vacancies exist in both the office of the President and President-Elect, there shall be elected a President in addition to those officers named in Section 1 of this article. If this section is invoked, the Immediate Past President, or full member designated by the Executive Council, shall perform the election duties which otherwise would be performed by the President-Elect.

### **Section 5: Vacancies**

A vacancy shall be deemed to occur because and of the following: (1) an expired term of office, (2) resignation, or (3) an extended or unexplained absence from official duties without a scheduled date of return. The Executive Council will determine if a vacancy exists.

Section 1: In the event of a vacancy in the office of President, the President-Elect shall become President, and shall serve in this office until December 31 of the year in which the office of President became vacant; on January 1 of the next year, he/she shall commence to serve the full term as President to which he/she would have automatically succeeded as provided in Section 2 of this article. A vacancy which occurs in the office of President-Elect as a result of the President-Elect vacating such office in order to serve the remainder of the unexpired term of the President shall remain vacant until the next succeeding mail ballot when an election for the office of President-Elect shall be held in accordance with Section 2 of this article; in this event the Immediate Past President, or full member designated by the Executive Council, shall perform the election duties which otherwise would be performed by the President-Elect.

Section 2: In the event a vacancy in both the offices of President and President-Elect shall exist at the same time, the Vice President shall become the President and shall serve in this capacity until the next mail ballot, when an election for both the offices of President and President-Elect shall be held in accordance with Section 4 of this article.

Section 3: In the event of a vacancy in the office of the President-Elect and when such vacancy does not occur as a result of the President-Elect vacating the office in order to serve the remainder of the unexpired term of the President, a special election shall be held in which the organization shall elect a President-Elect by mail ballot under the same guidelines specified in Section 1 of this article; in this event the Immediate Past President, or full member designated by the Executive Council, shall perform the election duties which otherwise would be performed by the President-Elect.

Section 4: In the event of vacancies in the offices of Vice President, Secretary, and/or Treasurer, the Executive Council shall appoint a properly qualified member to fill the unexpired term of the vacated office(s) until the next succeeding mail ballot, when an election for the offices(s) shall be held in accordance with Section 1 of this article.

## **ARTICLE VIII EXECUTIVE COUNCIL AND STANDING COMMITTEES**

Section 1: The Executive Council of the organization shall consist of the five elected officers.

Section 2: The Executive Council shall formulate policies and goals for the direction of the organization; shall prepare the agenda for the general meetings; shall authorize expenditures for necessary items in the normal course of business. The Executive Council shall establish its own rules of conduct and shall meet as necessary to conduct organizational business.

Section 3: The Standing Committees of the organization shall be the Program Development, Audit, Publications, Membership and University Liaison committees.

Section 4: The President shall have the authority to appoint and dissolve committees and chairpersons for special projects and activities. The special committee shall establish their own rules of conduct and report to general membership as required.

## **ARTICLE IX MEETINGS**

Section 1: Regular meetings shall be held at least nine (9) times a year at such time and the Executive Council shall designate.

Section 2: A majority of the membership who are present shall constitute a quorum for voting purposes on general business.

## **ARTICLE X RULES OF ORDER**

Section 1: ROBERTS' RULES OF ORDER, Revised, shall be the final authority as to the parliamentary procedures, insofar, as they do not conflict with any provisions of these By-Laws.

**ARTICLE XI**  
**AMENDMENTS AND ADDITIONS**

Section 1: The By-Laws may be amended by a simple majority of votes of the returned.

Section 2: These By-Laws shall be in full force following adoption by a majority of the members.

REVISED this 12<sup>th</sup> Day of January, 2010.