

**BYLAWS
OF
THE ASSOCIATION OF HISPANIC MUNICIPAL OFFICIALS**

ARTICLE I.

NAME

Section 1.1 **AHMO** This organization shall be known as the Association of Hispanic Municipal Officials, hereinafter referred to as “AHMO.”

ARTICLE II.

PURPOSE

Section 2.1 **Purpose.** The purpose of this organization is to establish cooperative and constructive relationships among our members for the promotion of the general welfare of the Hispanic community. To achieve this purpose, AHMO shall:

- A. Provide our members a forum for addressing social, economic and other concerns of the Hispanic community in a non-partisan manner;
- B. Collect and provide our members with information that will better enable us to discharge our duties and responsibilities as public servants;
- C. Promote the maintenance of the highest ethical standards among our members in our role as public servants;
- D. Promote the exchange of ideas and experiences within the public service profession;
- E. Strive, by legitimate means, to enhance the effectiveness of Hispanic elected and appointed municipal offices in Texas;
- F. Sponsor and conduct conferences, seminars, meetings and workshops for the purpose of studying and exchanging information regarding Hispanic issues as they relate to municipal governments;
- G. Publish and circulate an official magazine and other publications to members;
- H. Produce and maintain an official website;
- I. Inform membership via e-mail of items of mutual interest; and
- J. Provide any additional services for which individual members, acting alone, who may not have adequate resources.

ARTICLE III.

MEMBERSHIP AND DUES

Section 3.1 **Elected Official Membership.** Any Hispanic municipal official in Texas may by proper notice (completing a membership application form) and the payment of

the current membership dues, become an active member of AHMO. This category of membership is open to mayors, council members, alderpersons, commissioners and other elected officials (i.e., county officials, etc.).

Section 3.2 **Appointed Official Membership.** Any Hispanic appointed municipal official in Texas may by proper notice (completing a membership application form) and the payment of the current membership dues, become an active member of AHMO. This category of membership is open to city managers, city administrators, city attorneys, city secretaries and other appointed officials (i.e., police and fire chiefs, municipal boards and commissions, etc.).

Section 3.3 **Associate Membership.** Individuals and organizations may be granted associate membership by Executive Committee. This category of membership is open to any individual or organization, which supports the goals and objectives of AHMO. Associate members may receive AHMO publications and attend the annual AHMO meeting and be entitled to be members of special committees. Classes of associate membership are:

- A. Council of governments;
- B. Public or school university libraries;
- C. Commercial or civic clubs;
- D. Individuals (i.e., former elected officials, etc); and
- E. Corporations.

Section 3.4 **Charter Membership.** AHMO wishes to formally recognize the contributions of the group of Hispanic Mayors by whom this organization was originally conceived by granting them special status as Charter members. The names of the Mayors and the cities they represent are as follows:

Alamo	Rodolfo “Rudy” Villarreal
Alice	Octavio Figueroa, Jr.
Alpine	Ernest Gallego
Alton	Salvador Vela
Benavides	F.H. “Tocho” Canales
Big Wells	Alicia M. Oregel
Cockrell Hill	Sam Rodriguez
Elsa	Armando Garza
Encinal	Becky S. Garza
Floresville	Roy Sanchez
Hidalgo	John David Franz
La Villa	Carlos Perez
La Joya	Rodolfo “Tito” Farias
Lockhart	M. Louis Cisneros
Marfa	Genevieve Bassham
Marion	Felix “Pit” Arambula, Jr.
Mercedes	Norma G. Garcia

Pearsall	Rodolfo “Rudy” Rodriguez
Pharr	Rubio O. Salinas
Poteet	Robert Enriquez
San Benito	Gilbert Galvan
Somerset	Paul D. Cuellar

Section 3.5 **Honorary Membership.** Any person who has rendered conspicuous service to AHMO may, by vote of the Executive Committee, be granted the honorary membership in AHMO. All former presidents of AHMO shall be Honorary Members.

Section 3.6 **Membership Application Forms.** The Membership Committee shall adopt a membership application form which shall at a minimum include the applicant’s name, address, designation of office held, if applicable, and a mandatory signature line. Each member shall be provided a membership card.

Section 3.7 **Dues.** The annual dues, except the dues for each class of associate membership, shall be fixed upon the recommendation of the Executive Committee, subject to approval by the general membership assembled at the annual AHMO meeting. Annual dues shall be due initially at the time of membership is applied for and thereafter on September 1st of each year. Membership is effective on the date such dues are received by the treasurer. Failure of a member to pay his/her dues for the year shall result in automatic suspension of membership until the dues are received; whereupon, the rights of full membership are restored. Charter Members shall not pay dues and shall not be entitled to vote in any of the meetings of AHMO other than to select a representative to the Executive Committee. Honorary Members shall not pay dues and shall not be entitled to in any of the meetings of AHMO.

Section 3.8 **Withdrawing from Membership.** Any member may withdraw by written notice to the President his/her membership.

Section 3.9 **Expulsion or Suspension of Membership.** The membership of AHMO, by two-thirds vote, may suspend or expel a member for good cause, after a hearing before the Executive Committee.

ARTICLE IV. **VOTING PRIVILIGES**

Section 4.1 **One Person, One Vote.** Only members of AHMO shall be entitled to vote in all meetings of AHMO and each member shall be entitled to one vote on all matters.

Section 4.2 **Election of Officers.** The election of officers shall be open to all voting members.

Section 4.3 **Resolutions and Policies.** The voting on resolutions and policies shall be open to all voting members.

Section 4.4 **Committee Meetings.** Voting at committee meetings shall be restricted to the members of that committee.

ARTICLE V. OFFICERS

Section 5.1 **Composition.** The officers of AHMO shall be a President, a Vice President, a Secretary, a Treasurer, and an eligible Past President.

Section 5.2 **Elections.** The President, Vice President, Secretary and Treasurer shall be elected by a majority vote at the annual AHMO meeting. Their terms of office shall be for two years or until successors are elected, effective immediately. Successive re-elections are possible to a majority of not more than 3 consecutive terms, or 6 years

Section 5.3 **President, Vice President.** Only AHMO members who belong to the membership category of elected officials, as outlined in Section 3.1, are eligible for election to the offices of President and Vice President.

Section 5.4 **Secretary, Treasurer.** All AHMO members are eligible for election to the offices of Secretary and Treasurer.

Section 5.5 **Texas Municipal League (TML) Board Representative –** The President shall serve as AHMO's representative to the TML Board, and shall serve in accordance with TML rules.

Section 5.6 **Vacancies.** A vacancy in the office of the President shall be filled for the remainder of the term by the succession of Vice President to that office. A vacancy in the office of Vice President shall be filled for the remainder of the term by election of the Executive Committee by the Executive Committee. Provisions as outlined in Section 5.3 and Section 5.4 apply.

Section 5.7 **Terms of Office.** Terms of all officers shall commence immediately upon adjournment of the annual AHMO meeting. Terms of office of Immediate past President as members of the Executive Committee shall be one year.

Section 5.8 **Compensation.** The offices shall not receive any compensation as such for their services, but shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties, provided funds have been budgeted for such expenses.

ARTICLE VI. DUTIES OF OFFICERS

Section 6.1 **President.** The president shall be the principle executive officer of the organization and shall in general supervise and control the business and affairs of the organization. The President shall preside at all meetings of the general membership, of the Executive Committee, and any special meeting except as provided for in Section 8.5. The President shall also serve as the Texas Municipal League (TML) Board Representative. The President may sign, with the Secretary or any other officer authorized by the Executive Committee, any instruments which the Executive Committee has authorized to be signed and executed, and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Committee from time to time.

Section 6.2 **Vice President.** The Vice President shall perform the duties of the President in the absence of the President or in the event of the President's inability or refusal to act, and when so acting shall have all the powers of and be subject to the restrictions upon the President.

Section 6.3 **Treasurer.** The Treasurer shall oversee the funding activities of the organization and be responsible for collecting, recording and dispensing of AHMO funds, according to the policies set forth by AHMO; establish and maintain financial records using accepted accounting methods, propose and submit to the Executive Committee a budget at the beginning of each fiscal year, and keep and update a membership roster of AHMO.

Section 6.4 **Secretary.** The Secretary shall accurately record, transcribe, distribute and maintain the minutes of all Executive Committee, general and special meetings. The Secretary shall conduct the correspondence of AHMO, shall mail notices of meetings to all members; and shall publish the official publications of AHMO.

ARTICLE VII. **EXECUTIVE COMMITTEE**

Section 7.1 **Composition.** The Executive Committee of AHMO shall consist of the following: The President, the Vice President, the Secretary, the Treasurer, a Past President serving at the discretion of the board, and one of the original Charter members of AHMO named in Article III, Section 3.4 of these bylaws.

Section 7.2 **Charter Member Terms of Office.** The Charter Member representatives to the Executive Committee shall be elected for a two-year term by majority vote by all charter members present at the annual AHMO meeting, every odd-numbered year.

Section 7.3 **Authority.** The Executive Committee shall have the authority to act for the general membership at intervals between general membership meetings, provided that: (a) the general membership has authorized the Executive Committee to act, or (b)

the Executive Committee's actions required by an emergency. All actions taken by the Executive Committee shall be reviewed by the general membership at its next meeting.

Section 7.4 **Executive Meeting Requirement.** The Executive Committee shall meet at least once annually.

Section 7.5 **Executive Committee Meeting Required.** All meetings of the general membership shall be immediately preceded by a meeting of the Executive Committee. Said meeting of the Executive Committee shall be called at least 24 hours prior to the meeting of the general membership.

ARTICLE VIII. MEETING RULES

Section 8.1 **Rules of Order.** Subject of provisions of these by-laws, the latest edition of Robert's Rules of Order shall prevail at all meetings of AHMO.

Section 8.2 **Annual Meetings.** AHMO shall have at least one annual meeting which shall be held at the place during the time of the Texas Municipal League Annual Convention. The above-described meeting shall be referred to the "Annual AHMO Meeting" and shall be called by the President.

Section 8.3 **Notice.** Notice of the Annual AHMO Meeting must be mail by the Secretary at least sixty (60) days prior to the meeting.

Section 8.4 **Special Meetings.** Special Meetings of the membership can be called for any purpose except as herein provided, under the following requirements:

- A. The location must be within the boundaries of the State of Texas;
- B. A special meeting may be called by the President;
- C. A Special Meeting may be called at written request of any two officers.

Section 8.5 **Exception.** Special Meetings called at the written request of the officers other than the President shall be presided over by the Vice President.

ARTICLE IX. STANDING AND SPECIAL COMMITTEES

Section 9.1 **Standing Committees.** The following standing committees shall exist:

- a. Bylaws: To initiate and supervise changes necessary in the bylaws to permit AHMO to function;
- b. Membership: To coordinate and implement efforts to increase membership in AHMO;

- c. Resolutions: To consider proposed resolutions which shall be put to the membership of the convention for adoption;
- d. Conventions: To organize and coordinate the annual convention. Efforts should be made to place persons on this committee from the Host City of the convention.
- e. Fundraising: To organize fund creating activities, events and efforts for AHMO outside from Annual Meeting scenario.

Section 9.2 **Appointments.** The President shall appoint both standing and special committees as may be deemed necessary for the proper conduct of the work of AHMO.

Section 9.3 **Tenure.** The President shall be ex-officio member of all committees of AHMO.

Section 9.4 **Reports.** The Chairperson of each committee of AHMO shall, upon the completion of his/her committee's work, make a report to the Executive Committee in such form as may be requested.

ARTICLE X. **FINANCES**

Section 10.1 **Fiscal Year.** The fiscal year of AHMO shall be from January 1st through December 31st of the following year.

Section 10.2 **Duties of Treasurer.** The Treasurer shall oversee the funding activities of the organization and be responsible for collecting, recording and dispersing of AHMO funds, according to the policies set forth by AHMO; establish and maintain financial records using accepted accounting methods, propose and submit to the Executive Committee a budget at the beginning of each fiscal year, and keep and update a membership roster for AHMO.

Section 10.3 **Budget.** At some time during the last quarter of the year, the Executive Committee shall meet and adopt a budget, which shall serve as the complete financial plan for the ensuing fiscal year. Not less than fifteen days prior to the budget meeting of the Executive Committee, the President shall cause to be prepared a detailed budget setting forth the estimated revenues and expenditures for the ensuing fiscal year and shall submit such budget to the Executive Committee for its consideration and approval. No unbudgeted indebtedness shall be incurred. No budget shall be adopted under which expenditures for the ensuing year exceed a reasonable estimate of the actual funds to be available.

Section 10.4 **Audit.** The accounts of AHMO shall be audited at least once annually by a certified public accountant to be selected by the Executive Committee.

Section 10.5 **Budget and Audit Committee.** Each year, the President shall appoint a five member Budget and Audit Committee to make recommendations to the Executive Committee concerning the budget and financial matters of AHMO. This committee shall consist of the Treasurer, and the Vice President shall serve as chair. Three members shall be from the general membership. The Committee shall make a report to the Executive Committee at the meeting which the budget is adopted and thereafter as needed.

ARTICLE XI.
AMENDMENTS

Section 11.1 **Amending the Bylaws.** The Bylaws may be amended at any annual conference or special meeting of AHMO by two-thirds vote provided, the proposed amendments shall have first been prepared in writing and submitted to the general membership at least thirty days prior to said meeting. Such amendments shall go into effect immediately upon adoption or as otherwise stipulated.