

Municipal Treasurers Association of Wisconsin Constitution and By-Laws

ARTICLE I - IDENTITY OF THE ORGANIZATION

The name of this organization shall be:

MUNICIPAL TREASURERS ASSOCIATION OF WISCONSIN INC.

An organization exempt under 501 (c) (3).

ARTICLE II - PURPOSES

The broad objectives of the association shall be to advance the general and professional interests of all its members and the municipalities they represent. Within the broad objectives the association has as its purpose:

- To obtain higher standards of efficiency.
- To promote service and improve relations with allied institutions.
- To promote friendly and fraternal feelings among the members.
- To provide an instrument for concerted expression of viewpoint and to facilitate communications between all members.

ARTICLE III – MISSION STATEMENT

To promote the profession of Municipal Treasurers in the State of Wisconsin by providing quality education, continual professional development, mutual support, professional recognition, and to support professional conduct and integrity within the field of municipal finance.

ARTICLE IV - MEMBERSHIP

Section 1. Active Membership.

Active membership in the association shall be extended to the elected or appointed municipal treasurer, deputy or assistant treasurer, or other municipal officer charged with the performance or supervision of treasury responsibilities, or his/her employees of all municipalities and counties within the State of Wisconsin.

Section 2. Associate Membership.

Associate membership in the association shall be available to organizations associated with or closely related to the interests of the treasurer's office.

Section 3. Life Membership/Treasurers at Heart.

Life membership shall be extended to those members after their retirement, recommended by the Board of Directors.

Treasurers at Heart: This class of membership shall be available to those former and retired regular members who have been in the Association for five or more years, and who remain interested in the association and subscribe to its objectives.

Section 4. Honorary Members.

Honorary members shall be designated by a majority vote of the members present and voting at the annual business meeting as recommended by the Board of Directors.

SECTION 5. Classification of Members.

The Board of Directors shall have the power to determine classification of any member and reject any application for membership.

ARTICLE V - VOTING RIGHTS

Every municipality and county shall have one vote regardless of size or number of active members. Associate, Honorary and Life members shall have no voting rights. Voting by proxy or absentee ballot is not permitted, and the right to vote can only be exercised by an active paid member, at the time the vote is held.

ARTICLE VI - MEMBERSHIP DUES

Annual membership dues shall be determined by the Board of Directors at their annual meeting.

The annual nonrefundable dues for each member of the Association shall be:

Regular Member	\$40.00
Associate Member	\$60.00
Treasurer at Heart	\$ 5.00
Life and Honorary Member	\$ 0.00
New Regular Member	\$20.00 - First time membership only.

ARTICLE VII - ELECTED OFFICERS

Section 1. General.

The elective officers of this Association shall be a President, President-elect, Vice-President, Treasurer and Secretary. At each Annual Meeting, the President-elect shall assume the Presidency and there shall be elected by the membership a President-elect, Vice-President, Treasurer, Secretary and District Directors.

Section 2. Qualifications.

No person shall be elected to office or continue to hold effective office unless he/she is designated as an active member as defined in Article III, Section 1 of the by-laws.

Section 3. Method of Selection.

All officers shall be elected at the annual meeting.

Section 4. Term of Office.

Each elective officer shall take office at the annual meeting and shall serve for a term of:
One year - president, president-elect, vice-president and district director.
Two year – secretary and treasurer.

Section 5. Elected Officer Vacancy.

Whenever a vacancy shall occur in an elected office for other than expiration of term of the incumbent officer, the vacancy shall be filled in the following manner:

- If the vacancy occurs in the office of President, the President-Elect shall assume the office of president and fill both positions.
- If the vacancy occurs in either the position of President-Elect or Vice President, the remaining President-Elect or Vice President shall assume the duties of both offices until the next election.
- If the vacancy occurs in either the position of secretary and/or treasurer, the president shall appoint an active member to fill the vacancy or vacancies.
- If the vacancy occurs in the office of district director, the president shall appoint an active member from the district to fill the vacancy.

ARTICLE VIII - DUTIES OF ELECTED OFFICERS

Section 1. President.

The president shall preside at meetings of the membership and the Board of Directors, authorize expenditures within budget appropriations approved by the Board of Directors, appoint the standing committees, and perform all the duties usually performed by presidents of like organizations.

Section 2. President-Elect.

The president-elect shall perform all of the duties in the absence or disability of the president, shall be responsible for the program of the annual meeting and shall assist the district directors in preparing district programs for the year.

Section 3. Vice President.

The vice president shall perform all the duties of the President-Elect in the absence or disability of the president-elect and shall be responsible for the publicity and promotion of the membership of this association.

Section 4. Secretary.

The secretary shall make or cause to be made a record of the proceedings at regular meetings of the association and at all meetings of the Board of Directors,

Section 5. Treasurer.

The Treasurer shall recommend an annual operating budget to the Board of Directors for approval at the regular meeting of the Board of Directors held during the annual meeting. The Treasurer shall monitor the Association's financial transactions to require compliance with procedures for the receipt, disbursement, and keeping of association funds and records and investments in connection therewith. He/She shall make financial reports as requested by the President. He/She shall review the annual audit report and present it to the Board of Directors and to the general membership for acceptance.

Section 6. District Directors.

The district directors shall be responsible for organizing and conducting meetings of the members within their assigned districts. The district directors shall act as a liaison between the members of their district and the Board of Directors.

ARTICLE IX - APPOINTED OFFICERS

Section 1. Designation of Appointed Officers.

The president, subject to the approval by the Board of Directors, shall appoint the following positions of the association:

- Executive Secretary
- Up to three (3) Directors-at-Large, whom are Past Presidents

Section 2. Executive Secretary.

The executive secretary shall be approved by the board and shall carry out assignments communicated by the president. The executive secretary shall be an ex-officio member of the Board of Directors without vote.

The Executive Secretary is hereby authorized to handle funds on behalf of the Association. The Association shall establish one or more accounts in depository institutions mutually agreed upon by Association and Executive Secretary. The Executive Secretary shall deposit all monies received for the Association's

account into such accounts. The following persons shall be sole signatories on all accounts of Association: All officers of the Association.

The Executive Secretary shall have authority to negotiate and enter into agreements for the purchase of goods and services reasonably necessary to and in the ordinary course of Association's business, provided that such agreements are consistent with Association's approved budget. Executive Secretary shall not purchase any goods or services for the Association from any entity related to Executive Secretary without first disclosing to the Association the fact and nature of such relationship.

Section 3. Director-at-Large

Duties of the Director-at-Large shall be as assigned by the President on an annual basis and shall be voting members of the Board of Directors.

ARTICLE X - BOARD OF DIRECTORS

Section 1. Membership.

The Board of Directors shall consist of the Immediate Past President, the elected and appointed officers of the association.

Section 2. Regular Meetings.

Prior to the annual election of officers, the Board of Directors shall meet to determine policy and adopt a budget for the ensuing year. The Board of Directors shall meet to conduct regular business at such other times as the president may direct; provided however that the members of the Board of Directors shall be notified at least ten days in advance of such meetings. The President of MTAW is authorized to conduct discussion and voting upon issues important to MTAW and its members, which may arise between scheduled meetings of the Board of Directors by means of any reliable forms of electronic communication. Any decision made in this manner shall have the same force and effect as if they had been made at a duly constituted regularly scheduled board meeting of the Board of Directors. Such decisions shall be reported by the President at the next scheduled meeting of the Board of Directors and included in the minutes of such meeting.

In accordance with the quorum requirements for meetings of the Board of Directors, a majority of the members of the Board will be required to be present in order for a vote to be binding. Every effort will be made to notify each member of the Board of the pending issue and the voting deadline, which shall be no less than 24 hours after the issue, has been transmitted to the members of the board.

Section 3. Special Meetings.

Upon request of a majority of the elected officers of the association, the president shall call a special meeting of the Board of Directors. In addition, when it is impractical to convene the Board of Directors and circumstances demand that the president act for the association; the president is authorized to do so provided he/she obtains the approval from two of the following officers:
president – elect, vice president, secretary or treasurer.

Section 4. Quorum.

At regular meetings of the Board of Directors, a majority of the elected officers of the Board of Directors shall constitute a quorum.

ARTICLE XI – COMMITTEES

Section 1. Standing Committees.

The president shall appoint the following committees, which are ongoing committees established to advise upon the administrative and organizational affairs of the association.

- Special Events
- Education
- Joseph J. Krueger Award
- Nominations
- Election
- Audit
- Web Site
- Constitution and By-Laws
- Legislative
- Membership
- Newsletter
- Celebrations
- Scholarship
- New Treasurer's Workshop
- Salary Survey Committee
- Treasurer Manual Update Committee

Section 2. Special Committees.

The president may appoint committees as needed to report on various aspects of the organizations objectives rather than the administrative affairs of the association.

Section 3. Education Committee

The Education Committee shall consist of three Directors-At-Large and the past president.

- Responsible for review of content of UWGB Treasurers Institute
- Assist Conference Committee in content of training sessions
- Assist District Directors in content for district meetings
- Maintain the criteria for MTAW certification and re-certification requirements
- Review all applications for MTAW certification and/or re-certification and make recommendations to Board

Section 4. Joseph J. Krueger Award.

The purpose of the award is to formally recognize an active member of the Municipal Treasurers Association who has made an outstanding contribution to his/her profession and/or outstanding contributions to the general welfare of his/her community.

The award shall be a plaque, which, if justified, shall be awarded on an annual basis. Presentation shall take place at the Annual Meeting of the Municipal Treasurers Association of Wisconsin.

The nominations will be judged by a committee of three or more people comprised of prior recipients of the Joseph J. Krueger Award.

Nominations shall be mailed to the President of the Municipal Treasurers Association of Wisconsin and must be postmarked on or before March 1.

Section 5. Nominating Committee

The Committee shall be comprised of the President, President -Elect and Past President.

- Shall present a slate of candidates with at least one name for each office, one month prior to the annual business meeting.

Section 6. Election Committee

The Election Committee shall see that ballots are printed prior to the annual meeting.

- The ballots shall list the title of officers for which elections are to be held.
- The names of candidates for those officers as presented by the Nominating Committee, and a space in which a name may be written in for each office.
- No ballots need to be prepared in advance if only one candidate is nominated for each office prior to the annual meeting.

Section 7. Audit Committee

The audit committee shall consist of the treasurer and one other member.

- Annually review the records and financial reports of the Association's Treasurer for accuracy.
- Ensure that funds are received and dispersed within the guidelines established by the Executive Board.

Section 8. Web Site Committee

The Web Site Committee, under the direction of the Executive Board, directs and supervises the Association's Web Site.

- Works in conjunction with the Executive Secretary to provide information to the membership electronically.

Section 9. Constitution and By-Laws Committee

The Constitution and By-Laws Committee shall be chaired by the Vice-President.

- Responsible for periodically updating the Association Constitution and By-Laws as needed and make recommendations to the board regarding any changes

Section 10. Legislative Committee

The Legislative Committee will keep the association updated on legislation that may have an impact on the municipal treasurer.

Section 11. Membership Committee

The Membership Committee will assist the Board in promoting MTAW, soliciting new members, and retaining existing members.

- Encourage association involvement.
- Work closely with the Executive Secretary on the membership roster.
- Maintain the membership brochure and prepare articles for the newsletter.
- Monitor the membership fee schedule and make recommendations to Board if modifications are warranted.

Section 12. Newsletter Committee

The committee is responsible for gathering information for the Association newsletters, which will be published on February 15th, July 15th, and November 15th.

Section 13. Celebrations Committee

The purpose of the Celebrations Committee is to promote support and thoughtfulness to fellow members of the association at a time of illness, death or challenging times at work.

- A thoughtful card regarding the situation would be sent from the Association to the member. Members are encouraged to forward information to the committee

Section 14. Scholarship Committee

The Scholarship Committee shall administer the scholarship program of MTAW, which offers assistance to selected recipients for costs associated with attendance at the UWGB Institute

Section 15. New Treasurer's Workshop

The New Treasurer's Workshop Committee is responsible for planning, preparing and teaching the New Treasurers Workshop. The class shall be offered annually on the Wednesday before the Fall Conference.

Section 16. Salary Survey Committee

The Salary Survey Committee shall gather information and compile a salary survey to be placed on the Association website as a resource to our members.

Section 17. Treasurer Manual Update Committee

The Treasurer Manual Update Committee shall be responsible for updating and maintaining the Treasurer's Manual available for purchase through MTAW.

ARTICLE XII - MEETINGS OF THE ASSOCIATION

Section 1. Annual Meeting.

The annual meeting shall be held at the Annual Spring Conference at which time the officers and directors shall be elected.

Section 2. District Meetings.

District Directors shall attempt to conduct a district business meeting bi-annually and report the proceedings to the Board of Directors.

Section 3. Quorum

At the annual and district meetings, the active members as designated in Article III, Section I, present at the meeting shall constitute a quorum.

ARTICLE XIII - FISCAL YEAR

The fiscal year of the association shall be from May 1st to the next succeeding April 30th inclusive.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the by-laws of the association.

ARTICLE XV - DISCLAIMER OF ENDORSEMENTS

No individual member or group of members representing the association shall have the authority to endorse or recommend any product or service in the name of the association.

ARTICLE XVI - AMENDMENTS

This constitution may be amended by a majority vote of the active members at the annual meeting of the association; provided that notice of such proposed amendments shall be circulated at least ten (10) days in advance of said meeting; and provided such notice shall contain a copy of the amendment to be considered.

ARTICLE XVII - EFFECTIVE DATE

This constitution shall take effect the day following adjournment of the meeting at which they are adopted.

Revised and Approved April 2010