

# MTAW Policies & Procedures Manual

## A. Purpose

The purpose of this manual is to provide guidelines for the effective operation of the Municipal Treasurers Association of Wisconsin, INC. Hereinafter referred to as MTAW.

## B. Membership

1. As stated in Article III of the Constitution and By-Laws of MTAW, there are five classifications of eligible membership in MTAW.
  - a. Active Member - shall be an elected or appointed municipal treasurer, deputy or assistant treasurer or other municipal officer or employee charged with the performance or supervision of treasury responsibilities. Municipality includes city, village, town or county within the State of Wisconsin.
  - b. Associate Member - is available to individuals representing organizations associated with or closely related to the interests of the treasurer's office.
  - c. Treasurer at Heart Membership - may be extended to former members who had been a paid member in MTAW for five years or more and who desire to remain interested in MTAW, upon approval by a majority vote of the Board of Directors
  - d. Life Membership - may be extended to members after their retirement, upon approval by a majority vote of the Board of Directors
  - e. Honorary Member - 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. Honorary members shall have no vote in the affairs of the Association.
2. Voting Rights – Every member municipality and/or county shall have one vote regardless of the size or number of active members. Associate members, life members and treasurers at heart shall have no voting rights. Voting by proxy or absentee ballot is not permitted.
3. Membership Dues:

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.

## C. Elected Officers. The elected officers of MTAW shall be:

1. President

Responsible for the overall direction and operation of MTAW.

  - Insure that the stated goals/objectives of MTAW are followed
  - Work directly with the Executive Secretary to complete the association's management services.
  - Assist conference planners in developing agendas.
  - Chair all Board meetings and annual meeting
  - Assist MTAW Treasurer in preparation of the annual budget

- Appoint Committee members subject to Board confirmation
- Attend UWGB Municipal Treasurers Institute
  - Sunday Night - Welcome & Introduction Speech
  - Sunday Night - Describe MTAW certification program
  - Thursday Night - Awards Banquet
    - Present an inspirational speech to the MTAW graduates
    - Present awards given relative to MTAW
- Organize and staff MTAW Booth Institute Week
- Authorized to attend Association of Public Treasurers United States and Canada (APT US&C) annual conference with cost reimbursement by MTAW up to amount approved in annual budget. (Could attend another State's annual conference instead of APT US&C).
- Entitled to one night's hotel room reimbursement payable directly to the President. (If in attendance at the pre-conference Board Meeting).
- Term of office shall be one year

## 2. President-Elect

Assist the President in achieving the goals and objectives of MTAW

- Assist President and Directors in developing topics for District meetings
- Chair meetings and serve as acting President in the absence or inability of the President.
- Assist Vice President with hospitality suite at conferences
- Authorized to attend another State's annual conference with cost reimbursement by MTAW up to amount approved in annual budget.
- Serve as MTAW representative on DOR Advisory Committee
- Entitled to one night's hotel room reimbursement payable directly to the President-Elect. (If in attendance at the pre-conference Board Meeting).
- Term of office shall be one year

## 3. Vice-President

Assists the President in achieving the goals and objectives of MTAW

- Assist President and Directors in developing topics for District meetings
- Chair meetings and serve as acting President in the absence or inability of the President and President-Elect
- Chairs Committee responsible for maintenance of Constitution and Bylaws and Policies and Procedures Manual
- Responsible for conference hospitality suite.
  - Opening and closing of hospitality suite
  - Purchasing supplies for hospitality suite (submit invoices to Treasurer for reimbursement)
  - Transporting supplies to and from hospitality suite
- Entitled to one night's hotel room reimbursement payable directly to the Vice-President. (If in attendance at the pre-conference Board Meeting).
- Term of office shall be one year

4. Secretary

Maintain the official records of MTAW

- Prepare minutes of Board meeting
- Submit minutes to Executive Secretary for distribution to Board members
- Entitled to one night's hotel room reimbursement payable directly to the Secretary. (If in attendance at the pre-conference Board Meeting).
- Term of office shall be two years

5. Treasurer

Maintains the financial records of MTAW

- Prepare checks
- Reconcile bank statements
- Invest idle funds
- Prepare financial statements
- Preparation of annual budget (with assistance from President)
- Term of office shall be two years
- Entitled to one night's hotel room reimbursement payable directly to the Treasurer. (If in attendance at the pre-conference Board Meeting).
- Work with Executive Secretary regarding funds of the Association

6. District Directors

Represent the members within their respective District on the MTAW Board

- Conduct meetings within their District at least twice per year in order to provide members the opportunity to improve their skills and abilities in the profession as a municipal treasurer.
- Serve as a liaison between area Treasurers and MTAW
- Entitled to one night's hotel room reimbursement payable directly to each District Director. (If in attendance at the pre-conference Board Meeting).
- Term of office shall be one year, with eligibility for re-election on an annual basis

7. Past President

Assist President with duties as requested

- Serve as MTAW representative on DOR Advisory Committee
- Entitled to one night's hotel room reimbursement payable directly to the Past-President. (If in attendance at the pre-conference Board Meeting).

\*\*\*\*\*All Officers and Directors that attend the board meetings are eligible to receive a mileage reimbursement at the current IRS rate if their municipality does not cover this expense.

## **D. Appointed Officers**

### **1. Directors at Large**

Assist in achieving the goals and objectives of MTAW.

- Serve as a member of the Education Committee
- Serve as a member of the Scholarship Committee
- Entitled to one night's hotel room reimbursement payable directly to the Director at Large. (If in attendance at the pre-conference Board Meeting)

## **E. Committees**

### **Conference Committee**

The Conference Committee shall be responsible for the planning, coordination and administration of the Spring and/or Fall Conference(s).

### **Education Committee**

Is comprised 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 at conferences
- Assist District Directors in content at District meetings as requested
- Maintain criteria for MTAW certification and re-certification requirements
- Review all applications for MTAW certification and/or re-certification and forward approved recommendations to Board.

### **Joseph J. Krueger Award Committee**

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
- 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.

### **Nominations Committee**

Responsible for developing an annual slate of Officers and Directors of MTAW for presentation at the annual meeting.

- The Committee shall be comprised of the President, President-elect and Past President
- All Officers and Directors should be contacted at least one month prior to the annual meeting to determine if they wish to continue serving.

The Committee shall have the authority to appoint a temporary District Director to fill a vacancy.

### **Election Committee**

The Election Committee shall see that ballots are printed prior to the annual meeting. This committee shall consist of up to three members-at-large.

- 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.

### **Audit Committee**

The audit committee shall consist of the treasurer and one other member who is a Past-President or a former officer of the Association.

- 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.

### **Web Site Committee**

Maintain an internet web site for MTAW to assist and inform members and non-members on the benefits of the association. This committee shall consist of up to five members-at-large.

- web site address is [www.mtaw.org](http://www.mtaw.org)
- The Executive Secretary and web designer shall serve as advisory members of the web site committee
- Maintain list-serve network for MTAW and develop policies and rules for usage

### **Constitution and By-Laws Committee**

This committee shall be chaired by the Vice-President and shall have four members-at-large.

- Responsible for periodically updating the Association Constitution and By-Laws as needed

Make recommendations to the board regarding any changes.

### **Legislative Committee**

The committee will keep the association updated on legislation that may have an impact on the municipal treasurer. This committee shall consist of up to three members-at-large.

### **Membership Committee**

The committee will assist the Board in:

- Promoting MTAW
- Soliciting new members and the retention of existing members
- Encourage association involvement.
- Work closely with the Executive Secretary on the membership roster
- Maintain the membership brochure
- Prepare articles for the newsletter.
- Monitor the membership fee schedule and make recommendations to Board if modifications are warranted.

### **Newsletter Committee**

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

### **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 and challenging times at work.

- A thoughtful card regarding the situation would be sent from the Association to the member.

All members are encouraged to forward information to the committee.

### **Scholarship Committee**

This committee shall consist of the three Directors-At-Large and two other members that have previously served as an officer or director of the association.

- Administer the scholarship program of MTAW, which offers assistance to selected recipients for costs associated with attendance at the UWGB Institute
- Maintain scholarship application forms, in addition have copies available for applicants and include applications in newsletter and on web site.
- Coordinate with scholarship sponsors on number and amount of their respective scholarships.
  - Robert W. Baird & Co. Incorporated
  - Ehlers & Associates, Inc.
  - Municipal Treasurers Association of Wisconsin
  - Any additional sponsors
- Review all scholarship applications received and make recommendations of awards to Board
- Provide Executive Secretary who in return will notify scholarship recipients as soon as possible after Board approval in order to allow them to make plans to attend the Institute.

- Executive Secretary shall notify UWGB Institute Director of scholarship recipients
- Executive Secretary shall forward scholarship recipients for inclusion in the newsletter and for permanent documentation.
- Executive Secretary shall arrange to have scholarship awards and checks available to the president for presentation at UWGB Institute banquet.

### **New Treasurers Workshop Committee**

The committee is responsible for planning, preparing and teaching the New Treasurers Workshop. This committee shall consist of up to five members-at-large.

- The class shall be offered annually on the Wednesday before the Fall Conference
- Entitled to one night's hotel room reimbursement for Tuesday evening payable directly to the Committee Member if traveling 50 miles or more.

### **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.

### **Treasurer Manual Update Committee**

This committee is responsible for updating and maintaining the Treasurer's Manual available for purchase through MTAW. A mix of members from Cities, Villages and Towns shall serve on this committee to insure proper representation and perspectives from each.

- The Chair of this committee shall be responsible for maintaining a current copy of this manual in an electronic form and send the Executive Secretary any updates if needed on a yearly basis.

## **F. Meetings**

### **1. MTAW Board of Officers and Directors**

- The MTAW Board of Officers and Directors shall meet the evening prior to each conference and at any other times necessary as determined by the President.
- Agenda at regular meetings shall be:
  1. Call to order
  2. Officers reports
  3. Directors reports
  4. Executive Secretary report
  5. Committee reports
  6. Unfinished business
  7. New business
  8. Closed Session
  9. Open Session
  10. Adjournment

2. Annual meeting

- The MTAW annual meeting shall be held at the spring conference
- Agenda shall be:
  1. Call to Order
  2. Approval of Minutes of Previous Meeting
  3. Treasurer's Report
  4. Presentation of Budget for Ensuing Year
  5. Presentation of Certifications and/or Re-Certifications
  6. Committee Reports
  7. Nomination and Election of Officers and Directors
  8. Oath of Office of Officers and Directors
  9. Unfinished and/or Old Business
  10. New Business
  11. Closed Session
  12. Open Session
  13. Adjourn

3. District meetings

- District meetings should be held at a minimum of two times per year
- Location and topics for District meetings are at the discretion of the District Director(s)
- Registration fees for District meetings should be sufficient to cover costs
- District directors may utilize the services of the Executive Secretary in mailing of notices of District meetings to members and non-members within the District.
- District meetings may be held jointly with District meetings of the Wisconsin Municipal Clerks Association (WMCA).

Revised at the April 2010 Annual Meeting