

Municipal Treasurers Association of Wisconsin Constitution *and* By-Laws

ARTICLE I - IDENTITY OF THE ORGANIZATION

The name of this organization shall be the MUNICIPAL TREASURERS ASSOCIATION OF WISCONSIN. It is a non-profit, non-partisan organization.

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:

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

ARTICLE III - 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 or 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 treasurers 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 years or more, and who remain interested in the association and subscribe to its objectives.

ARTICLE IV - VOTING RIGHTS

Every municipality and county shall have one vote regardless of size or number of active members. Associate 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 up member, at the time the vote is held.

ARTICLE V - MEMBERSHIP FEES

Active Members. Annual membership fees for active members shall be determined by the Board of Directors at their Spring meeting.

Associate Members. Annual membership for associate members shall be determined by the Board of Directors.

Retired/Treasurers at Heart. Annual membership fees for Retired/Treasurers at Heart members shall be determined by the Board of Directors.

Life Members. Life members pay no membership fees.

ARTICLE VI - ELECTED OFFICERS

Section 1. Designation of Elected Officers. The elected officers of the association shall be:

- a. The President
- b. President-Elect
- c. Vice President
- d. The Secretary
- e. The Treasurer
- f. The District Directors

Section 2. Qualifications. No person shall be elected to office or continue to hold effective office unless he is designated as an active member as defined in Article III, Section 1 of these by-laws.

Section 3. Method of Selection. All officers will be elected at the annual meeting.

Section 4. Term of Office. The term of office for an elected, designated, or appointed officer shall commence after installation for a term of one year and may continue until a successor has been elected, designated, or appointed and installed.

Section 5. Vacancy in Elected Office. 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:

a. If the vacancy occurs in the office of President, the President-Elect shall assume the office of president and fill both positions.

b. 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.

c. 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.

d. 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 VII - DUTIES OF ELECTED OFFICERS

Section 1. President. The president shall preside at meetings of the members 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 state 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.* At regular meetings of the association and at all meetings of the Board of Directors, the secretary shall make or cause to be made a record of the proceedings.

Section 5. *Treasurer.* The treasurer shall have charge of all moneys belonging to the association and according to policies and practices established by the Board of Directors, shall disburse or direct the disbursement of association funds. The treasurer shall keep accurate accounts of all moneys received and disbursed by the association.

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 liaison officers between the members of their district and the Board of Directors.

ARTICLE VIII - APPOINTED OFFICERS

Section 1. *Designation of Appointed Officers.* The president, subject to the approval of the Board of Directors, shall appoint the following officers of the association:

- a. Executive Secretary
- b. Up to three (3) Directors-at-Large who are Past

Presidents, may be appointed by the President, subject to approval of the Executive Board.

Section 2. *Executive Secretary.* The executive secretary will carry out assignments directed by the president. The executive secretary shall be an ex-officio member of the Board of Directors without vote.

Section 3. **The duties of the Director-at-Large shall be as assigned by the President.** The Directors-at-Large shall be voting members of the Executive Board.

ARTICLE IX - 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.* Immediately following 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 cast a vote in order for that 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.

Also when it is impracticable 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 obtains the approval of two of the following officers: the first vice president, the secretary, and the treasurer.

Section 4. *Quorum.* At regular meetings of the Board of Directors a majority of the elected officers on the Board of Directors shall constitute a quorum.

ARTICLE X - COMMITTEES

Section 1. *Standing Committees.* The president shall appoint the following committees which are continuing committees established to advise upon the administrative and organizational affairs of the association.

- a. Constitution and By-Laws
- b. Legislative
- c. Special Events
- d. Nominating
- e. Election
- f. Education
- g. Audit
- h. Joseph J. Krueger Award

Section 2. *Special Committees.* The president may appoint these committees as needed to report on various aspects of the organizations objectives rather than the administrative affairs of the association.

Section 3. The Municipal Treasurers Association of Wisconsin will award the professional credential CMTW - Certified Municipal Treasurer of Wisconsin

to municipal treasurers who have satisfactorily met all the requirements of the certification program. The Certification Committee will be the president, president-elect, vice president, secretary, and treasurer. They will review all applications and forward their recommendations to the Board of Directors, who will determine if certification should be granted.

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 or her profession and/or outstanding contributions to the general welfare of his/her community.

The award will be a plaque which, if justified, will be awarded on an annual basis. It will be presented 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 June 1, 1982, and for years thereafter, on or before March 1st.

ARTICLE XI - MEETINGS OF THE ASSOCIATION

Section 1. *Annual Meeting.* The annual meeting will be held at the Annual Spring Conference at which time the officers and directors will be elected.

Section 2. *District Meetings.* Each district director shall attempt to conduct a district business meeting bi-monthly and report the proceedings to the president and secretary of the association.

Section 3. At all annual and district meetings, the active members as designated in Article III, Section I, present at the meeting shall constitute a quorum.

ARTICLE XII - FISCAL YEAR

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

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Section 1. *Rules.* 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 XIV - 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 XV - AMENDMENTS

Section 1. *Procedure.* 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 XVI - EFFECTIVE DATE

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

- Revised April 2005