

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

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4 **ARTICLE I - IDENTITY OF THE ORGANIZATION**
5

6 The name of this organization shall be:
7 MUNICIPAL TREASURERS ASSOCIATION OF WISCONSIN INC. (MTAW),
8 an organization exempt under 501 (c) (3).
9

10 **ARTICLE II - PURPOSES**
11

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

- 15 • To obtain higher standards of efficiency.
 - 16 • To promote service and improve relations with allied institutions.
 - 17 • To promote friendly and fraternal feelings among the members.
 - 18 • To provide an instrument for concerted expression of viewpoint and to
19 facilitate communications between all members.
- 20

21 **ARTICLE III – MISSION STATEMENT**
22

23 To promote the profession of Municipal Treasurers in the State of Wisconsin by
24 providing quality education, continual professional development, mutual support,
25 professional recognition, and to support professional conduct and integrity within the
26 field of municipal finance.
27

28 **ARTICLE IV - MEMBERSHIP**
29

30 **Section 1. Active Membership.**

31 Active membership shall be extended to the elected or appointed municipal treasurer,
32 deputy or assistant treasurer, or other municipal officer or employees charged with the
33 performance or supervision of treasury responsibilities. Municipality includes city,
34 village, town or county within the State of Wisconsin.
35

36 **Section 2. Associate Membership.**

37 Associate membership shall be available to organizations associated with or closely
38 related to the interests of the treasurer's office. Associate members have the option of
39 a per person associates fee or corporate fee.
40

41 **Section 3. Life Membership.**

42 Life membership shall be extended to those members after their retirement, who are
43 nominated by an Active Member and approval by a majority vote of the Board of
44 Directors.
45

46 **Section 4. Treasurers at Heart**

47 Treasurers at Heart shall be available to those former, retired, and/or transitional active
48 members who have been in the Association for five or more years, and who remain
49 interested in the Association.
50
51

52 **Section 5. Honorary Members.**

53 Honorary members shall be extended to those Associate Members who are nominated
54 by an Active Member and approved by a majority vote of the Board of Directors.

55
56 **SECTION 6. Classification of Members.**

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

59
60 **ARTICLE V - VOTING RIGHTS**

61
62 Every municipality and county shall have one vote regardless of size or number of
63 active members. Associate, Honorary, Treasurer at Heart, and Life members have no
64 voting rights. Voting by proxy or absentee ballot is not permitted, and the right to vote
65 can only be exercised by an active paid member, at the time the vote is held.

66
67 **ARTICLE VI - MEMBERSHIP DUES**

68
69 Annual membership dues shall be determined by the Board of Directors at their annual
70 meeting.

71
72 The annual nonrefundable dues for each member of the Association are outlined in the
73 Officers and Committee Manual.

74
75 **ARTICLE VII - ELECTED OFFICERS**

76
77 **Section 1. General.**

78 The elected officers of this Association shall be a President, President-Elect, Vice-
79 President, Treasurer and Secretary. At each Annual Meeting, the President-Elect shall
80 assume the Presidency; the Vice-President shall assume the President-Elect and there
81 shall be elected by the membership a Vice-President, Treasurer, Secretary and District
82 Directors.

83
84 **Section 2. Qualifications.**

85 No person shall be elected to office or continue to hold effective office unless he/she is
86 designated as an active member as defined in Article IV, Section 1 of the by-laws. See
87 the Officers and Committee Manual for other qualifications.

88
89 **Section 3. Term of Office.**

90 Each elected officer shall take office at the Annual Meeting and shall serve for a term of:
91 One year - President, President-Elect, Vice-President and District Director.
92 Two year – Secretary and Treasurer.

93
94 **Section 4. Elected Officer Vacancy.**

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

- 97 • If the vacancy occurs in the office of President, the President-Elect shall assume
98 the office of President and fill both positions.
99 • If the vacancy occurs in either the position of President-Elect or Vice-President,
100 the remaining President-Elect or Vice-President shall assume the duties of both
101 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, and perform all the duties usually performed by presidents of like organizations. See the Officers and Committee Manual for a complete list of responsibilities.

Section 2. President-Elect.

The President-Elect shall perform all of the duties in the absence or disability of the President. See the Officers and Committee Manual for a complete list of responsibilities.

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. See the Officers and Committee Manual for a complete list of responsibilities.

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. See the Officers and Committee Manual for a complete list of responsibilities.

Section 5. Treasurer.

The Treasurer shall maintain the financial records of MTAW. See the Officers and Committee Manual for a complete list of responsibilities.

Section 6. District Directors.

The District Directors shall be responsible for organizing and conducting meetings of the members within their assigned districts. See the Officers and Committee Manual for a complete list of responsibilities.

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

153 institutions mutually agreed upon by the Association and Executive Secretary. The
154 Executive Secretary shall deposit all monies received for the Association's account into
155 such accounts. The following persons shall be sole signatories on all accounts of the
156 Association: All officers of the Association.

157
158 The Executive Secretary shall have authority to negotiate and enter into agreements for
159 the purchase of goods and services reasonably necessary to and in the ordinary course
160 of Association's business, provided that such agreements are consistent with the
161 Association's approved budget. Executive Secretary shall not purchase any goods or
162 services for the Association from any entity related to Executive Secretary without first
163 disclosing to the Association the fact and nature of such relationship.

164
165 **Section 3. Director-at-Large**
166 Duties of the Director-at-Large shall be as assigned by the President on an annual basis
167 and shall be voting members of the Board of Directors. See the Officers and Committee
168 Manual for a complete list of responsibilities.

169 170 **ARTICLE X - BOARD OF DIRECTORS**

171
172 **Section 1. Membership.**
173 The Board of Directors shall consist of the Immediate Past President, the elected and
174 appointed officers of the Association.

175
176 The Past President shall assist the President with duties as requested and serve as
177 MTAW representative on DOR Advisory Committee. See the Officers and Committee
178 Manual for a complete list of responsibilities.

179
180 **Section 2. Regular Meetings.**
181 Prior to the annual election of officers, the Board of Directors shall meet to determine
182 policy and adopt a budget for the ensuing year. The Board of Directors shall meet to
183 conduct regular business at such other times as the President may direct; provided
184 however that the members of the Board of Directors shall be notified at least ten days in
185 advance of such meetings. The President of MTAW is authorized to conduct discussion
186 and vote upon issues important to MTAW and its members, which may arise between
187 scheduled meetings of the Board of Directors by means of any reliable forms of
188 electronic communication. Any decision made in this manner shall have the same force
189 and effect as if they had been made at a duly constituted regularly scheduled board
190 meeting of the Board of Directors. Such decisions shall be reported by the President at
191 the next scheduled meeting of the Board of Directors and included in the minutes of
192 such meeting.

193
194 In accordance with the quorum requirements for meetings of the Board of Directors, a
195 majority of the members of the Board will be required to be present in order for a vote to
196 be binding. Every effort will be made to notify each member of the Board of the pending
197 issue and the voting deadline, which shall be no less than 24 hours after the issue, has
198 been transmitted to the members of the board.

- 199
200
 - Agenda at regular meetings shall be:
- 201 1. Call to order
 - 202 2. Officers reports
 - 203 3. Directors reports

- 204 4. Executive Secretary report
- 205 5. Committee reports
- 206 6. Unfinished business
- 207 7. New business
- 208 8. Closed Session
- 209 9. Open Session
- 210 10. Adjournment

211
212 **Section 3. Special Meetings.**

213 Upon request of a majority of the elected officers of the Association, the President shall
214 call a special meeting of the Board of Directors. In addition, when it is impractical to
215 convene the Board of Directors and circumstances demand that the President act for
216 the Association; the President is authorized to do so provided he/she obtains the
217 approval from two of the following officers: President-Elect, Vice-President, Secretary
218 or Treasurer.

219
220 **Section 4. Quorum.**

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

223
224 **ARTICLE XI – COMMITTEES**

225
226 **Section 1. Standing Committees.**

227 The President shall appoint the following committees, which are ongoing committees
228 established to advise upon the administrative and organizational affairs of the
229 association and any other committee as appointed by the MTAW Board.

- 230
- 231 • Audit
- 232 • Constitution and By-Laws
- 233 • Education
- 234 • Election
- 235 •
- 236 • Membership
- 237 • Nominations
- 238 •
- 239 •
- 240 •
- 241 •

242
243 **Section 2. Special Committees.**

244 The President may appoint committees as needed to report on various aspects of the
245 organizations objectives rather than the administrative affairs of the Association.

246
247 **ARTICLE XII - MEETINGS OF THE ASSOCIATION**

248
249 **Section 1. Annual Meeting.**

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

252 Annual meeting agenda

- 253 1. Call to Order
- 254 2. Approval of Minutes of Previous Meeting

- 255 3. Treasurer's Report
- 256 4. Presentation of Budget for Ensuing Year
- 257 5. Presentation of Certifications and/or Re-Certifications
- 258 6. Committee Reports
- 259 7. Nomination and Election of Officers and Directors
- 260 8. Oath of Office of Officers and Directors
- 261 9. Unfinished and/or Old Business
- 262 10. New Business
- 263 11. Closed Session
- 264 12. Open Session
- 265 13. Adjourn

266
267 **Section 2. District Meetings.**

268 District Directors shall attempt to conduct a district business meeting bi-annually and
269 report the proceedings to the Board of Directors. See the Officers and Committee
270 Manual for a complete list of District Director's responsibilities.

271
272 **Section 3. Quorum**

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

275
276 **ARTICLE XIII - FISCAL YEAR**

277
278 The fiscal year of the Association shall be from May 1st to the next succeeding
279 April 30th inclusive.

280
281 **ARTICLE XIV - PARLIAMENTARY AUTHORITY**

282
283 Roberts Rules of Order shall be the parliamentary authority for all matters of procedure
284 not specifically covered by the by-laws of the Association.

285
286 **ARTICLE XV - DISCLAIMER OF ENDORSEMENTS**

287
288 No individual member or group of members representing the Association shall have the
289 authority to endorse or recommend any product or service in the name of the
290 Association.

291
292 **ARTICLE XVI - AMENDMENTS**

293
294 This constitution may be amended by a majority vote of the active members at the
295 annual meeting of the Association; provided that notice of such proposed amendments
296 shall be circulated at least ten (10) days in advance of said meeting; and provided such
297 notice shall contain a copy of the amendment to be considered.

298
299 **ARTICLE XVII - EFFECTIVE DATE**

300
301 This constitution shall take effect the day following adjournment of the meeting at which
302 they are adopted.