

Washington County Association of Township Officials

Washington County Pennsylvania

BY LAWS

ARTICLE I CONSTITUTION

The Act of Assembly of May 8, 1913, authorizing the organization of County Association of Township Officers, with all re-enactments thereof and amendments thereto, together with the Act of Assembly of May 6, 1921 authorizing the organization of a State Association of Township Supervisors, including all the re-enactments thereof and amendments thereto, shall be the Constitution of this organization.

THE ORIGINAL BY-LAWS ADOPTED OCTOBER 20, 1960, REVISED OCTOBER 19, 1968, REVISED OCTOBER 5, 1974, REVISED OCTOBER 6, 1984, REVISED SEPTEMBER 30, 2010, SEPTEMBER 15, 2011 AND SEPTEMBER 13, 2012.

ARTICLE II NAME

The name shall be the Washington County Association of Township Officials, hereinafter referred to as the Association.

ARTICLE III MEMBERSHIP

Section 1. The membership shall consist of the Township Supervisors, the Township Secretaries, the Township Treasurers, the Township Auditors, the Township Tax Collectors, the Township Managers, the Township Public Works Directors, the Township Roadmasters, the Township Solicitors, the Township Engineers, the Township Zoning Officers, and the Township Code Enforcement Officers of Washington County, Pennsylvania.

Section 2. By majority vote of any regular convention, full membership for life may be conferred upon any member who has rendered long and valuable service to Township government.

Section 3. Honorary membership may be conferred upon State and County Officials.

Section 4. Any member, including life members, is entitled to vote on any question and to hold office within the Association, except that of delegate to the State Convention. The President and Secretary of the Association shall be the delegates to the State Convention and shall be reimbursed for their expenses at the approved rate for any delegate.

Section 5. At any meeting of the Association, twenty (20) per cent of the membership shall constitute a quorum for the transaction of business.

ARTICLE IV MEETINGS

Section 1. The Annual Convention of the Association shall be held during the month of September or October of each year. Selection of time and place of the meeting by the Executive Committee.

Section 2. The President may call a special meeting of the Association or any member of any branch thereof when authorized to do so by the Executive Committee.

ARTICLE V OFFICERS

Section 1. The officers of the Association shall be a President, a first and second Vice-President, a Secretary and a Treasurer, and an assistant Secretary and Treasurer. The Secretary and Treasurer and the assistant Secretary and Treasurer may be the same person, and may or may not be a Township Official.

Section 2. The term of service of the officers shall be from the close of one Annual Convention until the close of the next succeeding Annual Convention, except the President, who may not serve more than two terms in succession.

Section 3. The officers of the Association shall be elected annually near the close of the business session of the Annual Convention.

Section 4. The Executive Committee shall have authority to fill any vacancy for the unexpired term of any office that may become vacant between conventions. **THEY SHALL ALSO HAVE THE AUTHORITY TO APPOINT ALTERNATE DELEGATES TO THE STATE CONVENTION IF THE ASSOCIATION PRESIDENT AND/OR SECRETARY CANNOT ATTEND.**

ARTICLE VI DUTIES OF OFFICERS

Section 1. The President shall call all regular meetings, preside at all executive committee meetings, appoint chairmen of all committees, **APPOINT A COUNTY CONVENTION PARLIAMENTARIAN** and be an ex-officio member of each committee and perform all other duties generally incumbent on a President.

Section 2. The Secretary shall keep correct minutes of all meetings, including those of the Executive Committee; shall maintain a complete roll of the membership; attend to all correspondence, and perform all other duties pertaining to a secretaryship or that the President may require of him. He shall be the custodian of all Association property and turn the same over to his successor in office.

Section 3. The Secretary shall be charged with full responsibility in the preparation of a suitable program for the forthcoming convention and be given full assistance and cooperation by the Executive Committee or others who may be called upon.

Section 4. The Secretary, when acting as Treasurer of the Association, shall receive and collect all monies due the Association and shall deposit same in a bank in the name of the Association and pay out same on approved orders. Any outgoing checks shall bear the signatures of the President or First Vice President and the Treasurer or Assistant Treasurer.

Section 5. The assistant Secretary and Treasurer shall be charged with performing all the duties of the Secretary and Treasurer when required due to the absence or inability of the Secretary or Treasurer for whatever reason.

Section 6. The Executive Committee may or may not require that the Secretary-Treasurer be bonded, and if bonded, it will be at the expense of the Association.

ARTICLE VII SUCCESSION IN OFFICE

Section 1. In case the President-elect should, for any reason, be unable to perform the duties of his office, the first Vice-President and after him the second Vice-President shall serve in his stead until the President is again able to serve.

ARTICLE VIII COMMITTEES

Section 1. The Executive Committee shall consist of the elected officers of the Association, and the chairmen of the Standing Committees and such other persons as the President may appoint. Total number of Executive Committee members to be nine (9).

Section 2. After the close of the Annual Convention, and before January 31st of the following year, the President shall appoint a Chairman of the following Standing committees: Resolution, Nominating, Finance, By-Laws and Auditing. Each committee shall consist of five (5) members and will be appointed by the Executive committee, should the Chairman fail to submit his list of members by a date designated by the President. He shall also appoint special committees if necessary.

Section 3. The Resolution Committee shall annually present proposed resolutions for consideration by the convention.

Section 4. The Nominating Committee shall present to the Convention the names of persons who are suitable and eligible to serve as officers of the Association. Other nominations, as well as resolutions, may be offered from the floor.

Section 5. The Finance Committee shall estimate the monetary needs of the Association and shall annually request contributions from each Township. These contributions requested shall not be less than twenty-five (\$25.00) dollars per year. If the authorized activities of the Association require it, they may be fixed at a higher rate. Any Township failing,

neglecting or refusing to pay its Association dues shall be deprived of free access to any or all special privileges of the Association.

Section 6. The Auditing Committee shall annually audit the accounts of the Secretary/Treasurer and submit a statement showing receipts and expenditures on hand, through the year. It shall submit this report, together with the report of the Township dues to be collected, to the Executive Committee at its September meeting for approval or amendment.

Section 7. The By-Laws Committee shall review the By-Laws annually and make recommendations to the Convention for any additions or changes they feel necessary.

Section 8. The Executive Committee shall have full charge of the affairs of the Association between Conventions. It shall meet annually before the first of September of each year at a time and place selected by the President. At that time, it shall conform or amend the report of the Finance Committee, certify the date of the forthcoming convention, assist and cooperate with the secretary in the preparation of a suitable program and transact any other business that may come to its attention.

Section 9. The President may call a special meeting of the Committee as occasions for its service may arise.

SECTION 10. A SECOND CONVENTION MAY BE SCHEDULED BY THE EXECUTIVE COMMITTEE, WHENEVER IT IS DEEMED ADVISABLE OR NECESSARY.

ARTICLE IX AMENDMENTS

These By-Laws may be amended at any regular meeting of the Association by submitting proposed amendments in writing and by a two-third majority vote of the members present and voting.

These By-Laws approved and adopted, as revised, in regular meeting held in Washington County, Pennsylvania on September 15, 2011.

By-Laws Committee

Robert L. Taylor, Chairman