

# **IDAHO ASSOCIATION OF COUNTY TREASURERS**

## **BY-LAWS**

and

## **POLICIES & PROCEDURES**

*Constitution and By-Laws*

*Revised for 8/4/2015*

### ***IDAHO ASSOCIATION OF COUNTY TREASURERS***

#### ***BY-LAWS***

#### **ARTICLE 1: NAME**

##### **Section 1:**

The name of this Association shall be the **IDAHO ASSOCIATION OF COUNTY TREASURERS (IACT)**.

#### **ARTICLE 2: OBJECTIVES**

##### **Section 1:**

The objectives of this Association shall be:

- A. To unite as one State Organization of the County Treasurers of the State of Idaho.
- B. To formulate standards and principles for guidance of County Treasurers.
- C. To encourage legislation and public support for efficiency in public office.

#### **ARTICLE 3: MEMBERS-QUALIFICATIONS AND ADMISSION**

##### **Section 1:**

Any County Treasurer may become a member of the Association upon payment of the annual dues of the Association.

#### **ARTICLE 4: OFFICERS AND EXECUTIVE BOARD**

##### **Section 1: OFFICERS**

The officers of this Association shall be elected at the annual conference and shall consist of President, Vice-President, Secretary, Treasurer, Parliamentarian and Historian.

## **Section 2: DUTIES OF OFFICERS**

### **1. *President***

The President shall preside at all meetings of this Association and of the Executive Board and shall have general supervision of this Association. The President shall appoint all standing committees and any special committee needed and the Chairpersons of such committees. The President shall be an ex-officio member of all committees.

### **2. *Vice-President***

The Vice-President shall perform such duties as requested by the President. In the absence of the President, the Vice-President shall perform the duties of the President and shall have all the duties and powers of the President. The Vice-President shall also be the correspondence liaison to the Idaho Association of Counties (IAC) reporting the Association news for the County Commentary.

### **3. *Secretary***

The Secretary shall keep and present minutes of all meetings of the Association and the Executive Board and shall be custodian of all records of the Association. Shall issue all notice of meetings and shall conduct all correspondence related to the Association. In the absence of the President and Vice-President, the Secretary shall have all duties and powers of the President.

### **4. *Treasurer***

The Treasurer shall be custodian of all funds of the Association and shall pay all bills as per the adopted budget. The Treasurer shall keep account of all monies received and disbursed by the Association and shall report in full at the regular meetings. The Treasurer shall give notice in October of Association dues. In the absence of the President, Vice-President and Secretary, the Treasurer shall have all duties and powers of the President.

### **5. *Parliamentarian***

The Parliamentarian shall assist the President in maintaining parliamentary procedures and order during the business session of the Association and shall be responsible for providing training in Parliamentary rules to the Association on a periodic basis.

### **6. *Historian***

The Historian shall maintain a chronicle of the activities of this Association.

## **Section 3: EXECUTIVE BOARD**

The Executive Board shall consist of the elected officers and the Immediate Past President. The Immediate Past President shall serve for one (1) year following his/her term as President. The Immediate Past President shall serve in an advisory capacity to the Board and hold no vote in regard to Board decisions.

## **Section 4: TERM OF OFFICE**

The term of office for officers may not be more than two years. The Historian and Parliamentarian may serve continually, if elected annually. Chairpersons and committee member terms shall run from the time of appointment until successors are named.

## **Section 5: VACANCY OF OFFICE**

In case of a vacancy in the office of an elected officer, the Executive Board shall decide the replacement. One of the existing officers may assume that position until the next scheduled election. At the time of election the new appointed officer may submit their name for nomination.

**ARTICLE 5: MEETINGS**

**Section 1: ANNUAL CONFERENCES**

The annual conference of the Association shall take place on a date agreed upon by the President and members. Notice of the meeting shall be sent out at least fifteen (15) days prior to such meeting, directly to each member. The location of the annual conference shall be rotated in the following districts: 1-3-5-2-4-6.

**Section 2: SPECIAL MEETINGS**

Special meetings shall be held at the call of the President or the Executive Board.

**Section 3: MEETINGS OF THE EXECUTIVE BOARD**

Meetings of the Executive Board shall be held at the call of the President or the Executive Board.

**Section 4: DISTRICT MEETINGS**

The district committee chairperson shall call meetings as needed in their respective districts to discuss problems and changes in legislation and to conduct other necessary business.

**Section 5: ALL COMMITTEES**

All committees shall be subject to the call of their respective chairpersons.

**ARTICLE 6: QUORUM**

**Section 1:**

A representation of at least twenty-three (23) members of this Association shall constitute a quorum, authorized to transact any business duly presented at any conference of the Association. Each County Treasurer at the conference shall be entitled to one vote on any business of the Association, including but not limited to, elections. A treasurer must be present to vote.

**ARTICLE 7: MEMBERSHIP DUES**

**Section 1:**

The annual dues for membership in the Association shall be a sum determined by the budget committee, payable by January to the Treasurer of the Association.

## **ARTICLE 8: NOMINATIONS AND ELECTIONS**

### **Section 1:**

The current Vice-President, Secretary and Treasurer will automatically move up through the chairs and nominations will be accepted from the floor for a new Treasurer, Parliamentarian, Historian, IAC delegate, STC delegate, IAC delegate alternate, and STC delegate alternate and two (2) NACCTFO directors on the first business day of the annual conference. If there is more than one (1) name for a position, the voting will be by ballot. The IAC delegate and the two (2) NACCTFO directors will serve a two (2) year term elected on odd numbered years.

### **Section 2:**

Elections shall be by ballot during the annual conference, unless there is only one nominee for each office. Elections may then be by voice vote.

### **Section 3:**

In the case of a tie on the first ballot, for any one or more officers, a new election shall take place once for the particular cases in which there has been a tie, until the tie is broken and a choice is determined.

### **Section 4:**

At least every seven (7) years IAC's rotating order will provide that a Treasurer shall be elected by IACT to have their name put forward by the association for nomination as the Secretary/Treasurer of IAC. All Treasurers interested in this position must submit their names to the IACT Vice-President prior to the IAC February Legislative Conference. The names will be presented by the Vice-President and nominations will be accepted from the floor on the first day of the legislative conference. If more than one candidate is interested, time will be allowed for campaign speeches from all candidates. Election will be done by ballot, if there is more than one candidate for the position. Elections for this position will be held during the legislative business meeting in February. The Treasurer selected through this process must assist the Vice President in completing an IAC application by June 1 of the year of their election to indicate their interest in running for the position. Failure to submit the required IAC application shall bar the individual from running for office that year.

**Section 5:**

The above section does not in any way prohibit anyone who is interested in running for a position on the IAC Board from going through the procedure as outlined in the IAC By-Laws.

**ARTICLE 9: COMMITTEES**

**Section 1: PROGRAM COMMITTEE**

The program committee shall be the Executive Committee and conference hosts, and shall make all plans and arrangements for the meetings of this Association.

**Section 2: LEGISLATIVE COMMITTEE**

The legislative committee shall organize and prepare legislation to present to the State Legislature and shall report to the members of this Association. The legislative committee consists of five (5) members appointed by the President. The President shall appoint the Chairman and Co-Chairman who will serve in absence of the chairman.

**A. SUB COMMITTEES**

The President may select one (1) Treasurer from each district to serve as a sub-committee of six (6). When called upon, this committee will communicate information, suggestions and decisions to all districts and the legislative committee. The Treasurer selected from each district for this sub-committee will also serve as chairman of that district.

**Section 3: BUDGET COMMITTEE**

The budget committee shall prepare an annual budget to be presented at the annual conference. Approval of the annual budget shall take place at the Treasurers meeting during the IAC Annual Conference in September. The budget committee is appointed by the President. It shall consist of three (3) members including the IACT Treasurer.

**Section 4: MILLS-ADLER COMMITTEE**

The Mills-Adler committee is appointed by the President. Committee members are past recipients of this award. Criteria established by the IAC will be followed to select an annual winner.

**Section 5: EDUCATION COMMITTEE**

The education committee shall prepare educational material to be presented at the Treasurers’ conference and to encourage training and education programs for Treasurers. This committee will have representation from each district appointed by the President along with two (2) members at large.

**Section 6: SPECIAL COMMITTEES**

Special committees shall be appointed by the President when the President deems it necessary to carry out the work of this Association.

- A. Conference hosts shall be the Treasurers from host districts.
- B. The Districts are made up of the following counties:

**District 1**

(five (5) counties)

Benewah, Boundary, Bonner, Kootenai & Shoshone

**District 2**

(five (5) counties)

Clearwater, Idaho, Latah, Nez Perce & Lewis

**District 3**

(ten (10) counties)

Adams, Ada, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley & Washington

**District 4**

(eight (8) counties)

Blaine, Cassia, Camas, Gooding, Jerome, Lincoln, Minidoka & Twin Falls

**District 5**

(seven (7) counties)

Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida & Power

**District 6**

(nine (9) counties)

Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison & Teton

**Section 7: DISTRICT COMMITTEES**

The district committees are the district members. Chairman for each district will be appointed by the President.

**Section 8: COMMUNICATIONS COMMITTEE**

This committee will design various basic informational releases for the Treasurers' optional use when preparing statements for publication. It may also serve other public relations tasks as they arise including working on the website, newsletter or other electronic media forms of communication. This committee will be appointed by the President.

**Section 9: MEMORIAL FUND COMMITTEE**

The Memorial Fund Committee will be appointed by the President to administer the distribution of funds donated in memory of past County Treasurers. The funds will be released through the Association's Treasurer.

**Section 10: CONFERENCE AFFILIATE COMMITTEE**

The conference affiliate committee will be appointed by the President to administer and coordinate the solicitation and follow-through of organizations who wish to affiliate with our annual conference. This committee will maintain a database of past organization affiliates, including contact and mailing address information. At conference time, this committee will coordinate efforts with the Conference Host District to convey all vendor accommodations needed by affiliates are defined, in place and satisfactory. The committee will also work directly with the Treasurer to assure affiliate fees are paid prior to the conference. A member of this committee will assist in conference registration, specifically to assist affiliate arrival and setup. Membership on this committee should consist of, at a minimum to provide continuity from year to year: current Association President, past Association President, current District Conference Host chair, current Association Treasurer, and past Association Treasurer.



## **ARTICLE 10: FINANCES**

### **Section 1: BANKING**

All banking shall be conducted with a bank which is FDIC insured and in accordance with the Policies and Procedures of the IACT.

### **Section 2: MEMORIAL FUND DISTRIBUTIONS**

This fund has been established as a means of furnishing additional funding to enable a County Treasurer to attend meetings and educational sessions of the Idaho Association of County Treasurers when budgetary restrictions would otherwise make such attendance impossible. These funds may be available for registration, transportation costs, or housing supplement. The name of the applicant(s) will only be known by the Executive Board and the Association Treasurer will issue the funds to the applicant(s).

### **Section 3: ALL COMMITTEE EXPENSES**

Costs may be paid for committee expenses, including but not limited to: travel, meals, phone, copies, postage, meeting rooms, continental breakfasts, breaks and speaker fees, which may include travel, food and lodging when necessary, at the discretion of the Administrative Board. Mileage will be paid using the IRS rate applicable at the time of occurrence. (See <http://www.irs.gov/2014-Standard-Mileage-Rates-for-Business,-Medical-and-Moving-Announced>. This rate is updated, as needed. Make sure you are using the appropriate chart.)

## **ARTICLE 11: PARLIAMENTARY AUTHORITY**

### **Section 1:**

Roberts Rules of Order, Revised, shall be the recognized parliamentary authority.

## **ARTICLE 12: AMENDMENTS**

### **Section 1:**

The Constitution and By-Laws shall be amended by two-thirds vote of the members present at the annual conference of this Association. No proposal shall be acted upon unless written notice thereof has been given to the Secretary at least 30 days prior to the meeting. Such proposal shall be listed in the call for the next regular conference and a copy of the amendment(s) sent to every

member of the Association at least fifteen (15) days before the date of the next regular conference at which time the amendment is to be voted upon.

*APPENDIX*  
**IDAHO ASSOCIATION OF COUNTY TREASURERS**  
**POLICIES & PROCEDURES**

**Section 1:**

The checking account for this Association may be placed in a bank agreed upon by the Executive Board with consideration given to the Treasurer's location.

**Section 2:**

The names of the President and Treasurer are required on signature cards to access Association bank accounts. Only one signature is required to sign checks. Signature cards are changed with each newly elected or appointed President and Treasurer.

**Section 3:**

The investment of money, if any, will be left to the discretion of the Association Officers.

**Section 4:**

The budget year for this Association is from October 1<sup>st</sup> through September 30th.

**Section 5:**

Registration should cover conference costs and expenses not outlined in the budget and will be paid from savings/reserve, at the discretion of the executive board.

**Section 6:**

Travel expenses will be paid for the President and Vice-President to the NACCTFO Legislative and NACCTFO Annual Conference each year. In the event either the President or Vice-President is unable to attend, or opts to use his/her county funds for that purpose, association funds may be extended to the recipient who won the NACCTFO drawing for airfare and transportation expenses. IACT's two (2) NACCTFO directors' expenses will be paid to the annual NACCTFO Conference. The same amount may be allowed for any member who is an officer of NACCTFO. Requests may be considered for transportation reimbursement for NACCTFO directors to assigned committee meetings.

In addition, a drawing to provide registration and housing while attending the NACCTFO Annual Conference will be held each year. **The recipient's NACCTFO Registration plus three night's hotel will be paid by the association.** All Treasurers who are interested in attending the Annual NACCTFO Conference may submit their names to the drawing which will take place at the February Midwinter Conference Treasurers' Meeting.

**Section 7:**

The legislative committee expenses will be paid.

**Section 8:**

Travel expenses will be paid for Association officers to plan for the annual conference.

**Section 9:**

The Association will pay for group pictures. Forty-six (46) pictures will be ordered including one for each county and one each for Historian and IAC.

**Section 10:**

The Association will type its own minutes, but pay all other printing costs for the conference, such as transcripts, programs, etc.

**Section 11:**

Past members will be honored with a clock plaque or other appropriate commemorative, not to exceed from \$75.00 to \$125.00 per commemorative.

**Section 12:**

Bills submitted will be paid per the adopted budget.