

CONSTITUTION AND BY-LAWS
OF THE
MONTGOMERY COUNTY ASSOCIATION OF
TOWNSHIP OFFICIALS
COMMONWEALTH OF PENNSYLVANIA
UNITED STATES OF AMERICA

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CONSTITUTION AND BY-LAWS
OF THE
MONTGOMERY COUNTY ASSOCIATION OF
TOWNSHIP OFFICIALS

ARTICLE I - CONSTITUTION

1. The Act of Assembly of May 8, 1913, authorizing the organization of a County Association of Township Officers, with all re-enactments thereof and amendments thereof; 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 thereof, shall be the Constitution of this organization.

ARTICLE II - NAME

1. The name of this organization shall be the “Montgomery County Association of Township Officials”, herein referred to as the Association, and shall be the official organization of the officials of the Townships of the Second Class and comparable elected representatives of Home Rule or Optional Plans member townships of Montgomery County, Pennsylvania.

ARTICLE III - PURPOSE

1. This Association is formed to promote a better knowledge of the rights and duties of township officials, and by comparison of experiences and interchange of ideas, to arrive at the best way to discharge those duties. Those duties include, but are not limited to, improvement of township government, assessment of property, the collection of taxes, the construction, improvement and maintenance of roads, the promotion of mutual cooperation among member townships and other groups with which the Association has common cause.

Associations of two or more adjacent counties may arrange to meet in joint sessions.

2. The Association shall work to advance, preserve and protect the inherent right of municipal self-government in the Commonwealth of Pennsylvania.
3. The Association shall advance the economic and governmental best interests of member townships; and aid in all possible ways the conservation and development of those municipalities in Montgomery County.
4. To communicate with representatives of the Pennsylvania General Assembly, Montgomery County Government and the Pennsylvania State Association of Township Supervisors and secure legislation which will enable Township government to function more efficiently.
5. To provide ancillary and informational services to member townships and other local government organizations.

ARTICLE IV - MEMBERSHIP

1. ***Full membership in the Association shall be an elected or appointed official of a Township of the Second Class and comparable representatives of Home Rule or optional Plan Townships within Montgomery County, Pennsylvania to include Boards of Supervisors, Home Rule Council Members, Treasurers, Auditors, Tax Collectors, Solicitors, Engineers, Managers, Secretaries and shall possess full voting rights in Association matters. Amended - 02.20.09***

2. *Associate Members - Shall be elected or appointed officials of a Township of the First Class, a Borough or comparable representatives of Home Rule or optional plan municipalities within Montgomery County Pennsylvania to include Boards of Commissioner members, Borough Council members, Mayors, Treasurers, Auditors, Controllers, Tax Collectors, Solicitors, Engineers, Managers (Administrators), and Secretaries. Associate members shall receive all the benefits of membership except that they shall not possess voting rights and may not serve as voting members of the Executive Committee. Amended – 02.20.09*
3. Honorary Members - By majority vote at any convention of the Association, honorary membership may be conferred on any retired member of the Association who has rendered long and valuable service to township government.
4. For the purpose of keeping an accurate membership roll, the Secretary of each Association member shall be requested to submit to the Secretary of the Association a list of names and addresses of Township officials by January 15th of each year.

ARTICLE V - VOTING

1. Election of officers
 - (a) Every Township Supervisor, Auditor, Tax Collector, Manager, Secretary, Treasurer or comparable elected representatives of Home Rule or Optional Plans Township attending a convention may vote in any election of officers and any other business to come before the Association.
 - (b) Each member municipality with dues paid for the current year shall be entitled to have its eligible representative(s) vote on all business before the convention.

- (c) Each member municipality shall submit in writing to the Association Secretary, prior to the opening of the convention, the names of its (representatives) delegates attending the convention.
- (d) Any individual member of the Association shall have the right to speak to any question on the floor.

ARTICLE VI - CONVENTIONS AND MEETINGS

1. Semi-annual conventions of the Association shall be held in Montgomery County, Pennsylvania, at a suitable time and place selected by the Convention Committee. The first such convention of each year shall be held at least 40 days prior to the annual convention of the Pennsylvania State Association of Township Supervisors.
2. Other meetings of the Association may be held at the call of the President.
3. At least fifteen (15) days' notice of the time and place of the convention shall be mailed to each Association member at the last known address. The mailing shall include an agenda, a slate of officers proposed by the Nomination Committee (if an election is to be held) and any proposed resolutions.
4. At least ten (10) days' notice of the time and place of any other meeting shall be mailed to each Association member's last known address; the mailing shall include an agenda of the meeting to be held.

ARTICLE VII - OFFICERS

1. The President, 1st Vice President, 2nd Vice President and Past President of the Association must be Township Supervisors or comparable elected representatives of Home Rule or Optional Plans Townships.
2. The Officers of the Association shall consist of a President, 1st Vice President, 2nd Vice President, Past President, Secretary and Treasurer. All officers, except the Secretary and Treasurer must be members of the Association. The position of Secretary/Treasurer may be filled by one and the same individual.
3. Officers of the Association except the Secretary and Treasurer shall serve for a period of one year, or until their successors are appointed by the Executive Committee or elected.

4. Each of the elected officers may succeed himself/herself in the office for one additional term.
5. Thereafter, said officer must be out of office at least one year before again becoming eligible for re-election.
6. The Secretary of the Association may receive compensation for service as determined by the Executive Committee.

ARTICLE VIII - EXECUTIVE COMMITTEE

1. The Executive Committee of the Association shall consist of the President, immediate past Association President, 1st Vice President, 2nd Vice President, Secretary, Treasurer (Secretary/Treasurer) if member(s) of the Association and the Chairperson of each standing committee.
2. The Executive Committee shall meet within Montgomery County on call by the President.
3. A quorum shall consist of five members of the Executive Committee (three members of which will be officers). A quorum being present, a majority of those in attendance may decide any question within the power of the Executive Committee.
4. The Executive Committee shall direct and guide all activities of the Association with due regard for the wishes and decisions of the entire membership of the Association, as expressed through adopted resolutions.

ARTICLE IX - DELEGATES TO STATE CONVENTION

1. Delegates and Alternate Delegates shall be elected according to the provisions of Article XIV, Section 1401, and paragraph f of the Second Class Township Code to attend the annual convention of the Pennsylvania State Association of Township Supervisors.
2. Delegates shall be charged with the responsibility of representing the County Association and its positions at the Pennsylvania State Association of Township Supervisors Convention.

ARTICLE X - ELECTION OF OFFICERS/DELEGATES

1. Officers/Delegates shall be elected near the close of the first convention of the Association held each year.
2. The Committee on Nominations shall present a slate of candidates to the members of the Association. Other candidates may also be nominated by members of the Association from the floor, provided the candidate nominated from the floor has expressed a willingness to accept the office and responsibilities.
3. Officers shall assume the duties of their office immediately following the election.
4. In all cases where more than one candidate is nominated for office, the election shall be by secret ballot.
5. A vacancy shall occur upon resignation, or at any time an officer ceases to be a township official. All vacancies in the office of President or 1st Vice President shall be filled by succession. Vacancy in the office of Secretary or Treasurer shall be filled through appointment by the Executive Committee.

ARTICLE XI - DUTIES OF OFFICERS

1. The President shall be the executive head of the Association and shall exercise all the powers and perform all the duties pertaining to the office. The President shall preside at all meetings of the Association and at all meetings of the Executive Committee.

The President shall call meetings of the Executive Committee as the occasion may arise and shall be ex-officio member of all committees.

2. The 1st Vice President and the 2nd Vice President shall assist the President in all the duties connected with that office. They shall perform such functions as the President or the Executive Committee shall from time to time direct. The 1st Vice President shall assume all powers and duties of the President in the latter's absence or disability.

3. The 2nd Vice President shall assume all powers and duties of the President in the absence or disability of the President and 1st Vice President.
4. The Secretary shall attend to the general correspondence of the Association and perform all the duties pertaining to the office. The Secretary shall take careful and complete minutes of all meetings of the Association and of the Executive Committee.

The Secretary shall be custodian of all valuable papers of the Association. Upon termination of office, the Secretary shall turn over all Association records to the new Secretary. The Secretary shall have the responsibility to compile all resolutions adopted by the Association and to report the same to the Pennsylvania State Association of Township Supervisors in sufficient time for their inclusion in the printed program of the forthcoming state convention.

5. The Treasurer shall be custodian of all funds belonging to the Association. The Treasurer shall deposit all monies of the Association in a bank designated by the Executive Committee and in the name of the Association and shall disburse same by check upon authorization by the Executive Committee. Disbursements less than \$100.00 may be made, however such disbursements must be ratified at the following Executive Committee meeting. The Treasurer's and one other officer's signature shall be required on all checks. The Treasurer shall keep an accurate record of accounts which shall be open to inspection by the Executive Committee or Audit Committee upon request and shall submit at each convention of the Association, a written report of the administration of the office for the past year. The Treasurer shall be authorized to make the appropriate annual tax filings and may be bonded for such amount as shall be determined by the Executive Committee, the premium to be paid by the Association. Upon termination of office, the Treasurer shall turn over all records and monies to the new Treasurer.

The Audit Committee shall audit the Treasurer's records annually or when required and report its findings to the Executive Committee.

The position of Secretary, Treasurer may be filled by one and the same individual to be appointed by the Executive Committee for a fixed term.

ARTICLE XII - COMMITTEES

1. Within thirty (30) days after election, the President of the Association shall appoint a Chairperson of the following standing committees:
 - A. Committee on Nominations.
 - B. Committee on Rules & Resolutions
 - C. Committee on Legislation
 - D. Committee on Conventions
 - E. Committee on Programs
 - F. Committee on Public Relations
 - G. Committee on Membership
 - H. Committee on Audits
 - J. Other Committees

The President may also appoint special committees as may be required.

2. Each committee may consist of up to three (3) members.
3. The Chairperson of each committee shall submit to the Executive Committee a list of members to serve on the committee.
 - A. Committee on Nominations

Duties shall be to nominate members of the Association to serve as officers and delegates. The Committee shall determine the availability of candidates for office, their willingness to serve, and shall present a slate of candidates at the first convention of the Association held each year. The committee shall nominate one person for each Association office and shall nominate delegates and alternate delegates to the State Convention.

B. Committee on Rules & Resolutions

Duties shall be to review and report proposed resolutions for consideration by the members at each convention of the Association. All proposed resolutions, in order to receive consideration at a convention, must be submitted either by an individual member or a member municipality at least sixty (60) days prior to the Pennsylvania State Association of Township Supervisors Convention.

The committee shall report all received resolutions to the floor along with a recommendation of approval or disapproval and a short statement on the reason for such recommendation.

Any proposed resolution received after this time may be brought to the floor at the discretion of the committee on rules & resolutions. If not brought to the floor, it shall be held until the next convention. The committee may also draft and report to the floor resolutions of its own devising.

All resolutions shall be reported to the floor verbatim as received, but the committee may also submit an additional resolution having an alternative wording.

The committee shall, in sufficient time for inclusion in the mailing of the notice of the date and place of the convention, submit a report of all resolutions received.

The committee shall draft proposed rules for the conduct of convention business, and report the same for adoption by the Association at the opening of each convention. The proposed rules shall contain a method for the adjudication of any dispute on parliamentary procedure not otherwise covered therein.

C. Committee on Legislation

Duties shall be to review pending or enacted legislation and advise the Association. Develop strategy to alert legislators on potential impact of legislation affecting municipalities and prepare appropriate Associate positions on such legislation. Represent the Association's position and work with the Pennsylvania State Association of Township Supervisors, Legislators and other County Associations to defend, oppose, and develop legislation in the best interest of the Association and the people we represent.

D. Committee on Conventions

Duties shall be to determine the time and place for the convention of the Association; to make all arrangements for accommodations and meals; to determine the cost of the convention; and to report the same to the Executive Committee for approval.

E. Committee on Programs.

Duties shall be to report to the Executive Committee for approval a proposed agenda for the convention, and the names of speakers. Upon approval by the Executive Committee, the committee on programs shall make final arrangements with the speakers and coordinate the program.

Solicit from the membership topics of concern and interest, arrange and conduct workshops for conventions and/or other formal or informal meetings of the membership. The committee is encouraged to arrange a continuing program of such workshops on a frequent basis.

F. Committee on Public Relations

Duties shall be to prepare the annual municipal directory, make news releases and conduct other public relations activities, which foster the goals of the Association.

Acquaint the general public with the concerns of the Association and of local governments.

At the close of each convention or other meeting, the public relations committee shall prepare a news release regarding speeches, resolutions and other business which will be of interest to the general public and the news media, and will foster the goals of the Association. Any new release or public statement on behalf of the Association must have the approval of the President before release.

G. Committee on Membership

Duties shall be to encourage and increase the membership and suggest ways in which this can be accomplished.

H. Committee on Audits

Duties shall be to annually audit the records of the Treasurer and report its findings to the Executive Committee. Members of the committee may not include the Treasurer (Secretary/Treasurer).

I. Other Committees

The President may appoint such other committees as may be necessary for the good of the Association.

ARTICLE XIII - DUES

Annual dues shall be determined by the Executive Committee subject to approval by a majority of the voting delegates present at an Association convention. Annual dues are payable prior to the Association's Annual Spring Convention.

ARTICLE XIV - AMENDMENTS

This Constitution and By-Laws may be repealed, altered or amended in whole or in part by a two-thirds vote of the voting delegates present at a convention of the Association. Such proposed amendments shall be submitted in writing to the Committee on Rules & Resolutions sixty (60) days prior to the convention date; and shall be promulgated with the agenda and reported to the floor by the committee in the same manner as for resolutions.

ARTICLE XV - ADOPTION

This Constitution and By-Laws was approved and adopted by a majority vote of the members present at the convention held at New Hanover Township on September 24, 1977. It was first amended at the convention held in New Hanover Township on September 13, 1986 and was amended again at the convention held in Lower Gwynedd Township on September 24, 2004 and lastly amended at the convention held on February 20, 2009 in East Norriton Township.

MCATO PRESIDENT

Scott Sibley, P.E.

ATTEST:

Ralph P. Volpe

MCATO SECRETARY

Drafted by the By-Laws Committee consisting of: Larry M. Comunale, Lower Gwynedd Township; Ronald G. Wagenmann, Upper Merion Township and Helmuth J.H. Baerwald, East Norriton Township. Typing and Proof: Shirley A. Jording, East Norriton Township.