

CONSTITUTION AND BY-LAWS
OF THE
MONMOUTH AND OCEAN COUNTY
TAX COLLECTOR'S AND TREASURER'S ASSOCIATION

CONSTITUTION

ARTICLE I
NAME

This organization shall be known and designated as "Monmouth and Ocean County Tax Collector's and Treasurer's Association".

ARTICLE II
PURPOSE

The Purpose of the Association shall be:

1. To establish public relationship between the municipality and the taxpayers.
2. To provide continuing education to our members to work toward the end that all Tax and Finance offices will be unified in the operation of their respective offices.
3. To enlighten the public as to the true nature and importance of the many and varied duties performed by Tax collectors and Treasurers.
4. To initiate and carry on such other activities as may be deemed to be in the Interest of tax collecting, and treasurers' duties.

ARTICLE III
MEMBERSHIP

Section 1. All qualified public officials, regularly engaged in the duties of collecting taxes, Treasurers, Director of Finance, Fiscal Officer, Comptroller, and Chief Financial Officer, in Monmouth and Ocean Counties shall be eligible for regular membership.

Section 2. Affiliate membership may be granted to persons who are performing the duties as deputy or assistant collectors and treasurers, tax searchers employed in the Collector's office, Treasurers of School Monies, or any other suitable person with the advice and consent of the Executive Committee. Affiliate membership shall not have the privilege of voting, but may participate in discussions. Affiliate members shall not be members of the Executive Committee nor shall be eligible to hold office, nor may any retired official.

Section 3. Associate Business Members shall be individuals commercially interested and actively engaged in furnishing services or products related to the statutory functions of the members of the County Association. Such members shall not be members of the Executive Committee, nor shall they be eligible to hold office in the County Association. Associate Business Members may participate in discussions, but shall not have the privilege of voting.

Section 4. Retired Members shall be individuals that have retired from the titles listed under Sections 1 and 2 of Article III – Membership, or any other suitable retired person with the advice and consent of the Executive Committee. Retired membership shall not have the privilege of voting, but may participate in discussions. Retired members shall not be members of the Executive Committee nor shall be eligible to hold office.

Section 5. Conduct unbecoming a member shall constitute grounds for expulsion. However, a member whether regular or affiliate, shall be expelled only at a regular meeting following the presentation in writing of charges, a discussion of said charges at which time the member in question shall be given full opportunity to be heard, and a resulting vote to expel by at least two-thirds of the members present.

ARTICLE IV OFFICERS

Section 1. The officers of this Association shall consist of a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Sergeant-at-Arms, Chaplain and such other officers as may be deemed necessary from time to time by vote of the membership. Officers shall be elected by vote at the September meeting, installed at the December meeting and shall serve with their terms beginning January 1 and continuing through December 31 of the following year until their successor's are elected and qualify. All terms shall be of a duration of two years. The President shall not succeed themselves for more than two terms.

Section 2. The President shall preside at all meetings, supervise all activities and make appointments to the Executive Committee, and appoint a Membership Committee, a Grievance Committee, and Audit Committee, a Program Committee, and such other committees as may be deemed necessary. At the meeting preceding the September meeting, the President shall appoint a Nominating Committee, which shall select the names of candidates for the office of the following year, to be voted on at the September meeting.

Section 3. The Vice President shall assist the President in the discharge of the duties of the latter, and shall perform in the Presidents' stead when the President is absent at meetings.

Section 4. The Secretary shall keep a written record of the proceedings of all meetings, a roll of the membership with addresses, a record of attendance at all meetings, and perform such other duties as may be directed by the President or provided for by the Constitution and By-Laws.

Section 5. The Treasurer shall keep the account of the Association in a suitable book, which shall be available for the inspection of the Executive Committee at all reasonable times; send out all bills, including membership notice, and receive and disburse the funds of the Association with the President and Treasurer's signatures required to be on all checks. The Treasurer shall present both a verbal report, and a written report to the secretary to become part of the official minutes, at all regular meetings during his or her term. The Treasurer shall submit an up to date list of all paid up members to the President and the Secretary by the June meeting of each year. At the March meeting the Treasurer of the preceding year shall submit in writing a complete financial report.

Section 6. The Positions of President and Officers should be rotated between Monmouth and Ocean Counties as equally as possible to maintain a representative balance.

Section 7. Should a tangible event occur in the term of an officer, which would substantially diminish that officers' capacity to effectively represent the organization as an officer on an ongoing basis, the President shall have the discretion to call an Executive Committee meeting to consider appointing an acting replacement officer to fill the office until either the event has passed and the original Officer can resume their position or until a new slate is elected. The Officer in question shall be invited to take part in the meeting and discussion. However, attendance by said officer is not required, and lack of attendance shall not impede any action by the Executive Committee. If in the opinion of the Executive Committee it becomes necessary to appoint an acting replacement Officer at the meeting, it shall require a two-thirds vote of all Officers on the Executive Committee. If during the same term of the original Officer, the event is resolved to the satisfaction of the Executive Committee, The President shall have the discretion to call an Executive Committee meeting to consider reinstating the original officer for the balance of their term, wherein the vote required to reinstate need only be a simple majority of all Officers on the Executive Committee.

Section 8. In the case of a tangible event occurring in the term of the President, which would substantially diminish the Presidents' capacity to effectively represent the organization, on an ongoing basis, upon written request by at least 7 Executive Committee members, the 1st Vice President shall call an Executive Committee meeting to consider appointing an acting President to fill the office until either the event has passed and the original President can resume their position or until a new slate is elected. The President in question shall be invited to take part in the meeting and discussion. However, attendance by said President is not required, and lack of attendance shall not impede any action by the Executive Committee. If in the opinion of the Executive Committee it becomes necessary to appoint an acting President at the meeting, it shall require a three-quarters vote of all Officers on the Executive Committee. If during the same term of the original President, the event is resolved to the satisfaction of the Executive Committee, upon written request by at least 7 Executive Committee members, the Acting President shall call an Executive Committee meeting to consider reinstating the original President for the balance of their term, wherein the vote required to reinstate need only be a simple majority of all Officers on the Executive Committee.

ARTICLE V
COMMITTEES

Section 1. The Executive Committee shall consist of the Officers of the Association, all Past Presidents still holding the office of Tax Collector and/or Treasurer, Director of Finance, Fiscal Officer, Comptroller, and Chief Financial Officer, and any qualifying appointments made by the President. Any appointments made by the President, shall only last for the term of the President. The Executive Committee shall have general supervision over the management of the affairs of the Association and shall have the power to accept resignations from and fill vacancies in any office or committee. The Secretary of the Association shall act as Secretary of this Committee.

Section 2. The Membership Committee shall be charged with the duty of securing and maintaining the enrollment of all Municipal Collectors and Treasurers, as well as Deputy Collectors, Search Officers, Deputy Treasurers or Treasurers of School Monies in the County.

Section 3. All standing Committees shall in all respects be subject to such instructions as may be prescribed from time to time by the President.

Section 4. If any officer or committee member shall be absent from two or more consecutive regular meetings without a valid reason, that office or appointment may, in the sole discretion of the Executive Committee, be declared vacant by said Committee and the vacancy filled by the Executive Committee.

ARTICLE VI
AMENDMENTS

Section 1. Amendments to the Constitution or to the By-Laws may be made at any regular meeting, provided notice in writing of any proposed change or changes is mailed to all members at least 20 days in advance of the meeting at which an amendment is to be considered and voted upon.

BY-LAWS

ARTICLE I
MEETINGS

Section 1. Regular meetings of the Association shall be held on the 2nd Friday evening of the months of March, June, September and December. Whenever a regular meeting falls on a legal holiday, the meeting shall be held on either the preceding or following Friday evening. The Executive Committee shall establish the hour for each meeting and if advisable change a meeting to either the preceding or following Friday evening. Furthermore, at the discretion of the President and the Executive Board no more than one meeting annually may be changed to a different night and/or month to accommodate a special event location. Regular Executive Committee meetings, at least one annually, may be called by the President at their discretion.

Section 2. Special meetings may be called by the President either when deemed necessary, or upon the written request of 5 members representing 5 different municipalities.

Section 3. Notice as to date, place and time of all meetings shall be mailed to all members at least 10 days in advance.

Section 4. Eleven (11) members shall constitute a quorum for the transaction of business at a regular meeting, but no regular meeting shall be considered as having a quorum unless at least 11 municipalities are represented. Seven (7) Executive Committee members shall constitute a quorum for the transaction of business at Regular Executive Committee meetings, but no Regular Executive Committee Meeting shall be considered as having a quorum unless at least 7 municipalities are represented

Section 5. A discussion of partisan politics is prohibited during business session of all meetings.

ARTICLE II COMMITTEES

Section 1. All Committees shall assume their duties immediately upon appointment by the President.

ARTICLE III DUES

Section 1. Each regular, affiliate, and retired member shall pay annual dues of \$75.00 and said dues shall pay for the members' four dinner meetings per year.

Section 2. Each Associate Business Member shall pay annual dues of \$150.00 and said dues shall pay for the members' four dinner meetings per year.

Section 3. Any Collector or Treasurer, Director of Finance, Fiscal Officer, Comptroller, and Chief Financial Officer who has been a paid up member for at least four years prior to retirement shall be eligible for membership at one half of the annual dues.

Section 4. Any Person who has held office of the President of both the "Tax Collectors and Treasurers Association of New Jersey" and the Monmouth and Ocean County Tax Collectors and Treasurers Association" shall be granted life membership.

Section 5. Any change in the amount of the Annual dues of the Association shall be set by an approved resolution by the members, copy of same to be sent to each member to attach to their copy of the By-Laws. All dues are payable by March 1st of the fiscal calendar year.

Section 6. The Fiscal Year of the Association shall be the Calendar Year.

ARTICLE IV
ORDER OF BUSINESS

Section 1. The order of business for regular meetings shall be:

1. Roll Call
2. Reading of Minutes
3. Reports of Officers
4. Reports of Standing Committees
5. Reports of Special Committees
6. Communications
7. Unfinished Business
8. New Business
9. General Discussion

ARTICLE V
RULES OF ORDER

Section 1. "Roberts Rules of Order" shall govern all proceedings insofar as they are not consistent with the Constitution and By-Laws.

September 9, 2005