



# Adams County

## Association of Township Officials

### By-Laws

#### Revision History:

Adopted: November 19, 2008  
Revised: November 12, 2014  
May 27, 2015  
November 14, 2018

### ARTICLE I – Enabling Authority

Article XIV, Section 1401, of the Second Class Township Code, provides the authorization for the organization of a County Association of Township Officials.

### ARTICLE II - NAME

The name of this organization shall be the "**Adams County Association of Township Officials**", of the townships of Adams County, Pennsylvania herein referred to as the Association, and shall be the official organization representing all townships of the Second Class in Adams 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 Adams County.

4) To communicate with representatives of the Pennsylvania General Assembly, Adams County Government and the Pennsylvania State Association of Township Supervisors (PSATS) 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) Membership in the Association shall consist of Boards of Supervisors, Treasurers, Elected Auditors, Solicitors, Engineers, Managers, elected Tax Collectors (not tax agencies), and Secretaries of Townships in Adams County, Pennsylvania.

2) For the purpose of keeping an accurate membership roll, the Secretary of the Association shall solicit from the Townships a list of names and addresses, including electronic mail (email) addresses, of member Township officials.

3) Annual dues shall be determined by the Executive Committee subject to approval by a majority of the voting members present at an Association Conference.

#### **ARTICLE V – ELECTION OF OFFICERS & VOTING**

1) Every Township Supervisor, elected Tax Collector (not a tax agency), Manager, Secretary, Treasurer and Auditor of a Township attending a Conference may vote in any election of officers and any other business to come before the

Association.

- 2) Voting will be decided by a simple majority.

## **ARTICLE VI - CONFERENCES AND MEETINGS**

1) The annual conference of the Association shall be held in Adams County, Pennsylvania, at a suitable time and place selected by the Conference Committee. The annual Conference of each year shall be held at least 90 days prior to the annual Conference of PSATS.

2) Each township shall submit in writing (includes email) to the Association, prior to the opening of the Conference, the names of its representatives attending the Conference.

3) Other meetings of the Association may be held at the call of the President.

4) At least thirty (30) days' notice of the time and place of the Conference shall be sent to each township (Email is acceptable). A mailing may be sent out prior to the conference including an agenda, a slate of officers proposed by the Nomination Committee (if an election is to be held) and any proposed resolutions. Townships are responsible for notifying their members of the information provided.

## **ARTICLE VII - DELEGATES TO STATE CONFERENCE**

1) Delegates shall be elected at the annual County conference according to the provisions of the Second Class Township Code to attend the annual Conference of PSATS.

2) Delegates shall be charged with the responsibility of representing the County Association.

## **ARTICLE VIII – OFFICERS**

1) The Officers of the Association shall consist of a President, Vice-President, Secretary and Treasurer. All officers must be members of the Association. The

President and Vice President of the Association must be Township Supervisors and cannot be from the same township and shall be elected.

2) The President and Vice-President shall serve for a period of one year, or until their successors are appointed by the Executive Committee or elected by the Association. Each of the elected officers may succeed himself/herself in the office.

3) The Treasurer shall be a Township Treasurer. The office of Association Treasurer shall be filled on a rotating basis among the townships as resolved by the Association, in reverse alphabetical order by township. The Association Treasurer shall serve a two year term when appointed at the appropriate Association Conference.

4) The Association Secretary shall be a Township Secretary. The office of Association Secretary shall be filled on a rotating basis among the townships as resolved by the Association, in reverse alphabetical order by township. The Association Secretary shall serve a two year term when appointed at the appropriate Association Conference.

## **ARTICLE IX - ELECTION OF OFFICERS**

1) 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.

2) Officers shall assume the duties of their office immediately following the election.

3) A vacancy shall occur upon resignation, or at any time an officer ceases to be a township official or the township ceases to be a member township of the Association. All vacancies in the office of President shall be filled by succession. Vacancy in the office of Vice-President, shall be filled through appointment by the Executive Committee. Since the Association Secretary and Treasurer is a Township

Secretary or Treasurer the township whose turn it is to provide the Association Secretary or Treasurer is responsible for continuing to fill that office in the event the Township Secretary should be replaced.

4) In all cases where more than one candidate is nominated for office, the election shall be by written ballot.

## **ARTICLE X - DUTIES OF OFFICERS**

### **1) President**

The President shall be the executive head of the Association and exercise all the power and perform all the duties pertaining to the office. He/she shall set the date(s) of and chair all meetings of the membership and the Executive Committee. The President shall recommend members to be voted on by the Executive Committee to chair and or serve on committees of the Association.

### **2) Vice President**

The Vice President shall preside in the absence of the President

### **3) Secretary**

The Secretary shall be responsible for (1) the preparation of agenda as defined by the President and or the Executive Committee; (2) the taking of and the preparation of written minutes of Executive Committee and Business Meetings; (3) providing notifications to the membership; and (4) the filing of documents required by regulation or statute.

### **4) Treasurer**

The Treasurer shall (1) properly care for the monies collected by the Association; (2) maintain the financial records of the Association; (3) prepare payments for all approved expenditures; (4) provide materials required by the Finance Committee; (5) assure optimal separation of duties for financial transactions; (6) present financial reports at each meeting of the Executive Committee and; (7) Insure any transactions and or payments out of the

accounts of the Association has two of the three signatures, of those of the President, Vice President or Treasurer.

## **ARTICLE XI - COMMITTEES**

### **1) Executive Committee**

(a) The Executive Committee of the Association shall consist of the President, Vice President, Secretary, Treasurer and the Chairperson of each standing committee.

(b) The Executive Committee shall annually adopt a budget for the Association and establish dues and fees.

(c) The Executive Committee is responsible for implementation of the policies established by resolution of the Association.

(d) The Executive Committee shall cooperate and communicate with other municipal organizations.

(e) The Executive Committee will maintain communications with County and State officials and PSATS.

(f) The Executive Committee shall have full charge of the affairs of the Association between meetings of the membership.

(g) A quorum shall consist of five members of the Executive Committee (two members of which shall be officers). A quorum being present, a majority of those in attendance may decide any question within the power of the Executive Committee.

2) Within thirty (30) days after election, the Executive Committee of the Association shall appoint a Chairperson, from among the membership, for the following standing committees:

#### **(a) Nominations**

The Nominating Committee shall present to the Association the names of persons

recommended, suitable and eligible to serve as Officers for any position where the term expires at the end of the calendar year. Additionally, the Nominating Committee shall recommend one (1) delegate to the state convention for every ten townships or fraction thereof to attend PSATS Conference.

**(b) Resolutions/Legislation**

The Resolutions/legislation Committee shall poll the member Townships for suggested Resolutions for approval by the membership. The Committee may originate resolutions in addition to those submitted by townships. The resolutions shall be presented to the voting member municipalities at least four (4) weeks prior to the Conference at which an approval vote will take place. All resolutions for submission to the PSATS convention will conform to the format established by the PSATS Resolution Committee.

Any proposed resolution received after this time may be brought to the floor at the discretion of the committee. If not, it shall be held until the next Conference.

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

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

The committee shall review pending or enacted legislation and advise the Association. Develop strategy to alert legislators on potential impact of legislation affecting municipalities, and prepare appropriate Association position on such legislation. They will represent the Association's position and work with PSATS, legislators and other County Associations to defend, oppose, and develop legislation in the best interest of the Association and the people we represent. In addition, they shall provide any updates or concerns about any current or pending legislation.

### **(c) Conference and Programs**

Duties shall include the determination of the time and place for the Annual Conference to be held by the Association; making all arrangements for accommodations and meals, determining the cost of the conference, propose an agenda (to include speakers), and present same to the Executive Committee for approval. Upon said approval, the Conference and Programs Committee shall be responsible for the final arrangements and coordination of the Conference. Additionally, any gifts and or prizes are to remain the responsibility of the Committee. Continuing education workshops and or programs consistent with the purpose of the Association as stated in Article III are encouraged, and may be determined by collaboration with other county organizations under the guidance and direction of the Executive Committee. Membership is encouraged to bring to the Executive Committee's attention any topics of interest or concern. Any and all events will be at the discretion of the Executive Committee.

### **(d) Finance**

Duties shall be to annually audit the records of the Treasurer and report its findings to the Executive Committee. The Treasurer may not be a member of the Finance Committee. The Finance committee shall also have the responsibility to prepare the annual budget for the next year. Finance committee members shall be from different townships.

2) Each committee shall consist of up to three (3) members who are not from the same township.

3) The Chairperson of each committee shall submit to the Executive Committee a list of members willing to serve on the committee.

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

## **ARTICLE XII - AMENDMENTS**

These By-Laws may be repealed, altered or amended in whole or in part by either voting scenario determined by the Executive Committee in regard to the need for immediacy:

1) A two-thirds vote by the Boards of Supervisors of the member Townships. Such proposed amendments shall be submitted to the ACATO Executive Committee for review within sixty (60) days or more prior to the distribution of the proposed amendments to the member Boards. Such amendments shall be brought to the floor for a vote at their next available publicly advertised Board meeting. Once voted upon, each Board shall submit a copy of the minutes in which the amendment was voted upon to the Association Executive Committee for compilation of the two thirds vote.

2) A two-thirds vote of the voting members present at a Conference of the Association. Such proposed amendments shall be submitted to the ACATO Executive Committee for review within sixty (60) days or more prior to the vote on the Conference date; and shall be promulgated with the agenda and reported to the floor by the Resolution Committee in the same manner as for resolutions voted upon at the Annual Conference. Amendments which fail to receive the necessary two-thirds vote of the voting members shall be returned to the Executive Committee for reconsideration.

## **ARTICLE XIII - ADOPTION**

On November 14, 2018, these By-Laws have been approved and adopted by a majority vote of the members.