

Illinois County Treasurers' Association

Constitution and By-Laws

Preamble

We, the duly elected and appointed County Treasurers and County Tax Collectors of the various counties of the State of Illinois do hereby form a state association of County Treasurers, County Tax Collectors, past and present and their deputies for the purpose of mutual assistance and to encourage and support all legislation for the improvement and uniform handling of the affairs of the County Treasurer's office and, in turn to serve the people of our respective counties.

ARTICLE I – NAME

Section 1. This organization shall be known as the Illinois County Treasurers' Association.

ARTICLE II – OBJECTIVE

Section 1. The Illinois County Treasurers' Association is designed to serve as a medium through which to exchange experience and ideas; to study problems of the office; to promote better and more efficient administration of the duties of the office; to encourage and promote legislation seeking to make the office of greater service to the people we serve; and to serve as an instrumentality whereby ideas can be translated into action and implemented in a practical way.

ARTICLE III – MEMBERSHIP

Section 1. Any regularly elected or appointed County Treasurer or County Tax Collector, past or present, shall be eligible for membership.

Section 2. Any duly appointed Deputy Treasurer, appointed Deputy Tax Collector upon payment of their dues to the treasurer of this association.

Section 3. Any County Treasurer, Deputy County Treasurer, County Tax Collector, Deputy County Tax Collector shall not be eligible to hold any office in this association unless he or she has been a member in good standing and has been active and attending meetings and conferences of this association. A County Treasurer will not be eligible to vote in business meetings or committee meetings if the current dues have not been paid in full.

Section 4. Associate members are eligible for membership in this association at a minimum fee of \$125.00 per zone with several other levels of sponsorship available. Associate Members shall have no vote.

Section 5. All members are encouraged to support the organization in any way possible. If a member wants to monetarily contribute on an annual basis, the contribution needs to be in the form of a personal check made out to either ICTA or PAC. Contributions to the PAC can come from PAC checks as well as personal checks.

Section 6. No Treasurer may hold office or be allowed to vote if their PAC dues were not paid. The Treasurer of the PAC Committee shall present a list of those Treasurers who have not paid to the President to confirm who has paid their PAC dues.

ARTICLE IV – DUES

Section 1. The Executive Board shall fix the annual dues. When determining the amount of dues the Executive Board shall give due consideration to the relative size of the counties and ability to pay.

Section 2. Annual dues for each Deputy County Treasurer, former Deputy County Treasurer, Deputy County Tax Collector or former Deputy County Tax Collector shall be fixed separately by the Executive Board and shall be the regular amount.

Section 3. Dues shall be paid on or before January 31st of each year for the current calendar year.

Section 4. Dues for the proceeding calendar year should be set no later than the Spring Conference and should be paid no later than January 31st. The dues schedule may be changed only once annually. A Special Assessment may be assessed, but only for some unforeseen expense that requires immediate attention.

Section 5. Any retired former county treasurer with eight years or more of consecutive membership in good standing with the Illinois County Treasurers' Association shall be eligible to membership in the Association at a cost as set by the Illinois County Treasurers' Association. Each year the treasurer of the ICTA shall be bill the retired county treasurers at the then current rate. Each year after paying the amount billed they shall then be entitled to receive all mailings about the upcoming conferences for that year, and then shall be entitled to receive a billing for the following year.

ARTICLE V – DISBURSEMENTS

Section 1. Title to all property of the Association: real, personal, and mixed or every kind and description and wheresoever situated, shall repose in the Executive Board.

Section 2. Disbursements shall be made upon the signature of the treasurer within the limits of the approved budget. Disbursements in excess of budgeted amounts require approval by a majority of the Executive Board.

Section 3. At each conference, an accounting of income and disbursements shall be made to the membership by the Treasurer.

ARTICLE VI – GOVERNING BODY

Section 1. The Executive Board shall consist of the Past Presidents, President, President-Elect, Vice-President, Secretary, Treasurer, and the Committee Chairpersons. In addition, Zone Chairpersons shall be members of the Executive Board.

Section 2. The President shall preside at all Executive Board meetings.

Section 3. The Association shall be organized by zones, which shall meet at least once quarterly under the direction of the Zone Chairperson. Each zone shall hold an election for Zone Chairperson annually.

ARTICLE VII – OFFICERS

Section 1. The officers of this Association shall consist of a President, President-Elect, Vice-President, Secretary and Treasurer, all of whom shall be elected at the annual meeting of this Association. The President, President-Elect, Vice-President and Secretary shall hold their respective offices for one year or until their successors shall be elected and qualified. The Treasurer shall hold office for four years or until his/her successor shall be elected and qualified. The term of office for the Treasurer shall coincide with county treasurers' terms of office.

Section 2. It shall be the duty of the President to preside at all meetings, appoint all committees and to have general supervision over all affairs of the Association.

Section 3. It shall be the duty of the President-Elect to perform the duties of the President in the event of the absence or inability of the latter to be present. She or he shall attend all Executive Board meetings of the Association.

Section 4. It shall be the duty of the Secretary to keep a record of all business and Executive Board meetings, and to safely keep all books and records of the Association (including an updated copy of the ICTA by-laws). The Secretary shall prepare and submit written minutes of each meeting for approval at the following meeting.

Section 5. It shall be the duty of the Treasurer to collect all dues and monies due to the Association; safely keep all funds of the Association in an account of a reliable bank in his or her community; pay bills upon the order of the Executive Board, or pursuant to their prior authorization. He or she shall keep full account thereof at the annual meeting of the Association and at such other times as may be required by the Executive Board or by law.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. It shall be the duty of the Executive Board to call special meetings when necessary.

Section 2. The Executive Board shall counsel and advise the President, hold title to the property of the Association; approve all disbursements; fix the dues of the Association and look after the needs and welfare of the Association and its members.

Section 3. It shall be the duty of the President to contact any Executive Board member missing several meetings. At the discretion of the President, such person's name may be brought before the Executive Board for removal. The majority vote of the Executive Board shall rule.

ARTICLE IX – MEETINGS

Section 1. The President from time to time shall call meetings of the Legislative Committee and the Executive Board for the purpose of considering legislation beneficial to the people being served by the County Treasurers and County Tax Collectors of Illinois and to discuss and consider other problems confronting the members of this Association.

Section 2. Special meetings may be held at any time upon call of the majority of the Executive Board.

Section 3. Zone Chairpersons shall have the duty of calling meetings and conducting seminars on a regular basis at the direction of the Executive Board or the President.

Section 4. The Executive Board may utilize electronic communication methods such as email to conduct business, provided a) The President must exercise due diligence to ensure that all Executive Board members are included in all relevant communication, b) any call for a vote on any matter must come from the President, c) the total number of votes cast must constitute a quorum as defined in our By-Laws, d) a permanent record of all motions, seconds, and votes cast, including the names of those voting yea or nay, shall be kept by the Secretary, and e) concepts of parliamentary procedure are followed to every reasonable extent, including i) motions requiring a second, ii) reasonable opportunity for discussion before a vote is taken, iii) a reasonable length of time allowed for voting.

Section 5. Eligibility for ICTA Awards. Only those County Treasurers who paid their ICTA PAC dues the previous year will be eligible to be recipients of the ICTA "Treasurer of the Year" award. This provision applies to zone awards and the statewide award. In January of each year, the ICTA PAC Treasurer will forward a list to the ICTA Awards Committee chair of those county treasurers who failed to pay, in full, their PAC dues for the previous year. In all communications involving the balloting for these awards, the ICTA Awards Committee chair will identify those treasurers who are ineligible to be recipients of the award. When tabulating the results, the ICTA Awards Committee chair will disregard any vote received by an ineligible treasurer. Eligibility to be a recipient of these ICTA awards is restored immediately upon receipt by the ICTA PAC treasurer of the full dues payment. This rule does not apply if more than one person served as treasurer of a particular county, regardless of the duration, during the previous calendar year.

ARTICLE X – CONFERENCES

Section 1. This Association shall hold its conferences at the same time and place as the conferences of the Illinois Association of County Officials, of which organization this association is affiliated. A summer and winter conference may be held each year as well for the County Treasurers.

ARTICLE XI – ELECTIONS

Section 1. The election of Secretary shall be held at the regular business meeting of the ICTA at the Illinois Association of County Officials Spring Conference. The election of the officers for the ensuing year shall be held at the ICTA business meeting during the Illinois Association of County Officials Fall Conference.

Section 2. Nominations for the officers shall be made by the Nomination Committee, which consists of ICTA Past Presidents who are currently holding office as County Treasurers. The Nominating Committee shall make its report at the regular session on the second day of the Spring Conference only.

Section 3. The tenure of the office of the President, President-Elect, Vice-President and Secretary shall be for one year and terminate at the next succeeding Fall Conference or until a successor

has been elected and qualified. The tenure of office for the Treasurer shall be for four years and terminate at the Fall Conference during the final year of the county treasurers' terms of office.

Section 4. At least one member of this Association shall serve on the Executive Board of the Illinois Association of County Officials, of which this organization is affiliated.

Section 5. When said opening occurs, nomination(s) for representative(s) shall be made by the Nomination Committee and brought before the full membership at the next regularly scheduled conference session. Nomination from the floor shall also be accepted. Election shall be by majority vote of the membership.

ARTICLE XII – COMMITTEES

Section 1. – The President shall appoint the following committees at the Conference at which he or she is elected and with the exception of the Nomination Committee, he or she shall announce the same upon assumption of duties of his or her office: Audit Committee, Legislative Committee, Constitution and By-Laws Committee, Conference Committees, and the Nominating Committee. These shall be known as Constitutional Committees.

Section 2. In addition, the President or Executive Committee may from time-to-time appoint ad hoc or temporary committees.

Section 3. The Audit Committee shall make a report of its findings at the meeting or conference or whenever it is deemed necessary by the Audit Committee, the President or the Executive Board.

Section 4. The Nominating Committee shall consist of Past Presidents who are currently holding office as a County Treasurer of the ICTA.

ARTICLE XIII – AMENDMENTS

Section 1. This Constitution and By-Laws may be amended by a two-thirds vote of those present, providing the proposed amendments shall have been previously submitted in writing and approved by the Executive Board. A copy of the proposed changes shall be provided to all county treasurers via U.S. Mail or electronic communication at least seven days before the date of voting on the amendments at the conference.

ARTICLE XIII – CODE OF ETHICS

Section 1. The Illinois County Treasurers' Association is committed to the highest standard of conduct by and among county treasurers in the performance of their duties. Individual and collective adherence to high ethical standards by public officials, including county treasurers, is central to the maintenance of public trust and confidence in government.

Section 2. While county treasurers agree on the need for proper conduct, they may experience personal conflict or differing views or loyalties. In such cases the principles contained in this Code of Ethics provide valuable guidance in reaching decisions which are governed, ultimately, by the dictates of the individual conscious of the county treasurer and his or her commitment to the public good. Certain of these ethical principles are best expressed as positive statements:

actions which should be taken; courses which should be followed; goals which should permeate both public and private conduct.

Section 3. The Code of Ethics for county treasurers has been created by county treasurers. We express our desire to apply these principles to the day-to-day conduct of both elected and appointed officials and employees of county government. The Illinois County Treasurers' Association recognizes that this Code of Ethics should serve as a valuable reference guide for all those in whom the public has placed its trust.

Section 4. The ethical county treasurer should:

- a. Properly administer the affairs of the county treasurer.
- b. Promote decisions which would benefit the public interest.
- c. Actively promote public confidence in county government.
- d. Keep safe all funds and other properties of the county.
- e. Conduct and perform the duties of the office diligently.
- f. Promptly dispose of the business of the county.
- g. Maintain a positive image to pass constant public scrutiny.
- h. Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- i. Inject the prestige of the office into everyday dealings with the public employees and associates.
- j. Maintain a respectful attitude toward employees, other public officials, colleagues, and associates.
- k. Effectively and efficiently work with governmental agencies, political subdivisions, and other organizations in order to further the interest of the county.
- l. Faithfully comply with all laws and regulations applicable to the county and impartially apply them to everyone.

Section 5. The ethical county treasurer should not:

- a. Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- b. Improperly influence or attempt to influence other officials to act in his or her own benefit.
- c. Accept anything of value from any source which is offered to influence his or her action as a public official.

Section 6. The Illinois County Treasurers' Association accepts this Code of Ethics for a more positive role in county government. In doing so, we as an organization accept the responsibility that his or her mission is that of servant and steward to the public.