

Association Bylaws - ~~amended April 18~~September 25, 2013

Formatted: Highlight

Formatted: Highlight

Article I - Name

The name of the Association shall be the CALIFORNIA MUNICIPAL TREASURERS ASSOCIATION, henceforth, known as CMTA and/or the Association.

Article II - Mission Statement

To lead in promoting and enhancing the fiduciary responsibility and integrity of individuals responsible for public funds.

Article III - Structure

SECTION 1. Divisions.

This Association shall have such Divisions as may be necessary for the purpose of coordinating and aiding in the general purpose of the Association but may not be inconsistent with the bylaws or interfere in any way with the activities or affairs of the association. They may be activated by a vote of the Board of Directors of the Association.

SECTION 2. Division Composition.

A Division shall be comprised of the members located in an area of such size and convenience that the members therein can meet at least quarterly. The Board of Directors of the Association shall approve boundaries of the Divisions.

SECTION 3. Division Officers.

The Officers of each Division shall be a Chair, who shall serve as a voting member of the Board of Directors. In addition, the officers may include a Vice-Chair, a Secretary, and a Treasurer.

SECTION 4. Election of Division Officers.

The Officers of each Division shall be elected by the membership of the Division. In case a Chair of a Division has not been elected by the time of the Annual Meeting of the Association, the Board of Directors of the Association may appoint a Chair. Officers in the various Divisions shall serve until their successors have been elected or appointed.

Article IV - Membership

SECTION 1. General.

This Association shall be comprised of Government Associate Members, Commercial Associate Members, Alumni Members, and Non-California Members defined as follows.

SECTION 2. Government Associate Members.

Employees of municipalities and other government agencies charged with the performance or supervision of one or more of the following fiscal responsibilities: collection, receipt, tabulation,

custody, deposit, investment, or disbursement of municipal or other government agency funds. Upon payment of dues, qualified Government Associate Members shall be entitled to all rights and privileges accorded by these Bylaws.

1. The Government Associate Member shall be entitled to vote.
2. Only one vote shall be cast per Government Associate Member.
3. Multiple Government Associate Members who are affiliated with a single agency Member are each entitled to his/her own individual vote.

SECTION 3. Commercial Associate Members.

Institutions and organizations whose operations and activities are closely allied with the collection, receipt, tabulation, custody, deposit, investment, or disbursement of municipal or other government agency funds shall be eligible for Commercial Associate Membership in the Association. Each Commercial Associate Membership shall be issued in the name of an individual designated by the institution or organization. A single qualified institution or organization may hold as many memberships as it deems appropriate. Commercial Associate Members shall have no vote in the affairs of the Association.

SECTION 4. Alumni Members.

Former Members, who are not acting in a commercial associate capacity closely related to a treasury function, are eligible for Alumni Memberships upon written request and approval by a majority vote of the Board of Directors of the Association. Such membership shall have no vote in the affairs of the Association.

SECTION 5. Non-California Members.

Municipalities and other government agencies, and employees of municipalities and other government agencies who are precluded from Government Associate Membership by virtue of their domicile or employment outside California may have membership in the Association as Non-California Members. Non-California members shall have no vote in the affairs of the organization.

Article V - Dues

SECTION 1. Government Associate Members.

The annual dues for Government Associate Members shall be set by action of the Board of Directors of the Association. These dues shall entitle each Government Associate Member to be listed in the CMTA roster. The Board of Directors of the Association shall allocate a portion of each Government Associate Member's annual dues to the respective Division for the promotion of the interest of the Division.

SECTION 2. All Other Members.

The annual dues for Commercial Associate Members, Alumni Members, and Non-California Members shall be set by action of the Board of Directors of the Association. These dues shall entitle each member inclusion in the CMTA roster.

SECTION 3. Delinquencies.

The annual dues shall be payable July first (1st) of each year. A member failing to pay such annual dues by August thirty-first (31st) shall be classified as delinquent and shall be suspended from membership privileges. Payment of dues received from new members ninety (90) days or less prior to CMTA's billing date will pay for the remainder of the current year and next.

Article VI - Officers

SECTION 1. ~~Elected~~ Officers.

The ~~elective~~ officers of this Association shall be President, ~~President Elect~~, Vice President, ~~Secretary/Treasurer~~, ~~Secretary~~, ~~Treasurer~~, and Immediate Past President.

SECTION 2. Term of ~~Elective~~ Elected Officers.

~~Except the Immediate Past President~~ The officers listed in Section 1 shall be elected by the Government Associate Members with votes casted via an electronic ballot. The candidate for each office with the greatest number of votes received by the election deadline will be elected and by majority vote of the registered votes received by the election deadline. Formal installation of the officers may occur at the CMTA Annual Meeting. The officers' terms shall be two (2) years or until their successors have been elected and installed. ~~and installed at the Annual Meeting of the Association and shall hold office for one (1) year~~ two years or until their successors have been elected and installed.

Formatted: Not Highlight

Formatted: Not Highlight

SECTION 3. Vacancies.

A vacancy occurring in an elective office following installation shall be filled by a vote of the Board of Directors of the Association.

SECTION 4. President.

The President shall be the Chief Executive Officer of the Association and shall have general supervision, direction, and control of the business affairs of the Association. The President shall preside at the Annual Meeting of the Association and at the Board of Director meetings. The President shall appoint the Chair of the various Standing Committees according to the Bylaws, and shall be an ex-officio member of all committees, ~~except the Nominating Committee.~~

~~The President shall appoint a Parliamentarian who is to advise the presiding officer on points of Parliamentary law, and also give similar advice to the officers and members upon request.~~

SECTION 5. ~~President Elect.~~

~~The President Elect shall perform all the duties of the President in the absence or disability of the President. The President Elect will automatically succeed the President.~~

SECTION 6. Vice President.

The Vice President shall be responsible for the production and content of the CMTA quarterly newsletter; perform all of the duties of the President ~~Elect~~ in the absence or disability of the President; ~~Elect~~, and all duties assigned by the President.

SECTION 76. Secretary/Treasurer.

The Secretary/Treasurer shall be responsible for the recording the minutes of the Annual Meeting, the meetings of the Board of Directors of the Association, all special meetings, and shall give providing adequate notice of all meetings as required in these Bylaws. The Secretary/Treasurer shall be responsible for all official correspondence.

- Formatted: Not Highlight
- Formatted: Not Highlight
- Formatted: Not Highlight
- Formatted: Not Highlight
- Formatted: Not Highlight

SECTION 87. Treasurer.

The Secretary/Treasurer shall monitor the association's financial transactions to require compliance with previously established procedure for receipt, disbursement, and keeping of organization funds and all records and investment in connection therewith. The Secretary/Treasurer shall recommend an annual operating budget to the Board of Directors of the Association for approval and presentation to the general membership for adoption at the Annual Meeting of the Association. The Secretary/Treasurer shall supervise third party contracts involving financial transactions and chair the Membership and Budget Committees.

- Formatted: Not Highlight

SECTION 97. Immediate Past President.

The President will move automatically to Immediate Past President once a new President is installed. The Immediate Past President will chair the Nominating Committee and be in charge maintain responsibility of updating the By-laws and the Standing Rules when changes are required.

Article VII - Board of Directors

SECTION 1. Eligibility.

To be eligible as a member of the Board of Directors of the Association, a person must be an accredited delegate of a Government Associate Member.

SECTION 2. Composition.

The Board of Directors of the Association shall consist of the elected officers, as outlined in Article VI, Section 1 of these By-laws, and the Chair of each Division.

SECTION 3. General.

The Board of Directors of the Association shall act as the governing body in the interval between Annual Meetings of the Association, and shall report to the membership at the Annual Meeting.

SECTION 4. Meetings.

The Board of Directors of the Association shall meet at such times as shall be designated by the President or a majority of the Board of Directors of the Association, but not less than three times each fiscal year. A majority of the Board of Directors of the Association shall constitute a quorum. In case it is not feasible to hold an in-person meeting of the Board of Directors of the Association, a vote may be taken by phone, postal mail, facsimile, or other electronic means.

SECTION 5. Nominating Committee.

The Board of Directors of the Association shall appoint a minimum of three (3) members at least one hundred twenty (120) days prior to the Annual Meeting to serve as the Nominating Committee. This committee membership shall consist of the Immediate Past President as Chair,

and one member from the Board of Directors of the Association and one Government Associate member, -not currently on the Board of Directors. This committee shall submit to the Association membership a slate of potential officers in accordance with Article VII, Section 1. Following the report of the Nominating Committee at the Annual Meeting of the Association, further nominations may be made from the floor.

Article VIII - Meetings

SECTION 1. Annual.

The Annual Meeting of the Association shall be held at the Annual Conference in the spring of each year at a place recommended and approved by the Board of Directors of the Association. One-third of the Government Associate members in good standing registered at the Annual Conference shall constitute a quorum for the transaction of business at the Annual Meeting of the Association.

SECTION 2. Special.

Special meetings of the Association may be held at such time and place as shall be determined by the President or a majority of the Board of Directors. One-fourth of the active members shall constitute a quorum. Reasonable notice of special meetings shall be given members.

SECTION 3. Division.

The goal of each Division is to facilitate meetings or support other methods of member education and involvement four times a year.

Article IX - Standing Committees

SECTION 1. Legislative.

There shall be a Legislative Committee consisting of not less than three (3) members including the Chair, appointed by the President, whose duties shall be to review and submit recommendations on legislation which may be necessary or beneficial to the members. The Legislative Committee shall act as the agent of the organization on legislative matters, and may establish legislative positions with the approval of a two-thirds vote of the Board of Directors of the Association.

SECTION 2. Membership.

There shall be a Membership Committee, which shall consist of not less than three (3) members. The Chair of this Committee shall be the Treasurer and the other members will be made up of the Division Chairs. Their duties shall be to acquaint prospective members on the objectives of the Association, to invite them to become members of the Association to promote recognition outstanding members, and to recommend the amounts of annual dues for each type of member.

SECTION 3. Budget.

There shall be a Budget Committee, which shall consist of not less than three (3) members. The Chair of this Committee shall be the Treasurer as Chair, the President, and the President-Elect. The Committee shall present a proposed budget to the Board of Directors of the Association

prior to the Annual Meeting of the Association. The Board shall submit the budget as approved by them to the membership for adoption at the Annual Meeting of the Association.

SECTION 4. CCMT Certification.

There shall be a Certification Chair, appointed by the President, whose responsibilities shall be to oversee the Certification and Recertification Programs. The Board of Directors of the Association shall approve all certification recognitions.

SECTION 5. Education.

There shall be an Education Committee, appointed by the President, which shall consist of not less than three (3) members including the Chair. The duties of this Committee shall be to plan, promote, and facilitate the continuing educational needs deemed beneficial and necessary for the members of the organization. The Board of Directors of the Association shall approve all educational programs that the Association funds or endorses.

SECTION 6. General Conference and Site Selection.

Future sites for the quarterly Board of Directors meetings and the Annual meeting shall be recommended by the Education Committee. The Board of Directors of the Association shall approve all meeting sites.

SECTION 7. Commercial Liaison.

There shall be a Commercial Liaison elected by the Commercial Associate Members at the Annual Conference. The responsibilities of the liaison shall be to represent all Commercial Associate Members in their participation and support of CMTA. Further duties shall be to communicate, plan, promote and support the continuing needs of CMTA. The Liaison will represent the Commercial Associate Members at Board of Directors of the Association meetings and work with the Board, Committees, and/or Divisions as deemed necessary.

SECTION 8. Investment Policy Certification

There shall be an Investment Policy Certification Chair, appointed by the President, whose responsibilities shall be the oversight of the program and -the peer review groups who will evaluate local government investment policies for the purpose of providing recommendations to enhance local government investment policies.

Article X - Finances

SECTION 1. Fiscal Year.

The fiscal year of this Association shall be July 1 through June 30.

SECTION 2. Bonding.

The Treasurer and/or third party contractor shall be bonded in an amount to be determined annually by the Board of Directors of the Association.

SECTION 3. Independent Auditor.

The Association shall examine and verify the financial records and a written report shall be submitted and made available to members each year. The Board of Directors of the Association

Formatted: Font: Times New Roman, 12 pt, Bold

Formatted: No Spacing, Space Before: 0 pt, After: 0 pt

Formatted: Font: Times New Roman, 12 pt

Formatted: Font: Times New Roman, 12 pt

shall appoint a Certified Public Accountant to perform an independent financial audit of the Association's financial position once every three years with alternate review of the books on the subsequent two years. The Board of Directors can vote at any time to conduct an audit instead of a review during review years to cover an extraordinary event such as changing year-ends, funding requirements, etc.

Article XI - Parliamentary Procedure

SECTION 1. Robert's Rules.

The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order the Association may adopt.

Article XII - Amendment of Bylaws

The Bylaws can be amended by a two-thirds vote of the ballots cast, providing a notice of proposed amendment to the Bylaws shall be sent to the members at least thirty (30) days prior to the date of balloting. This notice shall state whether the vote shall be by mail or at the Annual Meeting or a Special Meeting of the Association.

ADOPTED by the California Municipal Treasurers Association at the Annual Conference in Anaheim, CA, on Thursday, April 18, 2013 on XXXXXXXX

Formatted: Highlight