

CONSTITUTION AND BYLAWS
of the
WASHINGTON STATE ASSOCIATION of
COUNTY TREASURERS
(Last amended July 23, 2021, Ellensburg, Washington)

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MISSION STATEMENT

The mission of the Washington State Association of County Treasurers (WSACT) is to provide a forum for all County Treasurers to educate, advocate, mentor and support the creation of effective treasury management systems which honor the public trust.

We accomplish this by:

1. Developing and sponsoring legislation that is responsive to the needs of our customers.
2. Promoting ethical and professional standards.
3. Providing peer support and mentoring to treasurers and their staff.
4. Working collaboratively with other governmental entities and associations.

5. Participating in certification and training programs that enhance professionalism of the role of the treasurer.

ARTICLE I. Membership

Section 1. Any duly elected or appointed County Treasurer, including an appointed official in a charter county heading a like department, shall be a member. The annual dues shall be adopted by a vote of the membership at a business meeting to reflect a rate for counties with population less than 30,000, counties from 30,000 to 150,000 and counties more than 150,000. The dues shall be due and payable each January.

Section 2. All past county Treasurers of the State of Washington shall be honorary members of this organization, without vote.

ARTICLE II. Government

Section 1. The government of the organization shall be vested in the membership except as otherwise provided in these Bylaws.

Section 2. Only paid-up members shall be qualified to hold office, vote or otherwise participate in the government of the organization.

Section 3. The Executive Board shall have control and management of the property and finances of the organization.

ARTICLE III. Officers/Board of Directors

Section 1. The officers of the organization shall be the President, Vice President, Secretary and Treasurer.

Section 2. The officers of the organization shall serve until their successors are elected and qualified. The terms shall be without salary.

Section 3. The officers of the organization shall perform the duties as usually ascribed. Resignations shall become effective upon two weeks notice to the Executive Board.

Section 4. The President shall serve a one-year term and represent and carry out the purpose of the Association. The President shall also appoint all Committee chairs and members and supervise all functions of WSACT.

Section 5. The Vice President shall serve a one-year term and perform the duties of the President in his or her absence. The Vice President chairs the scholarship review committee.

Section 6. The Secretary shall serve a one-year term and is responsible for keeping a record of all proceedings, preparing and distributing minutes of meetings within 45 days after such meetings. The Secretary shall safe keep all records, maintain current and past copies of Bylaws and revisions and maintain all correspondence. The Secretary shall distribute the latest Bylaws to each newly elected or appointed County Treasurer or appointed official in a charter county heading a like department after he/she assumes office or position.

Section 7. The Treasurer shall serve a one-year term and is the custodian of all association funds, maintains adequate records to manage and account for all funds.

Section 8. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President, WSACT's WACO representative, the Legislative Chair, the Education Committee Chair and four Executive Board members representing each of the four districts of the state per Article VI Section 3 B (5). The Board shall be empowered to conduct the business of the Association. The Board shall meet at the call of the president or a quorum of the board. A quorum shall consist of at least six members.

Section 9. In the event any office is permanently vacated, an Executive Board meeting shall be called within 30 days of the vacancy date. The Board shall appoint a current member of the association to the vacancy until the next annual conference. At that time, election for the unexpired term of the vacated office will be held.

ARTICLE IV. Elections

Section 1. An election of officers shall take place at the annual conference. Members shall elect a President, Vice President, Secretary and Treasurer. During even number years, two members of the Executive Board shall be elected, one from the NE District and one from the SW District. During odd number

years, two members of the Board shall be elected, one from the NW District and one from the SE District.

Section 2. The members of this Association shall, each biennium, elect a delegate to the Washington Association of County Officials for a two-year term. The delegate shall be elected from the membership at large.

Section 3. The Nominating Committee shall conduct the election and shall:

- a. Two months prior to the annual meeting solicit letters of intent from members interested in running for office.
- b. If insufficient numbers of letters are received to complete a full slate of nominees, 30 days prior to the annual meeting, the Nominating Committee shall actively seek nominees to submit letters of intent for each position.
- c. The Chair of the Nominating Committee, or his/her designee, will present the slate of officers at the annual meeting. Nominations can be made from the floor with the approval, in advance, of the nominee.

Section 4. Officers duly elected shall take office immediately and their terms shall extend for the period provided in these bylaws.

Section 5. No proxy shall be voted, nor any ballot be cast except in person or by virtual attendance with camera, by a member.

ARTICLE V. Finance

Section 1. The annual fiscal year of the Association shall end July 31.

Section 2. The funds of the organization shall not be expended nor shall any financial obligation of the organization be incurred without the approval of the Executive Board and the President.

Section 3. The funds of the organization, immediately upon receipt, shall be deposited in a bank or banks, in the name of the organization. Funds shall not be withdrawn except by check signed by an authorized signor, or by e-payment executed by the

Treasurer through a secure bank process in the payment of obligations.

Section 4. The President, Vice President and the Treasurer shall be authorized signors on all bank accounts of the Association.

Section 5. The Treasurer shall keep the records of the organization showing under classified heading the amounts received and/or expended. All expenditures must be supported by documentation.

Section 6. The Treasurer shall collect monies due the association, prepare and distribute bills for annual dues no later than December 1 each year. The Treasurer shall prepare financial reports for each official business meeting and prepare fiscal year reports within 60 days after the conference. The Treasurer, upon election of a successor, shall turn over to the successor all monies, and to the chair of the Audit Committee all records and matters, pertaining to the Association by August 31.

Section 7. At all conferences, each member shall be charged a registration fee, the amount to be determined by the Conference Chair and the Executive Board.

Section 8. The financial records of the Association shall be audited each year by a committee to be appointed by the Association President.

Section 9. The Treasurers' Association may pay toward sending the newly elected President to a national convention of the President's choice, with the approval of the Executive Board. Eligible conventions are:

NACO — National Association of Counties

NACCTFO — National Association of County Collectors,
Treasurers and Finance Officers

IACREOT—International Association of Clerks, Recorders,
Election Officials and Treasurers

Section 10. If any officer of the Association needs financial assistance to attend in-state meetings during his/her term of office, the Association may, with the approval of the Executive Board, may be eligible for reimbursement to include travel, registration and any required hotel room.

ARTICLE VI. Committees

Section 1. It shall be the duty of the President to make appointments to all standing and ad hoc committees deemed necessary, and to name the chairs thereof, except the chair of the Budget Committee who shall be the Immediate Past President of the Washington State Association of County Treasurers.

Section 2. Duration of appointments for all committee members shall be one-year except for the Legislative Committee members who shall serve a two-year staggered term.

Section 3. The standing committees of the organization shall be as follows:

- a. The Legislative Committee shall consist of a chair and vice chair and as many other members that the Board of Directors shall determine is necessary. It shall be the duty of this committee to:
 - i. Annually promote the legislative proposals the organization has established as priority issues;
 - ii. Work with WACO to inform legislators of these legislative priorities;
 - iii. Vigorously oppose legislation detrimental to good county government.
- b. The Education Committee shall consist of at least five members of the organization. To carry out the Education Committee's responsibilities, the Education Chair shall

appoint subcommittee chairs and District Chairs and District Vice Chairs. It shall be their duty to:

- i. Formulate and promote an educational program for each ensuing year;
- ii. Present to Executive Board, annually, prior to budget adoption, a summary of the program and anticipated financial requirements;
- iii. Update the organization's procedure manuals annually, after the close of the state legislative session;
- iv. Distribute educational bulletins to all members of the organization, thereby increasing procedural uniformity among members;
- v. There shall be established four districts, as described below, to provide technical training programs and as a vehicle to discuss and address common concerns and issues. The Education Chair shall be notified of all district meetings prior to the meetings being held in order to schedule the meetings on the WSACT calendar.

NW DISTRICT	SW DISTRICT	SE DISTRICT	NE DISTRICT
Clallam	Clark	Adams	Chelan
Island	Cowlitz	Asotin	Douglas
Jefferson	Grays Harbor	Benton	Ferry
King	Lewis	Columbia	Grant
Kitsap	Mason	Franklin	Kittitas
San Juan	Pacific	Garfield	Lincoln
Skagit	Pierce	Klickitat	Okanogan
Snohomish	Skamania	Walla Walla	Pend Oreille
Whatcom	Thurston	Whitman	Spokane
	Wahkiakum	Yakima	Stevens

- c. The Bylaws Committee shall consist of at least two members. It shall be the committee chair's duty to submit proposed revisions of the Bylaws to all members at least 10 days prior to the annual conference. The chair shall submit all proposed revisions of the Policies and Procedures Manual from that separate committee to all members at least 10 days prior to any Association Business Meeting.
- d. The Budget Committee shall consist of the Immediate Past President, the Incoming President, the Immediate Past Treasurer and the Incoming Treasurer. It shall be their duty to prepare a budget, abiding by any budget requirements in Article V Finance, for submission to Executive Board immediately after the annual conference.
- e. The Audit Committee shall consist of at least five members including the Immediate Past President and Past Treasurer who are non-auditing members. It shall be their duty to audit the books of this Association and submit a written report at the Annual WACO Conference
- f. The Nomination Committee shall consist of a chair and three members. It shall be their duty to conduct the annual election.
- g. The Association President shall appoint three members to the State Treasurer's Local Government Investment Pool Advisory Committee, for staggered three-year terms, with the following requirements: representation shall be one member from the east side of the state, one member from the west side of the state, and a member at large. Each appointee must be a participant of the Local Government Investment Pool.

Section 4. Other ad hoc committees may be appointed by the President, which in his or her wisdom are deemed necessary, or which the Association may determine to be expedient.

ARTICLE VII. Meetings

Section 1. The annual meeting of the Association shall be held in June of each year.

Section 2. The place of the annual conference and conference chair shall be determined two or more years in advance by popular vote at a general business meeting. The conference chair is authorized to sign contracts for services provided at the annual conference upon approval of the Board of Directors Executive Board.

Section 3. Special meetings of the Executive Board or the general membership may be called by the President of the Association, provided that a notice is sent to each member at his or her office address at least three days in advance of such meeting, stating the purpose or purposed of said meetings.

Section 4. Special meetings of the Executive Board may be called by the President of the Association using virtual and/or phone conferencing, provided that a notice shall be sent at least three days in advance to all board members, including the non-voting members. A simple majority of the voting board members shall be required to conduct any business that will be legal and binding upon the association, and so noted in the official minutes of the Board.

Section 5. Special meetings of the Executive Board or general membership may be called by the President of the Association by email, provided that at least a three day advance e-mail notice of the called meeting is provided to the board or general membership. No action is legal or binding upon the association can be conducted by e-mail.

Section 6. All regular and/or special meetings of the Association shall be open to the public, but the Association may at any meeting, with a majority vote of the members present, resolve itself into executive session.

Section 7. During any annual or special meeting, after due notice, those qualified members attending virtually or in person shall constitute a quorum and any action taken will be legal and binding upon the Association if approved by a simple majority vote.

Section 8. If a January business meeting is held, a qualified member shall be any member that is current on their dues through the prior WSACT fiscal year.

ARTICLE VIII. Amendments

Section 1. Any and all amendments to this Constitution and Bylaws must be approved by majority vote of the general membership of the organization in attendance at the annual conference, provided however, that the proposed amendment, or amendments, shall have been submitted in writing to the membership at least 10 days in advance of said meeting.

ARTICLE IX. Rules of Order

Section 1. The meetings of this Association and its committees shall be governed by Robert's Rules of Order.