

BYLAWS OF THE OREGON ASSOCIATION OF  
COUNTY TREASURERS AND FINANCE OFFICERS



## PREAMBLE

We, the duly elected or appointed County Treasurers and Finance Officers of the Counties of the State of Oregon, do hereby form an Association of County Treasurers and Finance Officers for the purpose of mutual assistance, and adopt these bylaws for the guidance of future activities of the Association.

### ARTICLE I - NAME

This Association shall be known as the Oregon Association of County Treasurers and Finance Officers.

### ARTICLE II - OBJECTIVES

This Association is designed as a medium to conduct a practical study of County Treasurers' and Finance Officers' programs; to cooperate with other officials and organizations interested in the field of local government; to formulate and support legislation beneficial to county finance; to hold an annual conference and such special meetings as may be advisable for the interchange of ideas and experiences; to promote the professional activities of the members; and to conduct any business that shall be approved at the annual or special meetings.

### ARTICLE III – MEMBERSHIP

Section 1. Each Oregon County and the Oregon State Treasury may have one Active Member by payment of annual dues. That Oregon county member will be the regularly elected or appointed County Treasurer, the person who performs the duties normally associated with a County Treasurer, or another representative designated by the county. The Oregon State Treasury member will be the person so designated by Treasury.

Section 2. Any County Treasury or Finance office employee, any Oregon State Treasury employee, or any former Active Member may become an Associate Member by payment of annual dues.

Section 3. Any person interested in activities of the Oregon Association of County Treasurers and Finance Officers may become an Affiliate Member by payment of annual dues.

## **ARTICLE IV - OFFICERS**

Section 1. Each Active Member and Associate Member currently employed in a county treasury or finance office shall be eligible to hold any office in the Association.

Section 2. The elective officers shall be President, President-elect, and Secretary-Treasurer. Their duties shall be as follows:

The President shall preside at all annual and special meetings, appoint all committees, and have general supervision over the affairs of the Association. The President shall be the Chairperson of the Executive Board and shall be in charge of the fall conference;

The President-elect shall perform the duties of the President whenever the latter is absent or unable to serve. The President-elect shall become the acting President when there is a vacancy for the time required, not to exceed the expiration of the current term. The President-elect will automatically become the President the following year and shall perform such other duties as the President shall request;

The Secretary-Treasurer shall keep a record of all meetings of the Association, shall be custodian of all funds, shall conduct all correspondence at each meeting, and shall furnish each Treasurer and Finance Officer with a copy of the minutes of each meeting. The Secretary-Treasurer shall, whenever a vacancy exists, appoint a Custodian to serve as overseer of funds and perform other Secretary-Treasurer duties as assigned. The Custodian shall serve for a term of five years.

Section 3. A Member shall be appointed by the President to lead the following functions deemed relevant to the organization: Audit, Budget, Legislative, Nominations, Education, Certification, and Bylaws. Membership in the Budget committee will include the President-elect. The President may form any other committees that the President deems necessary during their term.

Section 4. The Executive Board of the Association shall be composed of the elective officers, the custodian, and the immediate Past President and have the authority to conduct the affairs of the Association between meetings.

## **ARTICLE V - ELECTIONS**

- Section 1. All officers shall be elected by a majority vote of the members present at a regular session at the fall conference. If the conference is held virtually, a majority vote of the members attending virtually shall be required.
- Section 2. The Nominating Committee shall nominate a member for election to each office, and additional nominations may be made from any member present.
- Section 3. The fiscal year for the Association shall begin November 1 and end one year later on October 31. Each officer shall take office at the beginning of the fiscal year following the fall conference at which they are elected and shall serve until the close of that fiscal year. The Committees shall serve for the same time as the elected officers.

## **ARTICLE VI - MEETINGS**

- Section 1. It shall be the policy of the Association to hold an annual conference in September. If this month is unavailable for any reason, the President may select another date in which to hold the annual conference. The President shall determine the place for each conference and shall notify the members. The conference may be held in any county in the state of Oregon.
- Section 2. The Treasurer's books shall be closed on October 31.
- Section 3. The President may call a special meeting whenever it is advisable by giving the members at least a ten (10) day notice of the time and place.
- Section 4. The President may hold the conference or any special meeting in person or virtually.

## **ARTICLE VII - PARLIAMENTARY PROCEDURE**

- Section 1. The Association shall have authority, by a majority vote, at any annual conference or special meeting, to establish rules and regulations for the conduct of business of the Association; to provide for additional appointive officers or committees; to provide for the holding of special conferences or meetings at any time or place in person or virtually; and to expend Association funds.
- Section 2. Unless otherwise provided, the conduct of all meetings shall be governed by Roberts Rules of Order-Revised.

## ARTICLE VIII - AMENDMENTS

Section 1. The President, or any three members of the Association, may propose an amendment to these bylaws by submitting it in writing to the Secretary-Treasurer at least thirty (30) days before any annual conference or special meeting. An electronic copy shall be provided to each member at least twenty (20) days before the conference or special meeting. Any amendment so submitted shall be voted on at the conference or special meeting at the time other new business is considered. To be adopted as an amendment, it must receive a vote of two-thirds of the members present (either in person or virtually) and voting.

BYLAWS LAST AMENDED SEPTEMBER 21, 2022