

CONSTITUTION AND BYLAWS
OF THE
COLORADO COUNTY TREASURER AND PUBLIC TRUSTEE ASSOCIATION

PREAMBLE

We, the duly elected and appointed County Treasurers & Public Trustees of the established counties of the State of Colorado, do hereby establish this Constitution and Bylaws.

ARTICLE I – NAME/FISCAL YEAR

Section 1 - This organization shall be known as the “COLORADO COUNTY TREASURER AND PUBLIC TRUSTEE ASSOCIATION.” (the “ASSOCIATION”)

Section 2 – The Association fiscal year shall be July 1st through June 30th.

ARTICLE II – PURPOSE/OBJECTIVES

The purpose of the ASSOCIATION shall be:

Section 1 – The education of Treasurers and Public Trustees in the State of Colorado regarding statutory duties and processes/procedures for performing those duties.

Section 2 - To assist one another in promoting efficient systems and methods, thereby promoting the public welfare.

Section 3 - To monitor and examine pending state legislation to determine its effect or consequences on the statutory duties of the County Treasurer & Public Trustee.

ARTICLE III – MEMBERSHIP

Section 1 – The membership shall be composed of Regular Members, Staff Members and Honorary Members.

Section 2 – REGULAR MEMBER: Shall be an elected or appointed County Treasurer and/or Public Trustee, that has registered with and paid the current year dues to ASSOCIATION. Regular Members, or their representative as designated by a written proxy signed and dated by the regular member, shall be a voting member. For City & County Regular Members the individual elected or appointed as Treasurer, or their proxy, will vote on Treasurer related items and the individual elected or appointed as Public Trustee, or their proxy, will vote on Public Trustee items. The written proxy must be filed with the Association Secretary before or at the time of the meeting that a vote will be conducted. The written proxy shall terminate at the conclusion of the meeting that the vote was conducted. Regular Members shall have full and complete powers and privileges of the floor, acting on committees, holding and discharging duties as Officers of the ASSOCIATION.

Section 3 – STAFF MEMBER: Shall be a Deputy Treasurer, Deputy Public Trustee, or employee of a County Treasurer and/or Public Trustee office that has registered with and paid the current year dues to the ASSOCIATION. Staff Members shall be entitled to all privileges of the

ASSOCIATION except the right to vote or become an officer of the ASSOCIATION. (However, upon appointment by the President, any Staff Member may serve on any committee as a non-voting advisory member.)

Section 4 – Honorary Member: Former Regular Members that are no longer in office.

ARTICLE IV – OFFICERS AND BOARD OF DIRECTORS

Section 1 – The officers of the ASSOCIATION shall be Regular Members of the ASSOCIATION consisting of a President, First Vice-President, Second Vice-President, Secretary, and Treasurer. Such officers shall be elected by the Regular Members at an Annual General Meeting of the Association.

Section 2- There shall be a Board of Directors of the ASSOCIATION consisting of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President and two additional members elected at-large by the Regular Membership at any Annual General Meeting, whose duties will be to direct the affairs of the ASSOCIATION as provided by the Constitution and Bylaws. The President will act as Chairperson of the Board, and will preside at all Board meetings. A majority of the Directors shall constitute a quorum for the transaction of any Board of Director business.

Section 3 – A vacancy in the Board of Directors, however occurring, may be filled by the Board of Directors for the unexpired portion of the vacant Director's term.

ARTICLE V – DUES, FEES AND DISBURSEMENTS

Section 1 – Annual Dues may be determined by the Board of Directors subject to a vote of the Regular membership at any Annual General Meetings of the ASSOCIATION.

Section 2 – A Registration fee schedule for any Annual General Meeting may be determined by the Board of Directors.

Section 3 – An annual budget shall be authorized, in both amount and nature, by the Board of Directors and/or the Regular Membership present at any Annual General Meeting. Upon approval by the Board of Directors, the Treasurer shall pay any disbursements not previously authorized during the Annual General Meeting.,

Section 4 – There shall be an annual financial review of the books, accounts and bank balances of the ASSOCIATION by the Board of Directors. Such financial review will be accomplished in time to present a timely report to the membership at the Annual Business meeting.

ARTICLE VI – ELECTION

Section 1 – The elected Board of Directors shall assume office upon election at the last regular session of any Annual General Meeting at which elections are held.

Section 2 – The tenure of offices, except Secretary and Treasurer, shall be limited to a one-year term, and all elected or appointed officers shall subscribe to the following oath:

“I do solemnly swear to uphold and support the Constitution of the United States of America and the Colorado State Constitution and subscribe to and be governed by the Constitution and Bylaws of the Colorado County Treasurer and Public Trustee

Association as an officer or governing board member and to faithfully perform my duties to the best of my ability. So help me God.”

ARTICLE VII – DUTIES OF OFFICERS

Section 1 – It shall be the duty of the President to preside at all ASSOCIATION business meetings and Board of Directors’ meetings, to appoint committees and perform any other acts stipulated in the Constitution and Bylaws. The President may conduct Board of Director meetings via in-person, telephone or email. Board of Director votes may be cast via in-person, telephone or email

Section 2 – It shall be the duty of the First Vice-President to perform the duties of the President in the event of absence or inability of the President to perform; or in case of death or removal from office of the President, the First Vice-President shall become the President.

Section 3 – It shall be the duty of the Second Vice-President to work with and assist the President and to perform such other duties as the Board of Directors may assign.

Section 4 – It shall be the duty of the Secretary to record minutes of all ASSOCIATION Board of Directors’ meetings and all Association business meetings and to safely keep all books and papers of the ASSOCIATION. The Secretary will also administer a Roll Call at the beginning of all Association business meetings to establish if a quorum exists.

Section 5 – It shall be the duty of the Treasurer to have available and provide all books and records required by the Board of Directors when so requested. The Treasurer shall keep an accurate record of all paid memberships, safely deposit all ASSOCIATION funds into a checking account, invest such funds in an approved bank, as may be directed and approved by the Board of Directors. The Treasurer shall pay all bills authorized by the approval of the annual budget. Upon approval by the Board of Directors the Treasurer shall pay any bill that was not previously approved during the Annual General meeting.

ARTICLE VIII – MEETINGS

Section 1 – The ASSOCIATION will hold at least one Annual General Meeting and at least one Business Meeting per year.

Section 2 – If deemed necessary by the Board of Directors, additional meetings of the ASSOCIATION may be called at times other than the Annual General Meeting. The Board of Directors must notify Regular Members of the Association, in writing, or by email, at least ten or more days prior to the meeting date.

Section 3 – The President may call meetings of the Board of Directors at such times and places as deemed necessary to promote the welfare of the General membership.

Section 4 – Conference, Seminar & Division education class sessions are open to individuals that paid the registration fee for the event.

ARTICLE IX -- COMMITTEES

Section 1 – The President, upon assumption of office, shall appoint committees as deemed necessary for operation of the Association. Appointed committees shall make the necessary

reports and findings to the Membership at any Annual General Meeting, or as requested by the President.

ARTICLE X – AMENDMENTS

Section 1 – All amendments to this constitution and Bylaws must be submitted in writing by the Secretary to the Regular Members at least 30 days prior to any business meeting. A quorum must be present at the business meeting for the amendment to be considered. A majority of the Regular Members will constitute a quorum. A majority vote of the Regular Members is required for the passage of any change to the Constitution and Bylaws.

ARTICLE XI – DISSOLUTION

Section 1 – In the event that the ASSOCIATION should be dissolved for any reason whatsoever, any funds remaining in the ASSOCIATION treasury shall be returned to the contributing Counties in the proportion to which each County contributed. If this distribution is not administratively possible, then the Board of Directors shall determine, in their sole discretion, how and to whom said funds, if any, shall be distributed, keeping in mind that said funds, if any, shall be distributed to a comparable organization or association as the ASSOCIATION.

Date: July 1, 2020

PRESIDENT

ATTEST: _____
SECRETARY