

CONNECTICUT TOWN CLERKS ASSOCIATION, INC.

CONSTITUTION & BY-LAWS

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CONNECTICUT TOWN CLERKS ASSOCIATION, INC.

CONSTITUTION & BY-LAWS

CONSTITUTION

Section 1.

This corporation shall be known as the Connecticut Town Clerks Association, Incorporated.

Section 2.

The objectives of this corporation are:

- To promote a better understanding of the official duties and obligations of its members
- To promote the education of its members by making available programs, seminars, workshops and educational materials to provide basic and advanced courses to improve the standards of practice of the Town Clerk's Office
- To encourage, insofar as possible, uniform methods of procedure within the municipalities of Connecticut
- To promote the cause of good government in municipalities within the State of Connecticut
- To cooperate with Federal, State and Municipal officials in carrying out the provisions of law
- To perform such other duties as may best serve the interests of the public
- To promote a spirit of cooperation among the members

BY-LAWS

Article 1.

MEMBERSHIP

Section 1. CLASSES OF MEMBERS.

There shall be three classes of members, as follows:

- (a) Active Members: The Town Clerk or Assistant Town Clerk of any town may be an active member; there shall be no more than one active, voting member from each town at any one time.
- (b) Assistant/Deputy Town Clerks: Any Assistant/Deputy Town Clerk.
- (c) Associate or Retired Members: Any member of the office staff of any Town Clerk and any former active member.

Section 2. CLASSIFICATION OF MEMBERS.

The Executive Committee shall have the right to determine the membership classification of any member, and it may reject the application for membership of any person other than a Town Clerk or Assistant Town Clerk.

Section 3. MEMBERSHIP TRANSFER.

When the dues of an active member have been paid by the town in which such a member serves and thereafter, during the period for which such dues have been paid, such active member is disassociated from the office which qualified him for membership, the active membership of such a member shall be transferred to his/her successor. Whether dues have been paid by a municipality or from personal funds, a succeeded member shall

immediately become an associate member. If such succeeded member holds an office within this association, he/she shall cease to hold such office when assuming status of an associate member.

Section 4. VOTING.

Except as provided herein, the right to vote is reserved and restricted to active voting members in good standing. A member in good standing is one whose dues are fully paid. All members, however, may participate in the debate or discussion of any question or proposition at any meeting of the Association. An absent member may, by written proxy, designate an active member of the same town to act on his/her behalf at a meeting of the Association, and such active member thus authorized in writing may vote in elections and all other Association matters.

Article II

OFFICERS AND TERMS

Section 1. NUMBER OF OFFICERS: ELECTION.

The officers shall consist of a President, a First Executive Vice President, a Second Executive Vice President, eight (8) County Vice Presidents, a Secretary, an Assistant Secretary, a Treasurer and an Assistant Treasurer. The officers, with the exception of the County Vice-Presidents shall be elected at the annual meeting in the odd-numbered years and shall serve for a term of two (2) years, commencing the day following such annual meeting except for the office of Treasurer and Assistant Treasurer which shall commence on May 1st and until their successors are elected and qualified. At a meeting called no more than three months prior to the Annual Meeting of the Association and convened for this purpose, County Vice-Presidents shall be elected by their respective counties, for a term concurrent with the other members of the Executive Committee. No County Vice-

President shall serve more than two consecutive terms. If there is but one candidate for any office, the election may be by voice vote. If any member calls "For A Point Of Order", the Chairman may call for a "Division of the Assembly". No officer other than the Secretary or Assistant Secretary, Treasurer or Assistant Treasurer shall serve for more than two full consecutive terms. The Office of the Secretary or Assistant Secretary, and the Treasurer or Assistant Treasurer shall serve no more than three (3) full consecutive terms.

Section 2. ELIGIBILITY FOR OFFICE.

No person shall hold more than one office on the Executive Committee during a given term.

Section 3. VACANCY.

(a) Any vacancy in the office of President shall be filled by the First Executive Vice President, who shall automatically advance to the office of President, to serve until the next annual meeting. Any vacancy in the office of First Vice President shall be filled by the Second Executive Vice President, who shall automatically advance to that office to serve until the next annual meeting.

(b) Any vacancy occurring in the office of Second Executive Vice President, Secretary, Assistant Secretary, Treasurer or Assistant Treasurer shall be filled by the Executive Committee upon recommendation of the Nominating Committee.

(c) Any vacancy in the office of County Vice President shall be filled by the County within three months of the creation of the vacancy.

(d) Any election required by sub-sections (a) or (b) of this Section shall be held at the next annual meeting, which shall be the regular election held in the odd-numbered years, or a special election called for such purpose in the even-numbered years.

Section 4. POWERS AND DUTIES.

The powers and duties of the officers shall be such as are by general usage and custom indicated by the title of each office. The President may, from time to time, appoint such committee as he/she may deem necessary and may also appoint a Sergeant At Arms who shall serve a term of two (2) years concurrent with the other members of the Executive Committee. The First Executive Vice President shall have all the powers and duties of the President in his/her absence or disability, and shall assist the President as may be required. The Second Executive Vice President shall have all the powers and duties of the First Executive Vice President in his/her absence or disability, and shall assist the President as may be required. At the annual meeting, the Treasurer or Assistant Treasurer shall give a financial report showing income and expenditures for the previous fiscal year. The President shall be a member ex-officio of all committees of this Association.

Section 5. NOMINATIONS FOR OFFICE.

Not less than one month prior to the annual meeting at which the officers are to be elected, the President shall appoint a Nominating Committee consisting of the eight (8) County Vice Presidents or their designee. The chairman shall be designated by the President. The Nominating Committee shall, at such annual meeting, place in nomination a slate of candidates for office for the ensuing two (2) years. Such slate of candidates shall be included with the notice of the annual meeting. Nothing contained herein shall prevent additional nominations being made from the floor.

Article III.

EXECUTIVE COMMITTEE

Section 1. ORGANIZATION.

The Executive Committee shall consist of the President, the First Executive Vice President, the Second Executive Vice President, and eight (8) County Vice Presidents, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer. The Immediate Past President and the Sergeant At Arms shall also be members of the Executive Committee without voting privileges.

Section 2. MEETINGS.

Meetings of the Executive Committee shall be held at least three times each calendar year by order of the President or upon the written request of any five (5) members of such committee directed to the President. Notice of the time, place and purpose of any such meeting shall be mailed either electronically or physically by the President to each member of the Executive Committee at least seven (7) days prior thereto.

An emergency meeting may be held upon forty-eight (48) hours telephone notice.

Business of an emergency meeting of the Executive Board may be conducted in full quorum through the use of the Connecticut Town Clerks Association web-site (ctclerk.com) or by conference call using e-mail to record votes. Business of Boards and Committees of the Connecticut Town Clerks Association may be conducted in full quorum through the use of the Connecticut Town Clerks Association web-site (ctclerk.com) or by conference call using e-mail to record votes.

Section 3. POWERS AND DUTIES.

The Executive Committee shall have all the powers and duties as are usual and customary for governing boards, and shall be responsible for the conduct of the affairs and business of the Association between its meetings. The Executive Committee shall require an annual audit of the books and accounts of the Association and such other audits as may

be deemed advisable, and may require a bond from any officer, agent or employee of the Association having control of any of its funds or property.

Section 4. QUORUM.

Eight (8) members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 5. FISCAL POWERS.

The Executive Committee in furtherance of the purposes of the Association may, from time to time, authorize expenditure of funds in addition to expenditures authorized by any meeting of the Association. Such expenditures shall be authorized by a two-thirds (2/3) vote of the Executive Committee present and voting until such time as the cumulative total in any given fiscal year of additional expenditures reaches \$2000.00, at which point approval of the membership shall be required.

Article IV.

STANDING COMMITTEES

Section 1. COMMITTEE DESIGNATIONS.

The following shall be standing Committees:

Advanced Education Committee

Awards

By-Laws

Conference

CTCA History

Education

Implementation

Legislative and Elections

Liaison

- Secretary of the State
- Freedom of Information
- State Elections Enforcement Commission
- Department of Health

- Department of Consumer Protection
- Department of Environmental Protection
- Department of Revenue Services
- Department of Agriculture
- Office of the Public Records Administrator/State Library

Membership/Mentor

Nominating

Research

Retiree

Scholarship

Technology

Website

The President may appoint special committees for specific activities.

No Committee appointee shall serve for more than three consecutive two-year terms or for a length of six years. If an appointee fills a vacancy, the vacancy term shall count as the first term for the appointee. Under special circumstance the President may appoint a member to a fourth term.

Section 2. ORGANIZATION.

Each standing or special committee shall be composed of a chairman and vice-chairman, and such members of the Association as shall be designated by the President. Terms of members of all committees shall begin on May 1st and end on April 30th. The one exception shall be the terms of the Legislative and Elections Committee, which shall begin on July 1st and end on June 30th to coincide with legislative sessions. Terms of members of all committees shall be staggered so all committees shall have experienced members.

Chairmanship shall be limited to two consecutive terms.

Section 3. ADVANCED EDUCATION ACADEMY (AEA).

The Advanced Education Academy (AEA) shall oversee the policies and administration of the AEA education content with the following educational entities: Chair of the

Education Committee, Chair of the Certification Committee, IIMC CT Board Member (current or immediate past member until appointment cycles around to CT again) and a NEMCI Board Member. The Committee shall also consist of the President, Vice President and one other voting member of the Association, as well as any other appointments the President may deem necessary at any given time.

Section 4. AWARDS.

The Committee shall consist of no less than three (3) and no more than five (5) members appointed to conduct the annual Town Clerk of the Year award. The Committee shall be governed by criteria established by the Executive Committee:

- (a) CCTC certification required.
- (b) A minimum of three (3) years as a Town/City Clerk.
- (c) Active involvement in the Association and its programs.
- (d) A significant accomplishment in a given year, or over a period of years.
- (e) Community commitment.
- (f) Fulfill the Connecticut Town Clerks Association “Code of Ethics”.
- (g) No person shall receive this award more than once in a five (5) year period.

Section 5. BY-LAWS.

The Chairman and five (5) members of this committee (for a total of six (6) members) shall be appointed by the President. The By-Laws Committee shall meet annually to review the Constitution, By-Laws and Code of Ethics of the Connecticut Town Clerks Association. The Committee may also be called upon throughout the year to review proposed specific changes to the Constitution, By-Laws and Code of Ethics as need be and prepare in a timely fashion the necessary documentation that needs to be distributed

to the membership prior to the vote.

Section 6. CONFERENCE.

It shall be the duty of the Conference Committee to plan and coordinate the conferences of the Association.

Section 7. CTCA HISTORY.

The CTCA History Committee shall be responsible for compiling historic information related to the Town Clerks Association for publication and research purposes and documenting the same on the website and/or in hardcopy, depending upon the circumstance.

Section 8. EDUCATION.

It shall be the responsibility of the Education Committee to plan and implement the educational programs of the Connecticut Town Clerks Association in conjunction with higher institutions of learning to improve professionalism and job-related skills.

The Committee shall coordinate its programs to comply with certification requirements and the AEA.

Section 9. IMPLEMENTATION.

The Implementation Committee shall be comprised of the eight (8) County Vice Presidents and shall be responsible to draft recommended procedures as a result of newly adopted legislation creating or changing governing statutes or administrative changes to policies affecting the workflow of the Office of Town Clerk.

Section 10. LEGISLATIVE AND ELECTIONS.

It shall be the duty of the Legislative and Elections Committee to inform, so far as it is practical, on matters of interest to Town Clerks which are presented to or which are subject to consideration by the General Assembly. The Committee shall also maintain continuous liaison with the Office of the Secretary

of the State, governmental agencies and other municipal organizations. It shall review, propose and assist in preparation of and modification to election laws, or any other measure relating to the duties and responsibilities of Town Clerks. The Committee shall keep the President fully informed of all activities, legislation and like matters affecting Town Clerks.

Section 11. LIAISON.

- Secretary of the State
- Freedom of Information
- State Elections Enforcement Commission
- Department of Health
- Department of Consumer Protection
- Department of Environmental Protection
- Department of Revenue Services
- Department of Agriculture
- Office of the Public Records Administrator/State Library

These stand-alone Committees shall consist of no less than three (3) and no more than nine (9) members. These Committees shall maintain a continuous liaison relationship with their respective agency. They shall review, propose and assist in the preparation of guidelines and procedures as a result of new and/or modifications to policies, regulations and statutory law. They shall work with the Legislative and Elections Committee concerning all proposed legislation on elections. The Committee Chair shall keep the President fully informed of all activities, legislation and like matters affecting Town Clerks.

Section 12. MEMBERSHIP/ MENTOR

It shall be the duty of the Membership/Mentor Committee:

- To provide services to the members of the Association that shall enhance and promote the office of the Connecticut Town Clerk
- To maintain a file and set standards for substitute clerks who can be hired in emergency

situations

- To provide members with technical support when necessary
- To provide letters of support to Boards of Finance, Mayors/Selectmen when necessary
- To plan Municipal Clerk Week activities
- To qualify members for voting

It shall be the duty of the Membership Committee Chair:

- To also serve as the Mentor Sub-Committee Chair
- To coordinate and host, with the assistance of the Mentor Sub-Committee members, and subject to the President's review and approval, a new Town Clerk training program biennially in even years in the month of January utilizing all relevant state agencies
- To oversee the County mentor coordinators whose job is to serve as mentors to new Town Clerks and also to recruit mentors

Section 13. NOMINATING.

It shall be the duty of the Nominating Committee to place in nomination a slate of candidates for office for the ensuing two (2) years and shall provide the members as specified in Article II Sec. 5.

Section 14. RESEARCH.

It shall be the duty of the Research Committee to be a resource for the Executive Committee or any standing, special or statutory committee to collect and report on information specific to requests for information. The Chair and Vice Chair shall assign all research projects to a member of the Committee and be responsible to report back to the requesting Committee. There shall be no limit on the number of members on this Committee.

Section 15. RETIREE.

Twice a year, prior to CTCA Conferences, the Retiree Chair contacts the county VPs requesting

information about retiring Town Clerks. The Chair acquires an appropriate gift for each retiree. Retirees are invited to attend a conference luncheon after their retirement date, at which they are introduced and honored. A Town Clerk must serve a minimum of ten (10) years to qualify.

Section 16. SCHOLARSHIP.

The Scholarship Committee shall consist of four members. The Committee shall be responsible for establishing criteria and priorities for awarding the scholarship monies reserved in the annual budget. The Committee shall carefully examine the scholarship applications, award scholarships according to the pre-established priorities, and report annually to the President on the scholarships awarded. The Chairman of the Committee shall be, ex-officio, the State representative on the Scholarship Committee of the New England Association.

Section 17. TECHNOLOGY.

It shall be the duty of the Technology Committee to inform the Town Clerks Association of technological changes impacting Town Clerks. The Committee shall serve as a liaison and also recommend to State agencies and the Town Clerks Association modifications in procedures concerning technology and assist and recommend solutions when changes are proposed.

Section 18. WEBSITE.

This Committee shall develop the CTCA website to meet current needs of the Association as well as aid in the dissemination of Association, procedural and educational information on the CTCA website and consist of at least four (4) active members at all times.

Article V.

MEETINGS

Section 1. ANNUAL MEETING.

The annual meeting of the Association shall be held in the Spring of each year, at a time and place to be

designated by the Executive Committee. Written notice of such meeting shall be mailed or electronically transmitted to each member not less than twenty (20) days prior to the date thereof.

Section 2. SPECIAL MEETINGS.

Special meetings of the Association may be called by the President at any time. Also, upon the written request of twenty (20) active members directed to the request shall state specifically the purpose of such meeting, the President shall call such meeting within twenty (20) days after the receipt of such request. Written notice of any special meeting shall be mailed either electronically or physically to each member not less than ten (10) days prior to the date thereof. The notice of any special meeting shall state the purpose for which it is called.

Section 3. QUORUM.

Fifty (50) active, voting members shall constitute a quorum at any meeting of the Association.

Section 4. COMMITTEE REPORTS.

All Chairmen of standing and special committees shall file written committee reports with the Secretary no later than 30 days prior to the Annual Meeting. Such reports will be forwarded to the membership along with the notice of the Annual Meeting. The written reports shall be retained by the Secretary for reference.

Section 5. PROCEDURE.

Whenever at any meeting of the Association parliamentary rules or procedures are involved, Robert's Rules of Order, Newly Revised, shall apply.

Section 6. COUNTY MEETINGS.

Each County Vice President shall schedule and hold at least three (3) meetings per calendar year in his/her respective county, and shall notify the President of the time, date and place of each meeting.

Article VI.

DUES – FISCAL YEAR – BUDGET –

REMUNERATION OF OFFICERS & COMMITTEES

Section 1. DUES.

The annual dues of members shall become payable on January 1st of each year, as follows:

- (a) Town Clerk \$70.00
- (b) Assistant/Deputy Clerk \$30.00
- (c) Staff Member of the Town Clerk's Office \$20.00
- (d) Associate or Retired Member \$15.00

Section 2. FISCAL YEAR.

The fiscal year of the Association shall be from May 1 to April 30.

Section 3. BUDGET.

The President, with the advice of the Executive Committee, shall prepare and present to the Annual Meeting of the Association for its adoption, a budget that shall set forth the estimated expenditures of the Association for the ensuing fiscal year.

Section 4. REMUNERATION OF OFFICERS AND COMMITTEES.

The President, Secretary and Treasurer shall each receive for expenses a sum as approved in the annual budget. The Executive Vice President and Committees may receive such monies as the Executive Committee and membership shall determine.

Article VII.

AMENDMENT(S)

Section 1.

These By-Laws may be amended by a two-thirds (2/3) majority of those voting at any meeting of the

Association, provided that notice of any proposed amendment(s) shall have been mailed either physically or electronically, by the Secretary of the Association, to each member at least twenty (20) days prior to the meeting at which the vote on such proposed amendment(s) shall be taken. Any amendment(s) shall become effective upon its adoption unless otherwise provided.

CODE OF ETHICS

Recognizing their responsibilities to the people, desiring to inspire public confidence and respect for government and believing that honesty, integrity, loyalty and courtesy form the basis of ethical conduct, members of the Connecticut Town Clerks Association, Inc. do hereby subscribe to the following principles and ethics which will govern the personal and professional conduct as a municipal clerk. To uphold constitutional government and the laws of my community. To never disclose confidential information gained by reason of my position nor use such information for personal gain. To recognize that the chief function of local government at all times is to serve the best interests of all people on a nonpartisan basis. To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community. To faithfully record that which, by law, is required and preserve that which is entrusted to my office as if it were my own; and To strive constantly to improve the administration of the affairs of my office through independent study, courses, meetings and seminars, and through sound management practices to produce continued progress and so fulfill my responsibilities to my community. To refrain from engaging in or accepting private employment when the employment or service is incompatible with the proper discharge of my office or would impair my independence of judgment or action in the performance of my official duties.

POLICIES

COUNTY OPERATION

Any meeting or operational expenses of the county, other than budgeted by the Connecticut Town Clerks Association, are to be assumed by the county (i.e., equipment procurement, service requirements, etc.).

Exempt from this policy are recognition and retirement situations which are referred to below.

OPTIONS for collection of monies for above purposes:

- Assess each member as situation/event arises;
- Collect minimal dues, either each year or every two years;
- Any other method acceptable to county members.

OPTIONS for organizational structure:

- County Vice President to chair meetings, plan programs, appoint or act as County Mentor coordinator, coordinate activities with other associations, boards, committees, etc.
- Assistant to VP to act in absence or inability of VP and assist when requested
- A county treasurer would be particularly appropriate if yearly/biyearly dues are collected
- Hosts rotate between the members, depending upon the location of the meeting. This member would be responsible for making arrangements for meetings, accepting reservations, etc.

These positions would be appointments made by the County VP. They would distribute the duties and responsibilities among the county members and provide a direct means of input for the county members.

ALLOCATION FOR SPEAKERS/PROGRAMS: PROCEDURE

An appropriation to be used for education purposes, the amount to be established by the Executive Committee from time to time, shall be given to each county per calendar year.

- (a) The County Vice President shall request said funds in written form to

the CTCA President and provide the details of the speaker/program.

(b) The CTCA President will either approve or disapprove said request in writing to the County Vice President. Upon approval, the President will notify the County Vice President, with a copy to the Treasurer for payment. If disapproved, the President shall notify the County Vice President explaining the reason/reasons for said action.

(c) A written report, by the County Vice President, of the speaker/program shall be forwarded to the CTCA President and entire Executive Committee for use as educational reference material.

RECOGNITIONS; ILLNESS/ DEATH

It is recommended that flowers be sent to all Assistant Town Clerk Association members or staff Association members confined to either home or hospital with an extended illness.

Flowers or memorial contribution shall be sent or made upon notice of death of an Assistant Town Clerk, staff member or family member (spouse, children and parents) or a retired Town Clerk from the County. The County VP or designee will make arrangements for the above and the expense will be assumed by the County Association.

STATE ASSOCIATION ACTIVITIES:

RECOGNITIONS: ILLNESS/DEATH:

It is recommended that flowers be sent to all active Town Clerk Association members confined to either home or hospital with an extended illness. Flowers or memorial contribution shall be sent or made upon notice of the death of an active Town Clerk. The County VP or designee will notify the CTCA President or Vice President of the above. The expense will be assumed by the State Association Treasurer.

From time to time, the Executive Committee shall establish an amount to be authorized to

be spent towards flowers or memorial contribution (s).

RETIREMENT:

Definition of retirement:

- Ten (10) years of service as Town Clerk (can be consecutive or interrupted)
- Leaving job for any reason

Retirements should be recognized at the two yearly conferences on the state level so that each retiree will be treated in a uniform manner. A gift costing an amount determined by the Executive Committee, and a certificate is recommended for presentation at the STATE conference recognition ceremony. The President shall send a letter of recognition to any LOCAL retirement party.

LEGISLATION:

The Legislative Committee shall work in concert with the Executive Committee to present to the general assembly legislation that will improve the Town Clerk's office. Effective legislative activity depends on unity. Individual members should work through the President and/or the Legislative Committee.

EDUCATION:

Attendance at schools, workshops, seminars, etc. sponsored by the CTCA shall be open first to Town Clerks and their staff. If attendance permits, other interested persons may participate for an additional fee as established by the Education Committee.

EFFECTIVE DATE: September 16, 2010