

**NATIONAL ASSOCIATION OF COUNTY  
COLLECTORS, TREASURERS AND FINANCE  
OFFICERS  
(NACCTFO)  
CONSTITUTION AND BY-LAWS  
(Revised 07/19/2017)**

**PREAMBLE**

We, the duly elected and appointed county collectors, treasurers, and finance officers of the various counties of the United States, do hereby form a National Association of County Collectors, Treasurers and Finance Officers, in order that we may better serve local, state, and national governments and do hereby establish these By-laws.

**ARTICLE I**

**NAME**

This organization shall be known as the National Association of County Collectors, Treasurers and Finance Officers (NACCTFO).

**ARTICLE II**

**OBJECTIVES**

Section 1. This organization shall have the following objectives: 1) forwarding professional growth of its members, 2) raising the level of service, efficiency and character to both the general public and county government, and 3) supporting and/or proposing legislation beneficial to county government while opposing legislation deemed to be detrimental.

Section 2. Achievement of these objectives set forth above shall be accomplished by continuing education programs, through the exchange of information and ideas at conferences or other meetings, and through any additional available and proper means.

**ARTICLE III**

**MEMBERSHIP**

Section 1. **ACTIVE MEMBERSHIP:** Any county collector, treasurer, or finance officer, whose county is a member county of the National Association of Counties (NACo) shall be an active member in this organization entitled to all the rights and privileges of active membership, including voting privileges, accorded by these By-laws. A past president of NACCTFO shall maintain an active membership with the same rights and privileges as other active members for as long as he/she holds the office of either county collector, treasurer, finance officer, regardless of his/her county's membership status in NACo. The Immediate Past-President may serve as a member of the executive committee regardless of whether or not he or she continues to hold public office.

Active memberships shall also be available to county collectors, treasurers, and finance officers, whose counties are not NACo members but who, as individual office holders, make dues contributions to NACCTFO in accordance with the provisions of Article IV of the By-laws.

Section 2. ASSOCIATE MEMBERSHIP: Associate membership shall be available to any financial institution, corporation, organization, individual, or former member of NACCTFO having an interest in and ability to contribute to the purposes of NACCTFO. All prospective associate members shall complete a membership application furnished by NACCTFO and submit it, along with payment in full of the dues to the NACCTFO treasurer. Associate members shall enjoy all rights and privileges of membership but shall not be permitted to vote nor hold office.

Section 3. HONORARY MEMBERSHIP: The Executive Committee may confer a non-voting Honorary Membership upon any deserving person deemed to have provided exceptional service to NACCTFO. Honorary members shall be entitled to participate at all regular meetings of the Association, shall not be required to pay dues and shall not be permitted to vote or hold an office of the Association.

Section 4. LIFE MEMBERSHIPS: NACCTFO hereby confers upon each of the NACCTFO past presidents and all future past presidents of NACCTFO a Life membership. As Life members, past presidents shall have the same voting privileges as active members.

Section 5: STAFF MEMBERSHIP: Any staff member of a county collector, treasurer or finance officer, or any other governmental entity shall be eligible for membership with the written permission of the collector, treasurer, finance officer or employer of any other government entity. Staff members shall be eligible to participate at all meetings of NACCTFO with written approval of the collector, treasurer or finance officer and shall not be permitted to hold office or be permitted to vote except in committees.

Section 6: DELEGATES: All active and life members in attendance at any conference.

## **ARTICLE IV**

### **DUES**

Section 1: All active and staff members and prospective members of NACCTFO shall be given notice each year that annual dues are payable, with the amount to be determined annually by the Executive Committee at their Executive/Educational meeting, and ratified by a majority vote of the delegates in attendance at the Legislative Conference. If no action is taken, dues shall remain at the most recent approved level. Dues notices shall be mailed by the treasurer no later than September 30 for the current fiscal year.

Section 2: Associate members' annual dues, sponsor levels and benefits shall be determined by the Executive committee at the annual Executive/Educational meeting. If no action is taken, sponsor levels and dues shall remain at the most recent approved level.

## **ARTICLE V**

### **BUDGET, FISCAL YEAR, AND EXPENDITURE**

Section 1: At its Annual Conference, the NACCTFO Delegates shall adopt an annual budget for the next fiscal year. It shall include all anticipated revenue and expenditures. Any subsequent changes to the budget, as deemed necessary must be presented to and approved by the Executive Committee.

Section 2: Unless declared otherwise by the Executive Committee, the NACCTFO fiscal year shall commence on the first day of August and end on the thirty-first day of July of the subsequent calendar year. Where unusual circumstances dictate, the Executive Committee may shorten or

lengthen that period-denominated fiscal year; however, each adopted budget must conform to its established fiscal year.

Section 3: Payment of any current or future expenses incurred by NACCTFO must be in accordance with the adopted budget as specified in Section 1 and within adopted policies of the Association. Payment of a properly submitted written claim accompanied by appropriate original receipts shall be made only by check signed by the NACCTFO treasurer, with evidence of the incurred debt recorded by him/her.

Section 4: The treasurer is authorized to enter into an agreement with a financial institution for the purpose of obtaining a credit card in the name of the association. The president and treasurer are authorized to sign the agreement and have authorization to use the cards. The credit limit shall be set at \$7,500. Statements shall be furnished to the treasurer, audited, and paid by the treasurer. Use of the credit cards shall conform with expenses authorized in the current year budget.

## **ARTICLE VI**

### **STATE DIRECTORS**

Section 1. There shall be no more than two Directors representing each state. Directors shall be selected according to each state's policies.

Section 2. The Duties of the Directors includes keeping the state member listing up-to-date, making regular reports on NACCTFO activities and attending NACCTFO meetings whenever possible.

## **ARTICLE VII**

### **EXECUTIVE COMMITTEE**

Section 1. The officers of NACCTFO shall be active and voting members of NACCTFO and shall consist of a president, president-elect, first vice president, second vice president, secretary, treasurer, immediate past president and NACo Board Member. Terms of office shall run from the time of installation until a successor is named. Together they shall form the Executive Committee. No person who has served the majority of a term as president shall succeed himself/herself in that office.

Section 2. An annual election of NACCTFO officers shall be held at the business meeting of NACCTFO while assembled in affiliation with each annual conference of NACo. Nominations may be from the floor and by a committee named by the president for that purpose according to Article X, Section 4 of the By-laws.

Qualification for election to serve as a NACCTFO Officer includes being a current NACCTFO dues paid member, having been an active NACCTFO member for at least two years, and attendance at two prior NACCTFO meetings before the election cycle.

Section 3. Voting members at any business meeting shall be the registered delegates to the conference.

Section 4. Where vacancies occur in any elected office, the Executive committee may appoint qualified members to complete the unexpired terms. Where vacancies occur among the directors, each state shall determine the manner in which they are replaced.

Section 5. The president of NACCTFO may appoint a parliamentarian, budget officer, chaplain, sergeant-at-arms or other specific purpose officers not inconsistent with NACCTFO's purpose and otherwise proper. Officers appointed under this section of the By-laws shall not serve on the Executive Committee.

Section 6. Upon entering office, each officer and director must take or subscribe to the following oath:

"I do solemnly swear to uphold and support the Constitution of the United States of America, subscribe to and be governed by the constitution of the National Association of County Collectors, Treasurers and Finance Officers as an officer or director, and to faithfully perform my duties to the best of my ability, so help me God."

## **ARTICLE VIII**

### **DUTIES OF THE EXECUTIVE COMMITTEE**

Section 1. The president shall preside at all NACCTFO membership sessions, shall promptly appoint all committees except the Executive Committee, supervise all functions of NACCTFO, serve as ex-officio member of each committee, and perform any other acts set forth in these By-laws.

Section 2. The president-elect shall perform the duties of the president in the absence or disability of the president. The president-elect, under direction of the president, shall chair the Conference Committee, and serve on the budget committee. In addition, the president-elect shall procure any and all honorariums and gifts and perform any other duties directed by the Executive Committee, not inconsistent with the association's purpose.

Section 3. It shall be the duty of the first vice president to accept and accomplish tasks assigned by the president and not inconsistent with the NACCTFO purpose. The first vice president, under direction of the president, shall oversee the duties assigned to the Budget Committee and the Education Committee and assure that they are faithfully discharged.

Section 4. It shall be the duty of the second vice president to accept and accomplish tasks assigned by the president and not inconsistent with the NACCTFO purpose. The second vice president, under direction of the president, shall oversee the duties assigned to the Audit Committee and the Legislative Committee and assure that they are faithfully discharged. The second vice president shall serve as State Association Liaison with State Directors and State Presidents.

Section 5. The secretary shall keep a record of all proceedings of NACCTFO, keep safely all books and papers of the association, prepare and distribute promptly minutes of the meetings, maintain current copies of the By-laws and Policies and Procedures of the Association and all revisions approved by the active members. The position of secretary will be elected in even numbered years as a two-year term.

Section 6. The treasurer shall serve as chairperson of the Budget Committee, keep an accurate roll of all county collectors, treasurers and finance officers, see that dues notices are mailed annually to all members of every classification, in accordance with Article III and IV, deposit all funds with a reliable bank, and promptly pay those claims which have been authorized by the

current year budget. The position of treasurer will be elected in odd numbered years as a two-year term.

It shall be the treasurer's responsibility to forward all current NACCTFO funds and financial records to his/her elected NACCTFO successor.

The treasurer shall regularly make a detailed financial report of the affairs and conditions of the Association to the executive committee, to each meeting of NACCTFO and to the president upon request. The report shall include a listing of checks issued and shall compare actual expenses and revenues to the budget. Further, the treasurer shall timely make available all books and records to the auditing committee and shall be reimbursed for budgeted expenses incurred.

Section 7. The immediate past president shall serve as an officer of NACCTFO and the term shall be consistent with Article VII, Section 1. He/she shall also serve as chairperson of the Nominations Committee.

Section 8. The NACo Board Member shall serve as the NACCTFO representative on the NACo Board of Directors. The position of NACo Board Member will be elected in even numbered years as a two-year term. The NACo Board member shall be limited to 3 two year terms.

Section 9. The Executive Committee shall conduct the business of this association between general membership meetings. The Executive Committee shall convene at all meetings of the Association or upon the call of the president of the Association. Suitable notice, in writing, of any special meeting shall be given to each member of the committee. It shall be the duty of the Executive Committee to act on all matters when the Association is in recess. The powers and duties of the Executive Committee shall be as follows:

- (a) to direct the affairs of the Association between regular or special meetings;
- (b) to determine any reimbursement for any officer, committee chairperson, or active member not provided for in the adopted budget or Policies;
- (c) to advise the active members of the Association regarding actions taken or recommendations made by the Executive Committee;
- (d) to execute all resolutions and mandates passed by the Association at regular or special meetings;
- (e) to manage the Association in accordance with the By-laws and Policies and to direct its affairs consistent with the desires of the majority of voting active members;
- (f) to render a report to the delegates at the annual meeting of the Association on all matters acted upon during the fiscal year;
- (g) to exercise powers and duties of the Executive Committee as set forth in this Article in addition to powers and duties of the Executive Committee set forth elsewhere in these By-laws.

## **ARTICLE IX**

### **BUSINESS MEETINGS**

Section 1. Business meeting of NACCTFO shall be held twice yearly in conjunction with the NACo Legislative and Annual conferences.

Section 2. Delegates shall be those persons who are active members and registered for the conference.

Section 3. A quorum for the conduct of business shall be 50% + 1 of the registered delegates.

Section 4. Each business meeting shall require thirty days notice via newsletter, email or posted on the internet website. The delegates, in meetings assembled shall decide proper matters important to NACCTFO including the adoption of each annual budget.

## **ARTICLE X**

### **STANDING COMMITTEES**

Section 1. The President shall appoint all members of all Standing Committees and such other special committees as may be deemed necessary. The President shall designate one member of each committee as the Chairperson, with the exception of the Nominations Committee, which shall be chaired by the Immediate Past President and the Budget Committee, which shall be chaired by the Treasurer.

Section 2. The Audit Committee shall annually audit the records, accounts, receipts, disbursements, and financial condition of the Association. The audit is to follow standard audit procedures and shall always include verification of assets. The committee shall make a report in writing to the active members of the Association at its annual meeting and such other reports as may be required by the President or the Executive Committee.

Section 3. The Legislative Committee shall consider, recommend and act upon all legislation as deemed necessary for the benefit of local government. The Committee shall take appropriate measures to oppose any legislation considered to be detrimental to the interests of local government. The Legislative Committee shall work closely with the NACo Taxation and Finance Committee and with the Executive Committee of NACCTFO. The Legislative Committee shall report, with recommendations, at all meetings of the Association.

Section 4. The Nominations Committee shall report its nominations of officers to the Executive Committee no later than May of each year and to the Association at its annual meeting. Each year the president shall appoint a Nominating Committee comprised of seven members of NACCTFO who are current dues paying members, including the immediate past president who shall act as committee chairperson. Other members shall include the president, one active past president of NACCTFO, and four active members from the membership at large who are not currently holding office and there shall be no more than one member per state on the committee.

Section 5. The Budget Committee shall prepare an annual budget for the following fiscal year to be presented to the Executive Committee no later than May of each year for approval at the annual meeting.

Section 6. The Education Committee shall work with a state university to carry out objectives for providing education programs to the membership. The Committee shall work with the Conference Committee for coordination of conference plans relating to education programs. The Committee shall provide for necessary recordkeeping in conjunction with the Education Program, and shall work with the Budget Committee in order to present a budget to the Executive Committee annually. The Committee shall monitor the certification program, provide for necessary recordkeeping in conjunction with a state university, see to the preparation and awarding of certificates as appropriate, and make recommendations to the Executive Committee for modifications to the program, when necessary. The Education Committee shall report to the membership at the business meetings or as requested by the Executive Committee and perform any other duties as directed by the President or Executive Committee of the Association.

Section 7. The Conference Committee shall evaluate future meeting sites and make recommendations to the Executive Committee as to functions, budget, facilities, timetables, and provide planning and other assistance as needed. The Conference Committee shall coordinate their efforts with the Education Committee, the Budget Committee and report to the Executive

Committee of the Association. The Conference Committee shall perform any other duties as directed by the Executive Committee of the Association.

Section 8. The Outstanding County Collector, Treasurer or Finance Officer Award Committee shall administer Article XI of the By-laws.

## **ARTICLE XI**

### **"OUTSTANDING COUNTY COLLECTOR, TREASURER OR FINANCE OFFICER AWARD"**

Section 1. Each year the National Association of County Collectors, Treasurers and Finance Officers shall present the "Outstanding County Collector, Treasurer or Finance Officer Award" to a person who has been a participating member of NACCTFO for at least two years, as well as a leader in their home state and a professional of the highest caliber in the operation of their own county office. When a recipient is chosen, the award shall be presented at the annual NACCTFO meeting in conjunction with the NACo Annual Conference.

Section 2. The President of NACCTFO shall appoint a NACCTFO member to be the Chairperson of the annual "Award Committee". The Chairperson shall appoint five additional NACCTFO members to the Committee using geographic and gender balance. Only the name of the Chair shall be published or made known, so as to ensure the sanctity of the award selection process. All applications to be a recipient of the annual award will be directed to the Chair. The Chair shall not be a voting member of the Committee, nor will the Chair select a distinguished judge, but rather serve as a general coordinator of the entire committee function.

It shall be the responsibility of the five members of the committee, as directed by the chair, to each select a "Distinguished Judge", i.e. Congressman, Mayor, elected official, well known business person, etc., for the panel who will accept the responsibility of judging all entries for the "Outstanding County Collector, Treasurer or Finance Officer Award". Committee members will submit their judge's name and address to the committee chair. Names of the five Distinguished Panel of Judges shall not be published or made public.

Qualifications to be chosen to receive the award at an NACCTFO Annual meeting must include:

- a) A current and prior year paid dues member in good standing of NACCTFO.
- b) Attended at least one prior year NACCTFO Business meeting, or Education Seminar.
- c) Submission of a "County Collector/Treasurer/Finance Officer of the Year" award application at least 90 days prior to the Annual Award Banquet. This includes a 500 to 1,000 word explanation of why the individual should be considered, followed by a resume, biography, or support documentation of not more than 5 pages.
- d) Letters of support endorsement from at least one of the following:
  - (1) One NACCTFO Officer
  - (2) One NACCTFO State Director
  - (3) One elected County or State Official from the applicant's home state. (Other than a NACCTFO Officer or State Director).

Section 3. Official "Nomination Forms" are available on request from the Chair, and are publicized in NACCTFO publications and on the Internet website. The entire process shall be on a scheduled basis to allow adequate time for judging by the Distinguished Panel of Judges, notification of the Chair of the voting, and the ability to properly order engraving of the award. All judging shall be completed and provided to the Chair no later than one month prior to the official start of the NACCTFO Annual Conference.

Section 4. Entrants shall be limited to an essay entry, on the official nomination form, which shall not exceed 1,000 words, plus no more than five singular attachments, which should include a resume of the nominee's local office development, improvements in cash management and other related programs, civic, community, and family involvement and NACCTFO activities. The recipient of the award will be announced at the Annual NACCTFO Awards Banquet and presented with the "Outstanding County Collector, Treasurer or Finance Officer Award", designating the person as the nation's "Outstanding County Collector, Treasurer or Finance Officer" or the official title used in their elected office.

Section 5. The current NACCTFO president shall not be eligible to receive the "Outstanding County Collector, Treasurer or Finance Officer Award" during his/her term as president of NACCTFO.

Section 6. The award committee will also honor past President Victor E. Martinelli's service by selecting a first time attendee by random drawing at the annual Conference business meeting. They will be provided with a certificate bearing the name "Martinelli First Step Award" signifying their interest in improving the operations of their office, becoming more educated in their career field and seeking a better understanding of federal legislation and regulations that affect county government, tax collection and treasury management.

## **ARTICLE XII**

### **CONFERENCES**

This organization, an affiliate of NACo, shall meet at the same time and location of the NACo Annual Conference. It shall also meet at the same time and location of the NACo yearly Legislative Conference.

## **ARTICLE XIII**

### **RULES OF ORDER AND AMENDMENTS**

Section 1. Unless otherwise provided herein, meetings of NACCTFO shall be governed by "Robert's Rules of Order, Newly Revised".

Section 2. These By-laws may be amended at the Annual Conference by a two-thirds majority vote of the delegates present, provided the purpose of the amendment shall have been submitted in writing and on file with the NACCTFO secretary no less than thirty days prior to the Annual Conference.

Section 3. The NACCTFO Constitution and By-Laws was first adopted by the membership in July, 1954, and was last amended at the NACCTFO General Business Meeting July 19, 2017 held in Columbus, Ohio during the NACCTFO Annual Conference.