

CONSTITUTION OF THE
TAX ASSESSOR-COLLECTORS ASSOCIATION
OF TEXAS

ARTICLE III

OFFICERS: The officers of the Association shall consist of: The President, President-Elect, Vice-President ~~External, Vice-President Internal~~, Secretary, and Treasurer, who shall be elected at each annual meeting in the manner and form prescribed by the By-Laws.

ARTICLE IV

DIRECTORS: The business of the Association shall be conducted by a board of ten Directors: The President, President-Elect, Vice-President ~~External, Vice-President Internal~~, Secretary, - Treasurer, and Immediate Past President, shall be members of the Board of Directors and the other four members shall be elected, two at each annual meeting, to serve a two-year term, in the manner and form prescribed by the By-Laws.

ARTICLE VI

EDUCATION DIRECTOR: An Education Director shall be retained by the association to facilitate the educational programs of the Association as described in the Code of By-Laws. Working at the discretion of the Board of Directors, the Education Director shall submit a report to the current TACA Board of Directors at each scheduled board meeting. The Education Director shall consult with the ~~Secretary~~-Treasurer to administer the education program within the Association's budget.

BY-LAWS

ARTICLE I

Section B. APPLICATION FOR AND ADMISSION TO MEMBERSHIP: Any person desiring to become a member of this Association shall make written application, accompanied by the membership fee. ~~The application for membership shall be made to the Secretary-Treasurer of the Association.~~ Upon receipt of membership fee and verification of ~~qualifications~~ eligibility, the applicant shall be entered on the membership roll.

ARTICLE II

Section A. BUSINESS OF THE ASSOCIATION: The Business of the Association shall be conducted by a board of ten Directors according to Roberts Rules of Order. The President, President-Elect, Vice-President, Secretary, ~~Treasurer~~ and Immediate Past President shall be members of the Board of Directors. The other four members shall be elected, two at each annual meeting, to serve a two-year term in the manner and form hereinafter prescribed. No person who is not an Assessor-Collector shall be elected President, President-Elect, Vice-President or Member of the Board of Directors of the Association. ~~No person shall stand for election as an OFFICER of the Association without first serving a minimum of two years as a DIRECTOR with the exception of the Secretary-Treasurer.~~

Section D. THE OFFICERS AND BOARD OF DIRECTORS shall receive an annual report from an Internal Audit Committee, to be comprised of the ~~VP Internal, VP External~~ Vice President and ~~a two~~ active TACA members, in good standing, appointed by the President. The ~~Secretary~~-Treasurer shall also be present at the audit for the purpose of answering questions. The Audit Committee shall refer to the Audit Policy for the purpose of performing the audit. The Audit Policy and any changes therein, are to be approved by the Board of Directors. The ~~Secretary~~-Treasurer shall propose a budget to be adopted by the Board of Directors at any board meeting prior to the start of the fiscal year. The Board of Directors may amend the budget at any regularly called Board meeting with a 3/4 vote of those present and voting.

Section E. The Finance Committee shall review the revenue and expenses of the association annually and make a recommendation to the Board of Directors at the spring Board meeting for the proposed annual budget. The Finance Committee shall be comprised of the President Elect, ~~Secretary~~/Treasurer, Vice-President, and ~~an~~ two active TACA members, in good standing, appointed by President. The Chair shall be appointed by the President.

ARTICLE III

Section A. NOMINATIONS: The Election Committee shall accept the names of any Active Member as a candidate for Officer or Director in the 30 day period preceding the Annual Conference. The Election Committee, prior to the day on which the election is to be conducted, may attempt to obtain additional candidates that are qualified under the By-Laws for each position on the ballot.

~~excepting Secretary-Treasurer.~~ The Election Committee shall prepare ballots for each position, with the names of all qualified candidates in alphabetical order, allowing spaces for nominations from the floor.

Section B. ELECTIONS: During the business session of the Annual Conference the President shall conduct an election. The President shall call for nominations in the order of President-Elect, ~~Vice-President External, Vice-President Internal,~~ Vice-President, Secretary, ~~-~~Treasurer and Director. The nominations of the Election Committee shall be presented before hearing nominations from the floor. Any Active Member of the Association, who is in attendance at the Annual Conference, may make nominations from the floor. After the close of nominations a ballot shall be distributed. Completed ballots shall be received and counted by the Election Committee. The President shall announce the results of one office before receiving nominations for the next office.

Section C. TERM OF OFFICE: The persons elected officers at the Annual Conference, except the ~~Secretary-Treasurer,~~ shall hold office for a term of one year, and directors shall hold office for a term of two years from the date of their elections and until their successors are duly elected and qualified. The ~~Secretary-Treasurer~~ shall serve a term of **not less than three (3) years and not more than six (6) years.** No elected officer or member of the Board of Directors except the President may succeed himself/herself more than once.

ARTICLE IV

Section B. PRESIDENT-ELECT: In case of death, resignation, retiring from office or inability to act of the President, the President-Elect shall have the powers, and perform all duties of the President. The President- Elect shall automatically assume the office of President at the time the other officers are duly elected and qualified. They shall select all their committee chairmen and two committee members, so that they may announce their appointment at the business session of the Annual Conference preceding their year in office. They shall be responsible for the conduct of the Election **and, Program Committees-, and Membership Committees**

Section C. VICE-PRESIDENT EXTERNAL: The Vice-President ~~External~~ is responsible for the Regional Coordinating Committee, Legislative Committee, Education Committee, Public Information Committee and Site Committee, Motor Vehicle Liaison Committee and Comptroller Liaison Committee,

~~Section D. VICE-PRESIDENT INTERNAL: The Vice-President Internal is responsible for the By-Laws Committee, Membership Committee, Honorary Membership Committee, Resolutions Committee and Historical Committee.~~

Section E D. DIRECTOR: The duties of a Director shall be assigned by the President and a Director shall participate in at least two committees of their choice.

Section F E. SECRETARY-TREASURER: The ~~Secretary~~-Treasurer shall attend all meetings of the Association, shall keep a record of the proceedings and acts done at such meetings, shall be Secretary of the Board of Directors, shall attend the meetings thereof, and keep an accurate record of all official acts of that body in books to be provided for such purpose except when otherwise directed by a vote of the Association, or the Board of Directors. The ~~Secretary~~-Treasurer shall have and keep all books of records, and other papers, documents, and files belonging to the Association, shall collect all moneys due to this Association, shall maintain a register of all members and Committee Chairmen, and shall duly receipt for the same and deposit such funds in a proper depository in the name and to the credit of the Association. The ~~Secretary~~-Treasurer shall maintain a record of all financial activities and transactions subject to the guidelines, supervision and direction of the Board of Directors, shall provide access to the records of the Association at all times to the President, Board of Directors or an auditor contracted by the Board of Directors and shall submit statements upon request of the President or the Board of Directors. ~~The Secretary-Treasurer shall be responsible for notifying members of meetings, committee appointments, and other proceedings upon request of the President, Board of Directors, Committee Chairmen, or as required by these By-Laws.~~

In case of a vacancy in the Office of ~~Secretary~~-Treasurer of the Association, such vacancy shall be immediately filled by the Board of Directors and the person appointed ~~Secretary~~-Treasurer shall qualify for such office as quickly as possible. The duties of the ~~Secretary~~-Treasurer, with the exception of those enumerated below, may be delegated by the Board of Directors to a paid employee or contractor (called "employee"). The salary of the employee shall be set by the Board of Directors and in addition thereto, shall be allowed all traveling, hotel, food, clerical and other necessary expenses incidental to conferences, correspondence with the membership, special meetings of the Association, Board of Directors, committee and other meeting which

the employee attends in behalf of the Association at the request of the President or Board of Directors. The employee shall be bonded in an amount prescribed by the Board of Directors.

The employee shall sign all checks and they shall be countersigned by ~~the Secretary-Treasurer~~ an officer of the board. The premium for the bond required of the employee shall be paid by the Association. The ~~Secretary-Treasurer~~ may not delegate the verification of invoices against the approved budget and Board of Directors Meeting minutes, the counter-signing of all checks with the employee or President and shall turn over all files, records, moneys and properties of the Association to any successor in office as requested by the President or Board of Directors.

Section F. **SECRETARY:** The Secretary shall keep a record of the proceedings and acts done at all meetings, and keep an accurate record of all official acts of that body in books to be provided for such purpose except when otherwise directed by a vote of the Association, or the Board of Directors. The Secretary shall have and keep all books of records, and other papers, documents, and files belonging to the Association, and shall maintain a register of all members and Committee Chairmen. The Secretary shall provide access to the records of the Association at all times to the President, Board of Directors or an auditor contracted by the Board of Directors and shall submit statements upon request of the President or the Board of Directors. The Secretary shall be responsible for notifying members of meetings, committee appointments, and other proceedings upon request of the President, Board of Directors, Committee Chairmen, or as required by these By-Laws. The Secretary shall be responsible for the By-Laws Committee, Honorary Membership Committee, Resolution Committee and Historical Committee.

In case of a vacancy in the Office of Secretary of the Association, such vacancy shall be immediately filled by the Board of Directors and the person appointed Secretary shall qualify for such office as quickly as possible. The duties of the Secretary, except for those enumerated below, may be delegated by the Board of Directors to a paid employee or contractor (called "employee"). The salary of the employee shall be set by the Board of Directors and in addition thereto, shall be allowed all traveling, hotel, food, clerical and other necessary expenses incidental to conferences, correspondence with the membership, special meetings of the Association, Board of Directors, committee and other meeting which the employee attends on behalf of the Association at the request of the President or Board of Directors.

The Secretary shall turn over all files, records, and properties of the Association to any successor in office as requested by the President or Board of Directors.

Section G. SUCCESSION: In case of death, resignation, retiring from office or inability to act as the President, the President-Elect shall fill the remainder of the term, and shall have all powers and perform all duties of the President. In case of death, resignation, retiring from office or inability to act as the President and President-Elect, the ~~remaining members of the Board of Directors will select either of the~~ Vice-Presidents ~~to~~ shall fill the remainder of the term of President, and ~~the President so elected~~ shall have all powers and perform all duties of the President. If the President-Elect fills the remainder of the terms of President for a period less than nine months, he/she shall succeed to the office of President as would otherwise have occurred for his/her normal term. All other officers would be elected at the next Annual Conference according to the By-Laws.

In case of death, resignation, retiring from office or inability to act as a Board of Director, the President shall appoint a member, in good standing, to hold office until the election of officers at the business session of the Annual conference following the appointment.

ARTICLE V

Section B. FUNDS OF THE ASSOCIATION: The funds of the Association shall be raised by annual dues from its membership, together with excess funds contributed by donors for holding conferences or for other causes. Conference funds shall be controlled by the ~~Secretary~~-Treasurer and the Board of Directors. After all of the expenses of the Annual Conference are paid, any excess funds shall be turned over to the ~~Secretary~~-Treasurer or deposited to the funds for the Association. The funds of the Association may be placed on time deposit or invested in bonds of the United States Government by the Board of Directors, as said Board may deem advisable.

ARTICLE VI

Section A. CONFERENCES: The Association shall hold an Annual Conference at such time and place as may be fixed by the Board of Directors. Said Board of Directors may arrange to select the date and place of Annual Conference up to three (3) years in advance. Upon the selection being made the Directors shall immediately notify the Secretary ~~and~~ -Treasurer of the Association. Special conferences may be called at any time or place by the Board of Directors upon notice to the membership.

ARTICLE VII

Section G. SITE COMMITTEE: The Site Committee shall hear from all interested potential hosts for the annual conference or solicit interested hosts if none are readily available. The Committee shall examine all aspects of each potential site and recommend the best site to the Board of Directors for approval. The members of the Site Committee will consist of Past Presidents, two immediate Past Conference Hosts, and ~~Secretary~~/Treasurer. The President will appoint a chairperson from that group. This committee will report directly to the ~~Secretary~~-Treasurer who will keep a designated cost analysis to avoid cost overruns, by the committee and the conference. The ~~Secretary~~-Treasurer will report these activities to the Board quarterly.

Section H. BY-LAWS COMMITTEE: The By-Laws Committee shall recommend to the members of TACA any changes to the Constitution or By-Laws of TACA, thereby keeping the Constitution and By-Laws current. The ~~Secretary~~-~~Treasurer~~ will serve as co-chairman of this committee.

Section I. ELECTION COMMITTEE: The Election Committee shall encourage participation in the process of electing officers and Directors of TACA. The committee shall solicit candidates for all leadership positions ~~except Secretary-Treasurer and shall recommend at least two members for each position.~~