

# **PENNSYLVANIA STATE ASSOCIATION OF COUNTY AUDITORS BY-LAWS**

## **ARTICLE I ORGANIZATION**

The name of this organization shall be the Pennsylvania State Association of County Auditors.

## **ARTICLE II OBJECT**

The object of this association shall be to hold meetings for the purpose of discussing the various questions, which arise in the discharge of the duties of the office of County Auditor, and for such other purposes as are conducive to greater efficiency in the operation of County Auditor.

## **ARTICLE III GENDER**

Any reference in these By-Laws to either gender shall apply to the other.

## **ARTICLE IV MEMBERSHIP**

### **Section 1**

All persons holding the office of County Auditor and the Solicitor for such office shall be eligible for membership in this association.

### **Section 2**

All persons who have ever held the office of County Auditor, but whose term of office has terminated, shall be eligible for associate membership in this association.

### **Section 3**

Each county shall have one vote for each member present. No proxies shall be allowed unless solicited by direction of the Executive Board, or with the written permission of the Executive Board.

### **Section 4**

Any other interested persons, whom the association at its annual meeting may accept into associate membership, shall have all rights and privileges except the right to vote or hold an elected office.

## **ARTICLE V OFFICERS**

### **Section 1**

The officers of the association shall be a President, a Vice President, a Secretary and a Treasurer to be elected at the annual convention of the association. They shall hold office for one year and until their successors are elected and their own term shall begin January 1 and terminate on December 31 of the year after they were elected. The Secretary and Treasurer shall be elected for a four-year term and shall not be eligible for re-election.

**Section 2**

The President, the Secretary and the Treasurer shall receive compensation in amounts to be determined by the Executive Board and approved at the annual convention and receive reimbursement for expenses.

**Section 3**

The officers of the association must be County Auditors currently serving as such. In the event of a vacancy the Executive Board shall designate a qualified County Auditor to serve until the next annual convention.

**ARTICLE VI  
DUTIES OF THE OFFICERS AND SOLICITOR**

**Section 1**

**Duties of the President**

The President shall be the Chief Executive Officer of the association and shall exercise the powers and perform the duties usually incident to Chief Executive Office. He/she shall be an ex-officio member of all committees appointed by him/her. He/She shall preside at all sessions of the annual convention. He/She shall appoint all committees except those, which a vote of the annual convention may otherwise designate, and may change the personnel of any committee appointed by him/her at his pleasure. .

**Section 2**

**Duties of the Vice President**

In the absence of the President or his or her inability to preside over the meeting of the organization, the Vice President shall perform the duties hereinbefore prescribed to the office of President.

**Section 3**

**Duties of the Secretary**

The Secretary shall attend all sessions of the annual convention of the association and all meetings of the Executive Board or any meeting when requested by the President, and shall keep an accurate record of the proceedings of said convention or said committee. He/she shall be the custodian of the bond of the Treasurer and of any other bond or bonds given to secure the funds of the Association.

**Section 4**

**Duties of the Treasurer**

The Treasurer shall collect the annual dues from each of the various counties within the State and shall be the custodian of all funds of the association. He or she shall keep a record of all monies received and shall honor all pay orders. He or she shall deposit all funds of the association in a bank or banks to be selected by him or her, with the approval of the Executive Board. He or she shall give the association good and sufficient bond, with a surety company as surety in such amount, as the Executive Board may designate, said bond and the surety thereon to be provide for the faithful accounting for all funds of the association. The association shall pay the Treasurer's bond.

**Section 5**

**Duties of the Solicitor**

The Solicitor shall furnish such legal opinions to the association as may be required and give such other legal assistance as may be required by the association. The Solicitor shall be hired on an annual base by the association. In case of a new solicitor, 30 days prior to the convention, the name and resume should be submitted to the Executive Board.

**ARTICLE VII  
EXECUTIVE BOARD**

**Section 1**

The Executive Board shall consist of all elective officers of the association, the immediate Past President, two Legislative Representatives, the alternate Legislative Representative, and the three other members of the association to be elected at the annual convention.

**Section 2**

The PSAECO Legislative Representatives may be the President and two others appointed by the Executive Board. The Executive Board will also appoint an alternative Representative.

**Section 3**

The Executive Board shall have full power to act for the association in case of emergency.

**Section 4**

The Executive Board shall plan the workshops part of the convention program in cooperation with the Host County.

**ARTICLE VIII  
ANNUAL CONVENTION**

The association shall hold an annual convention within the state at a place and time to be decided upon by a majority vote of the members present and voting at the previous convention.

**ARTICLE IX  
DUES**

The annual dues of the association (for each county) shall be, AS MAY BE HEREAFTER ESTABLISHED BY LAW. Any county, which has not paid its dues, shall not be entitled to membership in the association nor shall the representatives of such county have a voice in the annual convention.

**ARTICLE X  
SPECIAL FUND**

A special fund shall be established not to exceed \$12,000.00. This fund shall receive up to \$50.00 per Auditor from the annual registration fee to maintain the fund at \$12,000.00. This fund shall be available for the purpose stated by the requesting county, upon approval by the Executive Board or the association. If applicable, every effort should be made to recoup legal expenses through the legal system and reimbursed to the association.

**ARRICLE XI  
RULES OF ORDER**

Except as other wise decided by a two-thirds vote of the members present and voting, any parliamentary practice, which shall govern the deliberations of the association at its annual convention, shall be Roberts' Rules of Order.

**ARTICLE XII  
ELECTIONS**

All elections shall be by ballot. The President shall appoint two tellers to receive and count ballots and report the results

**ARTICLE XIII**  
**AMENDMENTS**

These By-Laws may be amended by a two-thirds of the votes cast at any annual convention of the association by the members present.

Amended and approved September 2009, Annual Convention.