

CONSTITUTION AND BY-LAWS
of the
CRAWFORD COUNTY ASSOCIATION OF
TOWNSHIP OFFICIALS DRAFT 05-06-2024

ARTICLE I

CONSTITUTION

The Act of Assembly of May 8, 1913, authorizing the organization of County Associations of Township Officials, with all reenactments thereof and amendments thereto, together with the Act of Assembly of May 6, 1921, and Article XIV, Section 1401 of the Second Class Township Code as amended July November 29, 2006, authorizing the organization of a State Association of Township Supervisors, including all of the reenactments thereof and amendments thereto, shall be the Constitution of this Association.

ARTICLE II

ASSOCIATION NAME

This Association shall be known as the “Crawford County Association of Township Officials”, hereinafter referred to as the “Association” and shall be the official organization of all Second Class Township Officials in Crawford County, Pennsylvania.

STATE ASSOCIATION

The parent organization of this Association shall be known as the “Pennsylvania State Association of Township Supervisors”, hereinafter referred to as the “State Association.”

ARTICLE III

PURPOSE

This Association is formed for the purpose of considering and discussing questions and subjects pertaining to the best methods for the improvement of the township governments, the assessment of property, the collection of taxes, the construction, improvement and maintenance of roads and the promotion of mutual cooperation among the member townships.

ARTICLE IV

MEMBERSHIP

Membership shall consist of current Township Supervisors, Township Secretaries, Township Treasurers, Township Auditors, Township Tax Collectors, Township Managers, Township Solicitors and Township Engineers of Crawford County, Pennsylvania. Each member shall be considered voting members and eligible to vote at the Association Semi-Annual Meeting or Annual Convention of the Association. Current Township Roadmasters, Township Zoning Officers and any other Township Officials deemed necessary, may also be invited to attend the Association Semi-Annual Meeting or Annual Convention but shall be considered non-voting members.

ARTICLE V

OFFICERS

SECTION 1.

The Officers of this Association shall consist of a President, a First Vice President, a Second Vice President, a Secretary and an Assistant Secretary/Treasurer, none of whom shall be interested directly or indirectly in the promotion or sale of road material, equipment or any other self serving interest that would be in violation of the Second Class Township Code. All Officers shall be current Township Officials and voting members of the Association.

SECTION 2.

The term of service for Officers serving as President, First Vice President and Second Vice President shall be for a period of one (1) year, commencing with his/her election at the Annual Convention, or until a successor is elected. The President, First Vice President and Second Vice President may serve up to two (2) consecutive years in their respective office.

SECTION 3.

The term of service for Officers serving as Secretary and Assistant Secretary/Treasurer shall be for a period of one (1) year, commencing with his/her election at the Annual Convention, or until a successor is elected. The Secretary and Assistant Secretary/Treasurer may serve unlimited years in their respective office.

ARTICLE VI

DUTIES OF OFFICERS

SECTION 1.

The President of the Association shall call all regular meetings and conventions, preside at all meetings and be an ex-officio member of the Executive Committee and perform all other duties generally incumbent on a President.

SECTION 2.

The First Vice President of the Association shall assume the duties of the President in the absence of the President.

SECTION 3.

The Second Vice President of the Association shall assume the duties of the Vice President or President in their absence.

SECTION 4.

The Secretary of the Association shall keep a correct record of minutes of all meetings, including those of the Executive Committee; shall maintain a complete roll of the membership; attend to all correspondence and perform all other duties pertaining to a secretaryship or that which the Officers may require of the same. The Secretary shall be the custodian of all Association property, except that which is required by the Assistant Secretary/Treasurer and shall turn the same over to their successor in office. The Secretary shall be compensated annually in the amount of \$100.00 for the work performed.

SECTION 5.

The Assistant Secretary/Treasurer of the Association shall receive and collect all monies due the Association, including those of the Executive Committee; shall deposit same in a bank in the name of the Association; prepare checks and pay out same on approved orders and perform all other duties pertaining to an assistant secretaryship/treasurership or that which the Officers may require of the same. The Assistant Secretary/Treasurer shall be the custodian of all Association property, except that which is required by the Secretary and shall turn the same over to their successor in office. The Assistant Secretary/Treasurer shall be compensated annually in the amount of \$100.00 for the work performed.

SECTION 6.

The Association may or may not require that the Assistant Secretary/Treasurer be bonded and if bonded, at the expense of the Association.

ARTICLE VII

SUCCESSION IN OFFICE

SECTION 1.

In case the President should for any reason be unable to perform the duties of his/her office, then the First Vice-President and after him, the Second Vice-President shall serve in his/her stead until the President is again able to serve.

SECTION 2.

In case the Secretary becomes incapacitated to perform the duties of the office or to direct them to be done, then the Executive Committee shall appoint the Assistant Secretary/Treasurer or someone with full authority to serve until such time as the Secretary is again able to perform the duties.

SECTION 3.

In case the Assistant Secretary/Treasurer becomes incapacitated to perform the duties of the office or to direct them to be done, then the Executive Committee shall appoint the Secretary or someone with full authority to serve until such time as the Assistant Secretary/Treasurer is again able to perform the duties.

ARTICLE VIII

VACANCIES

All vacancies in office between the Annual Convention, shall be filled by the Executive Committee, only when necessary to fulfill any immediate duties. If not immediately necessary, the office vacancy shall be held open until the next Annual Convention when an election can occur. In the case of a vacancy which may occur in the Executive Committee, the office vacancy shall be held open until the next Annual Convention when an election can occur.

ARTICLE IX

COMMITTEES

SECTION 1.

The following Committees have been established for the Association. Committee members shall be elected or reelected by all voting members at the Annual Convention, when necessary: an Executive Committee consisting of four (4) members, a Nominating Committee consisting of three (3) members, a Resolutions Committee consisting of three (3) members. The President may also appoint special committees for specific purposes as occasions may arise.

SECTION 2.

The Executive Committee shall consist of four (4) members to be elected at the Annual Convention. The four (4) members elected shall be elected each for a term of four (4) years. The Executive Committee shall have full charge of the affairs of the Association between the Annual Conventions. It shall meet and certify the date of both the forthcoming Semi-Annual Meeting and Annual Convention, assist and cooperate with the President, Secretary and Assistant Secretary/Treasurer, in the preparation of a suitable program and transact any other business that may come to its attention. The Association President may call a special meeting of the Executive Committee as occasions for its service may arise.

SECTION 3.

The Resolution Committee shall consist of three (3) members to be elected at the Annual Convention and may serve unlimited years in their respective office. The members will present to the Association at the Annual Convention all proposed resolutions for consideration by the members of the Association. Other Resolutions may also be offered from the floor for consideration.

SECTION 4.

The Nominating Committee shall consist of three (3) members to be elected at the Annual Convention and may serve unlimited years in their respective office. The members will present to the Association at the Annual Convention the names of persons who are suitable and eligible to serve as Officers and Committee Members of the Association. Other nominations may also be offered from the floor for consideration.

ARTICLE X

MEETINGS

The Semi-Annual Meeting and Annual Convention of the Association shall be held at a time and place within the County of Crawford, Commonwealth of Pennsylvania and shall be determined by the Executive Committee.

ARTICLE XI

AMENDMENTS

These By-Laws may be considered for amendment during the Annual Convention of the Association. A voting member must submit any proposed amendments in writing to the Association Secretary at least 30 days prior to the Annual Convention. Approved Amendments to these By-laws will require a majority vote of the voting members present at the Annual Convention and will become effective immediately.

ARTICLE XII

ADOPTION

These By-laws revise and amend the original By-laws that were approved by a majority vote of members present at the original Annual Convention held on October 23, 1974. These By-laws were revised and amended and presented for approval by a majority vote of members present at the 2024 Annual Meeting or Convention held on October 23, 2024. They become effective immediately upon adoption.

Crawford County Association of Township Officials

Attest:

Robert Thompson, President

Debra Merritt, Secretary

Norman Thomas, First Vice-President

Kevin VanHonk, Second Vice-President