

**Constitution and By Laws
of the
Bucks County Association of Township Officials**

CONSTITUTION

**Article I
Name**

1. This Association shall be known as the “Bucks County Association of Township Officials” and shall be the official organization of townships of the second class in Bucks County, Pennsylvania, as noted in Section 1401 of the Second-Class Township Code.

**Article II
Purpose**

1. The purpose of this Association shall be to advance best interests of townships of the second class of Bucks County.
2. This Association shall aid in the exchange of ideas and experiences among local township officials and to promote a better understanding of the duties and responsibilities of township officials.
3. This Association will promote cooperation with existing governmental agencies in the County of Bucks and the Commonwealth of Pennsylvania.
4. This Association shall cooperate and communicate with the Pennsylvania General Assembly, the County of Bucks and other similar organizations in the surrounding areas including the Pennsylvania State Association of Township Officials.

**Article III
Membership**

1. All townships of the second class in Bucks County are eligible to be members of the Association. This includes all current supervisors, tax collectors and auditors, non-elected secretaries, treasurers, and managers.
2. Township appointed solicitors and township appointed engineers may become members of this Association at his/her request.

**Article IV
Officers**

1. The Officers of this Association shall be elected by and from the twelve (12) Executive Board members and Past Presidents of the Executive Board, and shall consist of a President, First Vice President, Second Vice President, Treasurer, and appointed Secretary and shall be known as the Executive Committee.

**Constitution and By Laws
of the
Bucks County Association of Township Officials**

1. The President, First Vice President, Second Vice President, Secretary and Treasurer shall serve for the term of three years from the date of the annual convention meeting or until their successors are appointed or elected. Elected officers may serve only one three-year term.
2. In the event of a vacancy of an Officer, the Executive Board shall elect a successor.
3. The Secretary shall be appointed by the Executive Board and shall be an ex-officio member of the Executive Committee.

**Article V
Delegates**

1. The Executive Board shall elect one member of the Executive Board for each ten (10) townships, or fraction thereof, within Bucks County, as a Delegate to each annual meeting of the State Association. They shall represent the Bucks County Association of Township Officials at said meeting and shall report to the Executive Board.
2. In the event of inability to attend the State Convention, the Executive Board shall appoint an alternate Delegate.

**Article VI
Executive Board**

1. The Executive Board of this Association shall be composed of twelve (12) members elected at the annual convention, who shall serve for a term of three (3) years from the date of the annual convention meeting or until their successors are appointed or elected. Effective with the annual election of 2022, terms shall be staggered so that approximately one-third of the Executive Board members are elected each year.

**Article V
Meetings**

1. Annual meetings or conventions shall be held in the County Seat of Bucks County or other suitable place in the County or on a virtual meeting platform.

**Article VIII
Amendments**

This Constitution may be amended, as follows:

1. The Executive Board may propose an amendment or amendments to this Constitution and direct the Secretary to give written notice to every member of the Association,

**Constitution and By Laws
of the
Bucks County Association of Township Officials**

- setting forth in full the contents of said proposed amendment or amendments at least thirty (30) days prior to an annual meeting which notice shall state that action will be taken at said annual meeting and that upon the favorable vote of two-thirds of the members present to said annual meeting the amendment or amendments shall become effective immediately.
2. Any ten (10) members of the Association may propose an amendment or amendments to this Constitution by petition in writing to the Executive Board at least sixty (60) days before any annual meeting. Upon receipt of such petition, the Executive Board must direct the Secretary to give written notice of the proposed amendment or amendments to every member of the Association, setting forth in full the contents of the proposed amendment or amendments. Said written notice shall be given at least thirty (30) days prior to the next annual meeting and shall state that action will be taken at said annual meeting and that upon the favorable vote of two-thirds of the members present, the same shall become effective immediately.

**Constitution and By Laws
of the
Bucks County Association of Township Officials**

**BY-LAWS of the
Bucks County Association of Township Officials**

Article I

Election Officers

1. At least one month before an annual convention, the President, with the approval of the Executive Board, shall appoint a Nominating Committee of at least three (3) members who are not members of the Executive Board. They shall determine the availability of candidates for office from within the Association, their willingness to serve and shall present a slate at the annual convention of the Association. Other candidates may also be nominated by members of the Association from the floor provided the candidate nominated from the floor has expressed in writing his/her willingness to accept the office and responsibilities, and further provided that the same is presented to the Secretary at the time the nomination is made from the floor.
2. Election of Executive Board members shall be held at the annual convention meeting.
3. The Executive Board of the Association shall elect the Officers of the Board at the next monthly meeting of the Board following the annual convention meeting.

Article II

Duties of Officers

1. The President shall be the executive head of the Association. He/She shall exercise all the powers and perform all the duties usually pertaining to the office. He/She shall preside at all the meetings of the Association and at all the meetings of the Executive Board. He/She shall call meetings of the Executive Board as the occasion may arise.
2. The 1st Vice President and the 2nd Vice President shall assist the President in all his/her work. They shall perform such functions as the President, or the Executive Board shall from time to time direct. The 1st Vice President shall assume all powers and duties of the President in the latter's absence or disability. The 2nd Vice President shall assume all powers and duties of the President in the absence or disability of the President and 1st Vice President.
3. The Secretary need not be either an active member of the Association or a former member of the Association. The Secretary shall make careful and complete minutes of all meetings of the Association and of the Executive Board. The Secretary shall be the custodian of the organization's minutes.
4. The Treasurer shall be custodian of all funds belonging to the Association in a bank designated by the Executive Board and in the name of the Association and shall

**Constitution and By Laws
of the
Bucks County Association of Township Officials**

- disburse same by check. Only the treasurer's signature shall be required on checks. The Treasurer shall keep an accurate record of accounts which shall be open to inspection by the Executive Board at request. The Treasurer shall submit at the annual convention meeting of the Association a written report of the administration of the office for the past year. The Treasurer shall be bonded for such amount as shall be determined by the Executive Board, the premium to be paid by the Association.
5. The Executive Board shall elect three (3) Delegates from the Executive Board to attend each annual meeting of the State Association. The Delegates shall represent the Bucks County Association of Township Officials only at said meeting and shall report to the Executive Board.

Article III

Executive Board

1. The Executive Board shall consist of the twelve (12) members who shall be elected, for a term of three (3) years, at the annual meeting of the Association. Effective with the annual election of 2022, terms shall be staggered so that approximately one-third of the Executive Board members are elected each year. In addition, Past Presidents who are members of the Association shall be deemed ex-officio members who shall have the same voting rights as elected Executive Board members. The Secretary shall be an ex-officio member, who shall not have the right to vote.
2. The Executive Board shall meet monthly within the County on call by the President. Written notice of such meeting shall be given five (5) days in advance.
3. A quorum shall consist of seven (7) members of the Executive Board. A quorum being present, a majority of those in attendance may decide any question within the power of the Executive Board.
4. The Executive Board shall direct and guide all activities of the Association with due regard for the wishes and decisions of the entire membership expressed in general.
5. Executive Board members are expected to attend all meetings of the Executive Board. Should any Executive Board member be absent from three (3) consecutive regularly scheduled Executive Board meetings, or absent from four (4) regularly scheduled Executive Board meetings over the course of their three year term, without the absences being excused by the Association President in accordance with the attendance policy of the Board, that Executive Board member will be deemed to have vacated his or her seat on the Executive Board.
6. The Executive Board shall have the authority to expend funds raised or collected by BCATO to fund such activities, functions, or purposes that further the interests of the

**Constitution and By Laws
of the
Bucks County Association of Township Officials**

Association.

Article IV

Executive Director

The Executive Board may appoint an Executive Director at compensation to be determined by Executive Board resolution, on an annual basis, with powers and duties to be determined by the Executive Board.

Article V

Committees

1. The President, with Executive Board approval, shall designate committees which may be needed for specific tasks.
2. The President, with Executive Board approval, shall annually appoint either an Auditing Committee composed of three (3) elected Township Auditors and/or a qualified certified public accounting firm to audit the books of the Association.
3. The President, with Executive Board approval, shall appoint a Resolution Committee. The Resolution committee shall annually request from the member townships any resolutions that the townships wish to have considered by the Association. The Committee shall prepare a list of the resolutions submitted by the boards of supervisors of member townships. This list along with the Committee's recommendations as acceptance or denial shall be submitted to all member townships no less than four (4) weeks prior to the annual convention at which the resolutions are to be considered. All approved resolutions shall be forwarded to Pennsylvania State Association of Township Supervisors.
4. Special committees may be appointed from time to time at the discretion of President. No special committee may have or exercise any authority of the Board to manage the business and affairs of the Association. All special committees and their members shall serve at the discretion of the Chair.

Article VI

Meetings

1. Annual meetings or conventions shall be held in the County Seat, or other suitable place in the County or may be held on a virtual platform.
2. At least ten (10) days notice of the time and place of the annual convention shall be mailed to each member of the Association at the member's last known address.
3. Other meetings of the Association may be held at the call of the Executive Board, details

**Constitution and By Laws
of the
Bucks County Association of Township Officials**

of said meeting to be arranged by the Executive Board. Written notice of any such meeting shall be mailed to all members of the Association at the member's last known address, at least ten (10) days prior to said meeting. Other meetings shall be held at the location designated by the Executive Board or on a virtual platform.

4. A majority vote of the members present at a duly constituted meeting of the Association shall decide any questions presented except amendment or amendments to the Constitution or these By-Laws.

Article VII

Reimbursements

1. All members of the Executive Board and committee members shall serve without pay, but in special cases the Executive Board may authorize reimbursement for necessary miscellaneous expenses.

Article VIII

Amendments

1. These by-laws may be repealed, altered, or amended, in whole or in part, by a two-thirds vote of the members present at duly constituted meeting of the Association. Written notice of proposed revisions shall be given at least thirty (30) days prior to the next annual or semi-annual meeting and shall state that action will be taken at said annual or semi-annual meeting and that upon the favorable vote of two-thirds of the members present, the same shall become effective five (5) days after the meeting.

Article IX

Rules of Order

1. The rules of parliamentary procedure as laid down in Robert's Rules of Order, Revised, shall govern all meetings of the Association.

Article X

Publication

1. The Executive Board shall determine the official publications of this Association.

Article X

Dues

**Constitution and By Laws
of the
Bucks County Association of Township Officials**

1. A dues assessment by this Association, which shall be determined by the general membership at the annual convention, shall be paid from the township general fund.

May 1, 1965

Amended March 19, 1977

Amended February 25, 1978

Amended February 7, 1982

Amended February 21, 2009

Amended February 4, 2012

Amended February 22, 2014

Amended February 26, 2022

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