



Worcester County Collectors and Treasurers Association

ANNUAL HOLIDAY LUNCHEON & GIFT EXCHANGE

Place: Val's Restaurant, 75 Reservoir Street, Holden, MA
Date: Thursday, December 4, 2014
Time: 11:30 a.m. Arrival
11:45 a.m. Business Meeting & Election of Officers and Executive Committee
Vote on Revised Bylaws
12:00pm Chuck Patterson & Dory Huard, Bartholomew & Co
Brief update on OPEB
12:30 p.m. Buffet Luncheon
1:30 p.m. Gift Exchange

*****Immediately after the Holiday Luncheon Chuck & Lynn Patterson have invited all to come to their home and view "Christmas decorations thru the decades." 51 Campbell Street, Rutland, MA**

Directions to Chuck's will be given out at Val's.

To the members of the WCCTA,

Please join us for our annual holiday luncheon and gift exchange. You are invited to please bring a wrapped item with a \$20 value to participate. During our business meeting, we will elect our Association's officers for 2015. Attached is the nominating committee report. Also, attached are the revised Association Bylaws.

This year has been wonderful as your President. I'd like to thank each and every one who attended our meetings and made this year a success. You are the reason our county association is so strong.

Season's Greetings,

Donna

☞ Please RSVP no later than Wednesday, November 27th by completing the form below ☞

I will _____ be attending the meeting on December 4th I will _____ be attending Chuck's

Name: _____ City/Town/Business: _____

Please **email** (treasurer@townofbolton.com) *preferred method*
or **fax** (978-779-3311) or **phone** (978-779-3310)

Donna Madden T/C Town of Bolton **no later than November 27th**

You will be charged \$20.00 if you make a reservation and do not attend. If you need to cancel, please do so at least 48 hours in advance. All dues paying members are invited to attend at no additional charge.

Non-members are invited at a \$25 per person pre-paid charge.

Worcester County Collectors and Treasurers Association

Slate of Officers 2015

President	Donna A. Madden, Treasurer/Collector, Town of Bolton
1 st Vice President	Sharon A. Lowder, Treasurer/Collector, Town of Holden
2 nd Vice President	Leigh Deveneau-Martinelli, Treasurer/Collector, Town of Ware
Secretary	Claire Wilson, Treasurer, Town of Oxford
Treasurer	Christine Abrahamson, Collector, Town of Oxford
Executive Committee	Richard Carmignani, Treasurer/Collector, Town of Dudley Joanne Savignac, Treasurer/Collector, Town of Westborough Deirdre Malone, Treasurer/Collector, Town of Paxton Melody Gallant, Treasurer/Collector, Town of Westminster Anne Cervantes, Treasurer/Collector, Town of Sterling

Worcester County Collectors and Treasurer Association Bylaws

Revised 12/4/2014

Article I

NAME

The name of this organization shall be the Worcester County Collectors and Treasurer Association.

Article II

PURPOSES

The mission of the Association is: To foster a closer relationship among Collectors and Treasurers of Worcester County and their assistants; to facilitate the creation and uniform administration of collection of tax laws; to afford opportunity for the discussion of subjects pertaining to the above; to provide methods for encouraging the development of desirable tax laws; and to encourage the adoption of best practices relating to the duties of local Collectors and Treasurers.

MEMBERSHIP

Article III

Section 1 – Voting Members – All persons who are engaged (appointed or elected) in the administration or collection of monies and custody of funds in a city, town or district in Worcester County or a contiguous municipality shall be eligible for membership upon payment of annual dues.

Section 2 – Honorary Members may be elected by the Association. Honorary Members will not have to right to vote or hold office in the Association.

Section 3 – Municipal Appointed Assistants and Staff Members – Any voting member of the Association may sponsor a member of their staff. Staff membership is effective upon payment of annual dues. Staff Members will not have the right to vote or hold office in the Association.

Section 4 – Business Associate Members – Such membership shall be available upon application of any firm or organization expressing and demonstrating an interest in the ideals and mission of the Association. Approval of such application for membership may require a majority vote of the Executive Committee. Membership shall become effective upon payment of annual dues. Associate Members will not have the right to vote or hold office in the Association. The Executive Committee limits the number of representatives up to three (3) of a member in this category attending any one function of the Association. Additional Business Associate Members may attend at the event price. Any Associate

Membership shall be revocable at the recommendation of the Executive Committee by a majority vote of the Association members eligible to vote at meeting assembled.

Section 5 – Outside Municipal County Members – All persons who are engaged in the administration or collection of monies and custody of funds in a city, town, or district outside Worcester County (or its contiguous municipalities as stated in Section 1) shall be eligible for membership upon payment of annual dues. Outside Municipal County members will not have the right to vote or hold office in the Association.

ARTICLE IV

DUES

Section 1 – The annual dues shall be \$25.00 per voting member effective January 1, 2006.

Section 2 – The annual dues for Municipal Appointed Assistants and Staff Members shall be \$15.00 per member effective January 1, 2006.

Section 3 – The annual dues for Business Associate Members shall be \$200.00 effective January 1, 2006.

Section 4 – The annual dues for Honorary Members shall be free.

Section 5 – The annual dues for Outside Municipal County Members shall be \$30.00 effective June 1, 2007.

ARTICLE V

OFFICERS

The officers of this Association shall be: President, First Vice-President, Second Vice-President, Treasurer and Secretary/Assistant Treasurer, each of whom shall be elected by ballot at the annual meeting of the Association and shall hold office for one year or until their successor is elected. As proposed by the Nominating Committee. The Nominating Committee shall be appointed by the Association President and consist of at least two (2) voting members.

DUTIES OF OFFICERS

Section 1 – The President shall preside at all meetings of the Association and of the Executive Committee. The President shall appoint all committees and shall perform such other duties as may be required by custom or by the welfare of the Association.

Section 2 – The duties of the First Vice-President will primarily be concerned with helping the President plan Association meetings. The First-Vice President will work under the direction of the President, assume the duties in President's absence and would be given first consideration as a nominee for the position of President.

Section 3 – The Second Vice-President will aid the First Vice-President in arranging details for Association meetings. The Second Vice-President will work under the direction of the First Vice-President and would be given first consideration as a nominee for the position of First Vice-President.

Section 5 – The Secretary/Assistant Treasurer shall keep a record of all meetings of the Association and Executive Committee. The Secretary shall keep a roll of the membership and give notice of all meetings of the Association or of the Executive Committee. The Secretary shall discharge such other duties as pertain to the office or as may be assigned by the Association, the President or the Executive Committee.

Section 4 – The Treasurer shall bill, collect and disburse all the funds of the Association and keep and account of the same. The Treasurer may be required to give bond with sureties in such amount as the Executive Committee may require and shall keep the funds deposited in the name of the Association. The Treasurer will make monthly statements and an annual report to the Executive Board, and report to the Association and shall perform such duties as pertain to the office.

ARTICLE VI

EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of the officers of the Association, the immediate Past President and as least five members additional. The additional members shall be elected by ballot at the annual meeting of the Association and shall hold office for one year or until their successors have been elected. The Executive Committee shall have full power to carry out the mission of the Association and propose amendments to these by-laws. Meetings of the Executive Committee may be called at any time by the President or by any two of its members on five days previous notice. A quorum shall consist of five members. It shall be the duty of the Executive Committee to audit the books of the Treasurer every other year on even numbered years or to appoint someone to do so and generally to assist the officers between meetings in carrying on the functions of the Association. The Executive Committee shall also have the power to fill any vacancies in office until the next annual meeting.

ARTICLE VII

MEETINGS

The annual meeting of the Association shall be held in December on such day and time and place as the Committee may previously fix. Other meetings, formal or informal, may be arranged by the President, the Executive Committee or by the Association. At all business meetings ten (10) members in good standing shall constitute a quorum.

ARTICLE VIII

LEGISLATIVE COMMITTEE

A Legislative Committee consisting of one or more members may be appointed by the President. The duties of the committee shall be to keep informed of all legislative matters affecting municipalities in Massachusetts and to report such to the Association; consult the Legislative Agent of the Massachusetts Collectors and Treasurers Association on the recommended position to be taken in such matters.

ARTICLE IX

AMENDMENTS

These by-laws may be amended, altered or repealed by two-thirds vote of those present at annual meeting or any other meeting, duly called by two-thirds vote provided that notice of the proposed amendment, alteration or repeal shall have been sent to each member at least ten (10) days prior to such meeting.

ARTICLE X

REMOVAL OF OFFICERS

Any person elected by the membership or appointed to a permanent board or committee by the Executive Committee who is absent from three meetings in a calendar year of such body for other than extenuating circumstances, may be removed from office by two-thirds vote of the Executive Committee.

Any officer or board member found to be in violation of ethical or legal matters as related to their office or the Association may be removed from office by a two-thirds vote of the Executive Committee.

A thirty day notice may be given to any member being considered for removal from office. A hearing requested by any member slated for removal from office must be held before the Executive Committee votes on the removal.

If the member makes a timely request for an appeal hearing it shall be conducted by the Executive Committee. The Executive Committee shall render a decision based upon the evidence before it, and the Executive Committee decision shall be final.