

**TOWN HIGHWAY SUPERINTENDENTS' ASSOCIATION
OF WARREN COUNTY
4028 MAIN ST
WARRENSBURG, NY 12885**

Town Highway Superintendents- Warren County

Revised: April 1, 2014

**Constitution
-And-
By-laws**

Article #1

Name

Section #1: This organization shall be known as the Town Highway Superintendent's Association of Warren County.

Article #2

Purpose

Section #1: The purpose of this organization shall be to act as a forum for the exchange of ideas with different members of the Association that each may gain from the experience of their colleagues; to coordinate the efforts of Town Highway Superintendent's in the interests of increasing efficiency by those serving in that capacity; to better conduct highway construction and maintenance in the various Towns throughout the County of Warren; to investigate, study, discuss and recommend generally, improvements in the government throughout the State of New York; to advocate and support such legislation as may be for the betterment of the Towns in the State and to use the influence of the members to oppose legislation not conducive to the best interest of the people of the State and particularly the Town thereof, at all times promoting the principle of Home Rule in the government of Towns in the State of New York.

Section #2: The purpose of this Association shall be pursued on a strictly non-partisan basis, and no partisan matter shall be presented or discussion had thereon at any of the meetings of the Association.

Article #3

Membership

Section #1: Membership in this Association shall be of five classes consisting of, "Active," "Honorary," "Business," "Retired Business," and "Guest."

Active Members- Warren County and Municipal Subdivision Highway Employees, the NYSDOT Resident Engineer and Assistants (Engineer, Secretary, Foreman, etc.), Employees of State, Town and County agencies involved with highway-related activities, employees retired from public service that continue to pay dues, and County and Municipal Subdivision Highway Superintendents contiguous to Warren County.

Honorary Members- Any former active member retired from public service; having a minimum of five years of consecutive membership in good standing and no longer pays dues.

Business Members- Any person in the employ of a private organization providing the following: sale of highway-related materials, sales and service of equipment, highway construction services, and sale of training/educational materials and services.

Retired Business Members- A former business member that has retired; having a minimum of five years of consecutive membership in good standing.

Guest Members- Any person invited by a member in good standing and does not pay dues.

Section #2: Persons should become members upon the unanimous approval of the Board of Directors, and by resolution of the majority of the members present at a regular meeting, and upon payment to the secretary of one year dues in advance.

Article #4

Voting Rights

Section #1: Voting rights shall be determined by membership type and divided into three categories, "Member," "Business," and "No Vote"

Member- Each registered active member has one vote, with a maximum of three votes being allowed from active members in the employ of the same public agency.

Business- Each private organization has one vote provided at least one individual is registered as an Association member. Any private organization with two or more individuals registered as Association members shall be provided two votes. Each private organization shall not have more than two votes.

No Vote- Honorary, retired business, and guest members are ineligible to vote.

Article #5

Meetings

Section #1: There will be a monthly meeting held the second Thursday of every month unless changed by resolution. Meetings will begin at 11:30 am.

Section #2: Guests may be invited to any function of the Association by members in good standing, except for the yearly banquet, which anyone can attend by purchasing a ticket.

Section #3: Special meetings may be held at such times and places as may be determined by the president. The president shall, at the request of eleven (11) members of the Association, or of any two (2) officers, call a meeting of the Association at any time when such a request is served upon him. An election and installation meeting shall be held during the month of January each year at such date and place as determined by the Board of Directors.

Section #4: The notice of monthly or special meetings shall be given by the secretary mailing to each member of the Association a notice in writing of the time and place thereof, at least five (5) days prior thereto.

Section #5: In case of inability or absence of the President, the Vice President shall preside in his stead. In case of the absence of the President and Vice President, the meeting shall appoint a temporary President from the active members present.

Section #6: Seven (7) active members, one of whom shall be an officer, secretary or director of the Association, shall constitute a quorum for all meetings. If a quorum is not present, the President, Vice President or temporary President may either cancel meeting or continue meeting prohibiting voting on Association matters.

Section #7: Officers and Directors can initiate, but cannot formally make a motion for resolution. A motion for resolution can only be made by an active member. Active members and business members may second a motion for resolution. Honorary, retired business and guest members are excluded from participating in the resolution process.

Article #6

Officers and Election

Section #1: The officers of the Association shall be a President, Vice President and Secretary/Treasurer and three (3) directors and shall be elected for one year. No two officers shall come from the same municipal subdivision or agency. All officers shall be from agencies or municipal subdivisions within Warren County. All terms of office shall begin February 1st and end January 31st. All officers and directors of the Association shall serve without compensation.

Section #2: The officers of the Association shall be active members only, and the President shall be a current Warren County or Municipal Subdivision highway department employee. If the President resigns during their term, the Vice President shall become the interim president and appoint an active member as interim Vice President. If an officer or director resigns during their term, the President shall appoint an active member in the interim.

Section #3: At the last meeting of the year, the President shall appoint a Nominating committee of not less than three, nor more than five, active members currently not serving as an officer or director, who shall make nominations for all officers and directors, and report the same at the election meeting in the month of January. Nothing herein provided, however, shall

prevent other nominations being made directly from the floor from any member eligible to vote.

Section #4: Board of Directors: In addition to the officers, three (3) active members shall be elected as directors, in the same manner and at the same time as the officers, with no two directors being from the same municipal subdivision or agency. The officers, together with the directors, shall constitute a Board of Directors.

Section #5: All vacancies in office shall be filled, for the unexpired term, by the majority vote of the Board of Directors.

Article #7

Duties of Officers

Section #1: The President shall preside over regular and special meetings. The President shall have shall appoint all committees he/she deems necessary. The President shall serve on a minimum of one and a maximum of three committees. The President shall have the authority to appoint a secretary responsible for notice and coordination of upcoming Association meetings and events, and letters regarding contributions/donations.

Section #2: If inability or absence of prevents the President from presiding over regular and special meetings, the Vice President shall preside in his/her stead. The Vice President shall serve on a minimum of one and a maximum of three committees, to be determined by the President.

Section #3: The Secretary/Treasurer shall hold all funds and perform all the usual duties of Treasurer, including exchange of all monies and proper records, collection/recording of dues; and as Secretary shall be present and take the minutes of all meetings and any Board of Directors meetings.

Article #8

Board of Directors and Committees

Section #1: Board of Directors: The Board of Directors shall consist of the President, Vice President, Secretary/Treasurer and three (3) directors. The Board of Directors shall have charge of all the affairs of the Association and the

powers thereof between regular meetings of the Association. Each committee will have a minimum of one officer or director appointed.

Section #2: The President shall appoint the following committees:

Auditing Committee: Audit the books of the Secretary/Treasurer annually.

Highway Committee: Responsible for informing Association of new methods, standards and procedures for highway construction and maintenance; including highway legislation affecting municipalities and agencies, such as CHIP's funding, and attending events pertaining thereto.

Website Committee: Responsible for development and administration of THSAWC website.

Banquet Committee: Responsible for preparation and administration of yearly banquet and THSAWC booklet.

Program Committee: Responsible for the development and administration of Association by-laws, policies and programs, scholarships and donations.

Liaison Committee: Responsible for correspondence with other associations and agencies, and recruitment of new members.

Article #9

Dues & Finances

Section #1: The annual dues shall be ten dollars (\$10.00) for active members, no fees for honorary and guest members, fifty dollars (\$50.00) for business members, and twenty dollars (\$20.00) for retired business members.

Section #2: Each member shall pay annual dues on or before February 1st to the Secretary/Treasurer of the Association, who, after issuing a receipt, will make the proper record.

Section #3: The necessary expenses pertaining to administration and notification of Association matters, committee meetings and banquet preparation shall be a proper Association charge. No payments for goods received or services rendered, or donations issued, other than the aforementioned necessary expenses, unless authorized by resolution at a regular meeting.

Section #4: The appointed secretary by the President may receive an annual stipend if approved by majority vote at a regular meeting.

Article #10

Changes

Section #1: This Constitution and By-Laws may be amended at any regular or special meeting, where a quorum is present, by a majority vote.